

Town of Geneva

Debra L. Kirch, CMC/WCMC, Clerk/Treasurer

N3496 Como Road
Lake Geneva, WI 53147
Ph (262) 248-8497
Fx (262) 249-8873

Lodging Operator:

Per Room Tax Ordinance No. 30, all lodging establishments in the Town of Geneva are required to pay a 6% room tax on a quarterly basis. Also required is a Business License and an Annual Permit, the costs of which are \$25 and \$2 respectively.

All forms are available on the Town website: www.townofgenevawi.com under Forms & Permits. If you do not have electronic access, contact me at the number above and I can mail the forms to you. Forms required are the Short-Term Rental Permit Application, Room Tax Quarterly Return, and the Annual Return. There is also a Sample Quarterly form to assist you in completing the calculations.

Room tax returns are required to be filed within 30 days of the end of the quarter. State statute provides for a penalty on late returns. Also, room tax returns need to be filed timely as we are now required to submit a percentage of those returns to the Lake Geneva Chamber of Commerce (Visit Lake Geneva) per state statutes. We only have two weeks after your quarterly deadline, to make those payments.

Please call me at the number above if you have any questions.

Sincerely,

Debra L. Kirch

Debra L. Kirch, CMC/WCMC
Clerk/Treasurer
Town of Geneva