

City of Madison Transient Room Tax

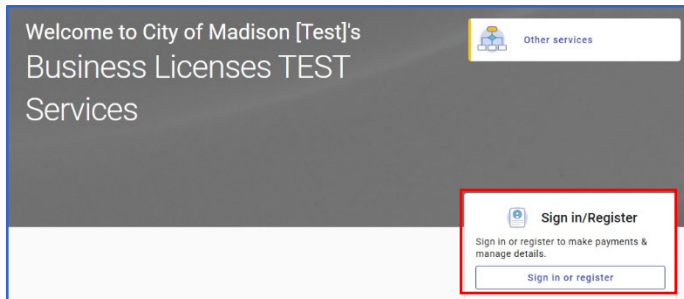
Instructions to file and pay your quarterly returns online

Sign In/Create an Account

The customer portal for Room Tax is located at: <https://cityofmadisonwi.tylerportico.com/css/citizen-selfservice-bl/business-license/home>.

Note: "Business Licenses" is the name of the program the City of Madison is using for Room Tax administration.

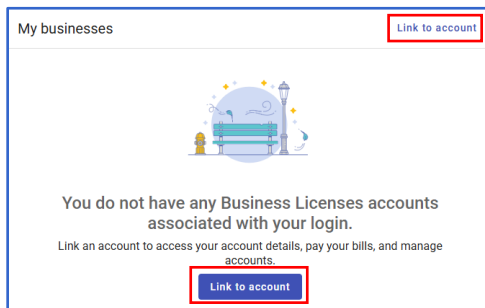
In order to file and/or pay your Room Tax returns online, you will need to create an account. You can do that by clicking "Sign in or register".



Note: If you already use Resident Access or Utilities Access to pay your City of Madison Property Tax or Municipal Services bills, you can use the same account to sign in here.

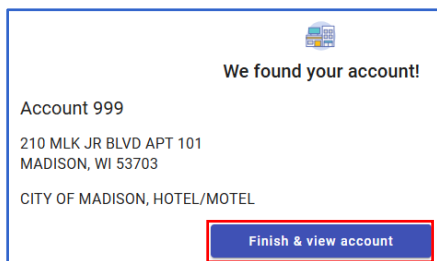
Link your Room Tax Permit(s) to your Account

Once you have signed in, this will appear box on the Business Licenses home page. You will need to link your Room Tax permit(s) to your account by clicking on either of the "Link to account" links.



Enter the Permit number (found in the top section of the return) in the Business ID field and the first letter of the mail to name (also from the top section of the return) in the in the Owner Name field. Click "Search".

If an account is found, it will appear below the search box. Verify this is the account you intended to link. Click "Finish & view account".



This will return you to the home screen and the linked permit will be listed under “My Businesses”. If you are responsible for multiple entities, you can click “Link to account” again and repeat the steps above to link as many permits as you need.

The screenshot shows the 'My businesses' interface. At the top right, there is a 'Link to account' button highlighted with a red box. Below this, the business name 'CITY OF MADISON HOTEL' is displayed. To the right of the name are three circular icons: a right arrow, a dollar sign, and a refresh icon. Below the name, the location '210 MLK JR BLVD APT 101' and 'Amount due \$0.00' are shown. The account status is 'New'. At the bottom, there are three buttons: 'Licenses/Taxes', 'Billing', and 'More' with a dropdown arrow.

File your Quarterly Room Tax Return

To file your quarterly room tax return for any outstanding period, click “Licenses/Taxes” for the applicable permit/business.

This screenshot is identical to the previous one, but the 'Licenses/Taxes' button at the bottom is highlighted with a red box.

Click the TRANSIENT ROOM TAX line (this should be the only one).

License category ↑	Type	Renewal cycle	Status	Actions
TRANSIENT ROOM TAX	Tax	QUARTERLY	Active	>

This will bring you to the License Summary and Filings list. Here you will find all current and prior filings for the permit and the status of those filings.

