



Town of Phelps
P.O. Box 157
Phelps, WI 54554
715-545-2270
www.phelpswi.gov

2025 Room Tax Annual Report

The 2025 Annual Report for the Town of Phelps Room Tax is due and payable on March 31, 2026.

Complete this form and return with any additional tax due to: Town of Phelps, PO Box 157, Phelps, WI 54554
If you have any questions, please call Deputy Clerk, Kathleen Ray at 715-545-2270.

2025 Room Tax Annual Report		1. Annual Gross Room Revenue:	
Year Ending: _____		1st Quarter: _____	
Due By: March 31, 2026		2nd Quarter: _____	
		3rd Quarter: _____	
		4th Quarter: _____	
		Total Year: _____	
		2. Annual Non-Transient*: [\$ _____]	
Permit Number: _____		3. Taxable Room Revenue for 2025:	
Lodging Facility: _____		Line 1- Line 2= Line 3 \$ _____	
Lodging Address: _____		4. Annual Gross Tax: 2.5% of Line 3:	
		\$ _____	
		5. Unpaid Tax Forfeiture Fee:	
		(25% of tax due or \$5,000, whichever is less) \$ _____	
Owner/Agent Name: _____		6. Total Tax Due for the Year 2025	
Signature: _____		(Line 4 plus Line 5) \$ _____	
Date: _____		7. Total Taxes Reported and Paid-2025	
		\$ _____	
		If Line 6 & 7 are not the same	
		8. Taxes Due or Refund Due: \$ _____	

*Non-Transient means a person residing for a continuous period of longer than 30 days.

Office Use Only

Check # _____

Date Paid _____

Clerk or Deputy Clerk Signature