



Town Chairman  
Ben Moderow

Town Board of Supervisors  
Dan Berndt  
Jane Strelow

**Town of Green Lake**  
N4454 Horner Road  
Ripon, WI 54971  
Phone: (920) 463-0938

Clerk  
Katie Mehn

Treasurer  
Lindsey Machkovich

[www.townofgreenlake.gov](http://www.townofgreenlake.gov)  
[townofgreenlakeclerk@gmail.com](mailto:townofgreenlakeclerk@gmail.com)

---

November 4, 2024

**Re: 2025 Room Tax Implementation**

Dear Lodging Facility Owners:

The 2025 Room Tax Implementation is fast approaching. Wisconsin State Statutes 66.0615 is the Municipal Law governing Room Tax. The Town of Green Lake Room Tax Ordinance 01-2024, was created under the authority of Wis. Stats. 66.0615 to allow the collection of room tax in the Town of Green Lake. If you would like a copy of the Room Tax Ordinance you can find it on our website at [www.townofgreenlake.gov](http://www.townofgreenlake.gov).

The Town has created several forms to help in this process, see all forms on our website at [www.townofgreenlake.gov](http://www.townofgreenlake.gov). They forms are as follows:

1. 2025 Room Tax Permit Application – For lack of a better term, “permit application” does not mean there is a fee associated with filling out this form. This is general record-keeping information for submitting our annual report to the Department of Revenue (DOR).
2. 2025 Room Tax Permit – Once you have completed and submitted your application form back to the Town we will issue a Certificate with a Permit Number to be used on the quarterly and annual reports. A signed Certificate will be sent to you for your records.
3. 2025 Room Tax Quarterly Report – As the name implies, this is a quarterly report to complete and submit your room tax collection to the Town.
4. 2025 Room Tax Annual Report – This report is used as a checks and balances with your records and the Town’s records prior to the Town submitting their Annual Report to the DOR.

Please submit the application form and \$300.00 annual fee to the Town of Green Lake no later than March 31, 2025 so we can process by April 15, 2025.

If you have any questions, please feel free to contact me.

Respectfully submitted,

*Katie Mehn*

Katie Mehn  
Clerk  
Town of Green Lake  
(920) 463-0938  
[townofgreenlakeclerk@gmail.com](mailto:townofgreenlakeclerk@gmail.com)