The “Year” and “Month” on this screen indicate the year/month that the return is due. For example, returns for the 1st quarter of 2026 are due by 4/30/2026 so that filing would be listed under 2026/4.

Note: You will only see filed returns as far back as Q2 2025 (Year: 2025, Month: 7) as that is when the City of Madison started using the system that connects to this online portal. Any periods prior to that can be ignored.

Identify the period you wish to file and click “Enter Filing”.

The screenshot shows the 'License summary' section with details for License ID 999, Reference 999, Category TRANSIENT ROOM TAX, Type Tax, and Renewal cycle QUARTERLY. Below this is the 'Filings' table:

Year ↓	Month	Filing status	Due date	Amount due	Actions
2026	7	NOT DUE	2026-07-31	0.00	Enter filing
2026	4	DUE NOW	2026-04-30	0.00	Enter filing
2026	1	LATE	2026-01-31	0.00	Enter filing
2025	10	FILED	2025-10-31	0.00	Review filing
2025	7	FILED	2025-07-31	0.00	Review filing

The 'Enter filing' button for the 2026-04-30 due date is highlighted with a red box.

Enter the amounts received for the quarter into each field just as you would if you were completing a paper return. All amounts should be entered as a positive number. Click "Review and file" when complete.

TRANSIENT ROOM TAX

CITY OF MADISON HOTEL - 999

Period
04/2026 QUARTERLY

TRANSIENT ROOM TAX

Gross Receipts for the Quarter <input style="width: 90%;" type="text" value="900000"/> <small>Enter the amount of gross receipts from all sources for the applicable quarter</small>	Sources Other than Room Rent <input style="width: 90%;" type="text" value="15000"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>
Stays Over 30 Consecutive Days <input style="width: 90%;" type="text" value="25000"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>	Billed to Governmental Units <input style="width: 90%;" type="text" value="35000"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>
Expedia <input style="width: 90%;" type="text" value="300000"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>	Priceline <input style="width: 90%;" type="text" value="0"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>
Booking.com <input style="width: 90%;" type="text" value="250000"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>	AirBnB <input style="width: 90%;" type="text" value="0"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>
VRBO <input style="width: 90%;" type="text" value="0"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>	HomeAway <input style="width: 90%;" type="text" value="0"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>
Other Marketplace Websites <input style="width: 90%;" type="text" value="0"/> <small>Enter the amount of room rent received from this source for the applicable quarter</small>	

Attach document
If applicable, attach any supporting documents

Drag files here or

[Select files](#)

Cancel
Review and file

Note: Ignore the "Attach document" section of this screen. You do NOT need to attach anything to your return.

Review the filing summary including the Taxable Sales and Net (Tax) Due.

Note: If all bookings for the quarter were made through marketplace websites that collect and remit room tax on your behalf (Airbnb, VRBO, etc.) you still need to file a return (**new for 2026**). Assuming no tax is due, when you get to this screen, the Deductions should equal the Gross Receipts, and Taxable Sales and Net (Tax) Due will be \$0.00.

Click "Previous" to go back and update any of the amounts entered. Click "File" when all amounts have been confirmed.

TRANSIENT ROOM TAX

Review and submit

TRANSIENT ROOM TAX		
Gross Receipts \$900,000.00	Deductions \$625,000.00	Taxable Sales \$275,000.00
Calculated Amount \$27,500.00	Net Due \$27,500.00	

Summary

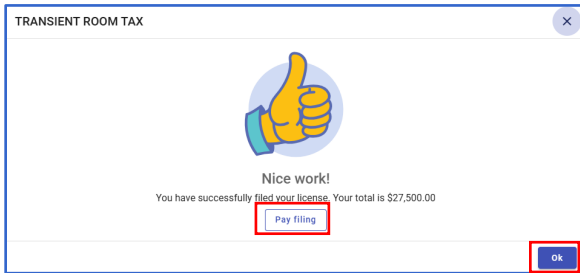
Calculated Amount Due \$27,500.00	Total Due \$27,500.00	**The amount due shown does not include any potential interest that may be added for late filings.
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Amount due on filing \$27,500.00		Total due \$27,500.00
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Any payments received will appear on your balance summary.

