

**TOWN OF ARBOR VITAE
APPLICATION FOR ROOM TAX PERMIT**

Please answer all questions completely.

Please type or print.

Return the completed application along with the \$250 application fee:

Town of Arbor Vitae – Room Tax Permit
10675 Big Arbor Vitae Drive
Arbor Vitae, WI 54568

Name of Establishment: _____

Property Address: _____

Phone Number: () _____ Cell: () _____

Owner Name & Mailing Address: _____

Legal Organization: Sole Proprietorship _____ Partnership _____ Corporation _____

Wisconsin Seller's Permit Number _____

Vilas County Health Dept Number: _____

Is business open year round? Yes _____ No _____

Seasonal Business: Open 1st qtr _____ 2nd qtr _____ 3rd qtr _____ 4th qtr _____
(Room tax forms need to be filed EACH quarter regardless of operation schedule)

I hereby certify that the answers to the above statements are correct to the best of my knowledge and belief.

Printed Name of Owner or Authorized Agent: _____

Signature of Owner or Authorized Agent: _____

Title: _____ Date _____

Email address: _____

Room tax payment is due in the town office on the 15th day of the month following EACH quarter. First quarter is due April 15; second quarter is due July 15; third quarter is due October 15; and the fourth quarter is due January 15. A seasonal business must file a quarterly form even if there is no business in the quarter. In addition, an Annual Reconciliation is due by January 31.