



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

1 st Quarter (Jan, Feb, Mar)	
2 nd Quarter (Apr, May, June)	
3 rd Quarter (July, Aug, Sept)	
4 th Quarter (Oct, Nov, Dec)	

2025 Room Tax Quarterly Report

The Town of Phelps, pursuant to Town of Phelps Room Tax Ordinance 2023-01, Amended 08-14-2024, Section 1(3)(B), Room Tax Quarterly Report is due and payable on the following dates:

1st Quarterly Report – April 10, 2025; **2nd Quarterly Report** – July 10, 2025; **3rd Quarterly Report** – October 10, 2025; **4th Quarterly Report** – January 10, 2026

Please make check or money order payable to the Town of Phelps and mail to P.O. Box 157, Phelps, WI 54554

If you have any questions, contact Kathleen R Ray, Deputy Clerk/Treasurer at 715-545-2270

Quarterly Report Ending Month of: _____, 2025

Town Permit Number: _____

Lodging Facility: _____

Lodging Address _____

Owner/Agent Name _____

Signature

Date

1. Gross Room Revenue	\$.
2. Room Tax Collected (2.5% of Gross Room Revenue)	\$.
3. Forfeiture Fee, if applicable	\$.
4. Total Due to Town of Phelps (Line 2 plus Line 3)	\$.

Office Use Only

Check # _____ Date Paid _____

Town Clerk/Treasurer or Deputy Clerk/Treasurer Signature