Cancel
Previous
File

Click "Pay filing" to add the total amount due to your shopping cart and go to the shopping cart webpage. Click "Ok" to return to the Filings list.



Filing a Late Room Tax Return

In the Filings listing, any late/unfiled returns will have a "Filing Status" of LATE. To file a late return you can follow the same process as above by clicking "Enter Filing" for the late period.

Year ↓	Month	Filing status	Due date	Amount due	Actions
2026	7	NOT DUE	2026-07-31	0.00	Enter filing
2026	4	DUE NOW	2026-04-30	0.00	Enter filing
2026	1	LATE	2026-01-31	0.00	Enter filing

Enter the amounts received for the quarter as outlined above and click "Review and file" when complete.

TRANSIENT ROOM TAX

CITY OF MADISON HOTEL - 999

Period
01/2026 QUARTERLY

TRANSIENT ROOM TAX

Gross Receipts for the Quarter <input type="text" value="900000"/>	Sources Other than Room Rent <input type="text" value="0"/>
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Enter the amount of gross receipts from all sources for the applicable quarter

Enter the amount of room rent received from this source for the applicable quarter

Review the filing summary. The only difference when filing a late return is the inclusion of interest. This is **late payment interest** calculated at **1% per month** as of the current date – in this example, 4/1/2026. If you do not pay the total amount due (including the interest) in the same month that you filed, the total amount of interest due may change.

Note: There is also a **late filing penalty of \$25 PLUS 10% of the tax due for the period PLUS the lesser of \$250 per day late OR 5% of tax due**. This needs to be calculated manually by City of Madison staff and will not be reflected in this balance due. Once you have filed a late return the penalty will be added and a copy of the bill will be mailed to you. If you make any payments before the penalty is added, they will be reflected on the bill.

Click "Previous" to make any updates. Click "File" when all amounts have been confirmed.

TRANSIENT ROOM TAX

Review and submit

TRANSIENT ROOM TAX		
Gross Receipts \$900,000.00	Deductions \$625,000.00	Taxable Sales \$275,000.00
Calculated Amount \$27,500.00	Interest \$825.00	Net Due \$28,325.00

Summary

Calculated Amount Due \$27,500.00	Interest \$825.00	Total Due \$28,325.00
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**The amount due shown does not include any potential interest that may be added for late filings.

Amount due on filing \$28,325.00	Total due \$28,325.00
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Any payments received will appear on your balance summary.

Cancel Previous File

If you linked multiple permits to your account, you'll need to navigate back to the home screen and select "Licenses/Taxes" on another record to file any outstanding returns for that permit.

Pay your Quarterly Room Tax Return

Once a return is filed, you can add the amount you want to pay to the shopping cart.

From the Filings listing, click "Pay bill".

Filings					
Year ↓	Month	Filing status	Due date	Amount due	Actions
2026	7	NOT DUE	2026-07-31	0.00	Enter filing
2026	4	FILED	2026-04-30	27,500.00	Review filing Pay bill

Choose whether to pay the total amount "Due now" or a different amount. Click "Add to cart"

Choose an amount to pay

Due now \$27,500.00

Other amount

Subtotal: \$27,500.00 [Add to cart](#)

Choose an amount to pay

Due now \$27,500.00

Other amount

Subtotal: \$20,000.00 [Add to cart](#)

Add additional bills for this permit or a different permit to the cart as needed.

When you've added all items to the shopping cart, click on the shopping cart icon at the top right corner of the screen.



Review the item(s) and amount(s) listed. Click "Remove" to remove an item from the cart. If you wish to change the amount being paid on an item, you'll need to remove it and re-add the item with the intended amount.

Click "Check out" to confirm the amount to be paid and enter in your payment details.

Review your cart items

Business License TRAIN | 2026 | Bill # 376 \$27,500.00

[Remove](#)

Cart summary

Subtotal \$27,500.00

Additional fees may be applied at checkout

[Check out](#)

Choose whether you'd like to pay now or schedule your payment for a later date.

Enter your payment information

When would you like to pay?

Now

Later

Enter your payment information

When would you like to pay?

Now

Later

How are you paying?

Enter manually

Card number

MM

Security code

26 27 28 29

Note: When scheduling a payment you can choose any date in the future. If you choose a date that is after the due date, the payment amount will not change but interest will be incurred, and your bill will not be paid in full.

Choose whether you want to pay with a credit (or debit) card or eCheck (ACH) and enter the necessary payment information.

How are you going to pay?

Enter new Credit card
 Enter new eCheck

Account type Customer type

Bank name

Routing number Confirm routing number

Account number Confirm account number

Name on account

Street 1

Street 2

City State

ZIP code Country

How are you going to pay?

Enter new Credit card
 Enter new eCheck

Card number

MM YYYY

Security code

Cardholder name

Street 1

Street 2

City State

ZIP code Country

Enter your payment information	Summary
When would you like to pay?	Subtotal \$27,500.00
<input checked="" type="radio"/> Now <input type="radio"/> Later	Processing fee \$673.75
How are you going to pay?	Total \$28,173.75
<input checked="" type="radio"/> Enter new Credit card	

Note: There is a fee for paying with a credit/debit card of 3.75% (or \$2.50 minimum) of the tax paid. There is no fee for paying with a savings or checking account (eCheck). The fee amount will be reflected in the Summary section depending on which payment method you select.

Enter your payment information	Summary
When would you like to pay?	Subtotal \$27,500.00
<input checked="" type="radio"/> Now <input type="radio"/> Later	Processing fee \$0.00
How are you going to pay?	Total \$27,500.00
<input type="radio"/> Enter new Credit card <input checked="" type="radio"/> Enter new eCheck	

Enter an email address for the payment receipt. Click "Continue".

Pay Now

Where should we send your receipt?

Email for receipt*

You will not be charged until you review your payment on the next step

Scheduled Payment

Where should we send your receipt?

Email for receipt*

You will review your scheduled payment details on the next step. When scheduling a payment, the credit card or bank account entered above is saved to process your payment at the selected date.

Review the payment information – including the payment processing date for scheduled payments. Click “Submit payment”/“Schedule payment”.

Pay Now

Complete your payment

Review your payment method

Visa ending in [REDACTED]
Expiration date [REDACTED]

Summary of charges

Business License TRAIN 2026 Bill # 376	\$27,500.00
Subtotal	\$27,500.00
Processing fee	\$673.75
Total	\$28,173.75

By clicking **Submit payment**, you agree to the following [privacy policy](#) and [terms of use](#).

Scheduled Payment

Complete your payment

Review your payment method

Visa ending in [REDACTED]
Expiration date [REDACTED]

Summary of charges

Business License TRAIN 2026 Bill # 376	\$27,500.00
Subtotal	\$27,500.00
Processing fee	\$673.75
Total	\$28,173.75

By clicking **Schedule payment**, you agree to the following [privacy policy](#) and [terms of use](#).

Your payment will be processed on 05/01/2026.

After submitting/scheduling the payment, check your email to confirm that you’ve received the payment confirmation. Retain this email until after your payment has been processed.

If you need to make changes to or cancel a scheduled payment, contact us via phone: (608) 266-4771 or email: treasurer@cityofmadison.com.

Note: We are only able to cancel scheduled payments. Any payments requiring a change to the payment method and/or amount will need to be cancelled and re-entered/scheduled.