

**Mackenzie Reed-Kadow**

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**From:** Steve Corbeille  
**Sent:** Tuesday, May 26, 2020 10:55 AM  
**To:** Mackenzie Reed-Kadow  
**Subject:** FW: Baymont Inn Room Tax Info  
**Attachments:** Baymont Inn.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please add to next Finance Committee Agenda.



**Steven A. Corbeille** | Finance Director/Treasurer  
 City of Manitowoc  
 900 Quay St., Manitowoc, WI 54220  
 Phone: 920-686-6961 Cell: 715-938-1133

[scorbeille@manitowoc.org](mailto:scorbeille@manitowoc.org)  
[www.manitowoc.org](http://www.manitowoc.org)

**From:** Simran Patel <simran.patel@sun-companies.com>  
**Sent:** Tuesday, May 26, 2020 10:28 AM  
**To:** Steve Corbeille <scorbeille@manitowoc.org>  
**Subject:** Baymont Inn Room Tax Info

Hi Steve,

Thank you for your time this morning. In reference to the invoice # 0198340 dated April 15, 2020 (copy attached), kindly note that, the Feb 2020 Room tax forms were prepared by our office on time. However, due to the unfortunate impact of Covid -19, most of our accounting staff was forced to stay home and work remotely around the time of this filing was due. During this transition, our Accounts Payable staff inadvertently missed on mailing this return. Also, our IT staff, took a while to set up remote access to computers including setting up printers. We are a small business with limited IT resources.

Once the printers were set up, our AP staff immediately printed and mailed out the forms with payments. Please note, the late filing was not intentional.

Since the outbreak of this virus, the hotel has been operating at its lowest occupancy levels ranging between 5% to 12%. The current revenues do not support the cost to operate the hotel. However, we are trying our best to keep the hotel open with a hope that things will turn around soon.

Keeping in mind the above circumstances, kindly waive the 23.110 (3) failure to file penalties of \$1,158.40 to avoid additional undue hardship on this hotel. We agree to pay \$25 relating to (23.150 (1) (a) late filing penalty as well as \$62.54 of unpaid interest per invoice #0198340. We also, agree to pay \$50.64 per invoice #0205624. Kindly consider the waiver of penalties as a one time request. We really appreciate your cooperation with this matter.

Thank you,

Simran Patel, CPA, MSA  
Corporate Controller

Sun Development & Management Corporation  
5701 Progress Road  
Indianapolis, IN 46241  
317-247-5500  
[simran.patel@sun-companies.com](mailto:simran.patel@sun-companies.com)



*M*  
MANITOWOC

**COPY**

DATE	INVOICE NO
4/15/2020	0198340

<b>BILL TO</b>
MANITOWOC LODGING ASSOCIATES LLP SUN DEVELOPMENT ATTN: KRISTIN FENN 5701 PROGRESS RD INDIANAPOLIS, IN 46241

<b>DUE DATE</b>
4/24/2020

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
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**FINANCE - ROOM TAX LATE FILING PENALTY:**

23.150(1)(a) LATE FILING PENALTY	1.00	25.00	25.00	0.00	0.00	25.00
23.110(4) UNPAID TAX INTEREST 1% OF TAX OWING	1.00	62.54	62.54	0.00	0.00	62.54
23.110(3) FAILURE TO FILE TIMELY 10% OF MONTHLY AVG ESTIMATE	1.00	1,158.40	1,158.40	0.00	0.00	1,158.40
<b>INVOICE TOTAL:</b>			<b>1,245.94</b>	<b>0.00</b>	<b>0.00</b>	<b>1,245.94</b>

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (920) 686-6960

Customer Name: MANITOWOC LODGING ASSOCIATES LLP  
 Customer No: 049497  
 Account No: 0004319 - BAYMONT INN - 101 MARITIME DR. MANITOWO

<b>DUE DATE</b>	<b>INVOICE NO</b>
4/24/2020	0198340



Please remit payment by the due date to:

City of Manitowoc  
 900 QUAY ST  
 MANITOWOC, WI 54220-

**INVOICE BALANCE:** \$1,245.94  
**AMOUNT PAID:** \_\_\_\_\_

**COPY**



DATE	INVOICE NO
5/19/2020	0205624

<b>BILL TO</b>
MANITOWOC LODGING ASSOCIATES LLP SUN DEVELOPMENT ATTN: KRISTIN FENN 5701 PROGRESS RD INDIANAPOLIS, IN 46241

<b>DUE DATE</b>
5/29/2020

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
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**FINANCE - ROOM TAX LATE PAYMENT INTEREST:**

23.110(4) UNPAID TAX INTEREST 1% OF TAX OWING	1.00	50.64	50.64	0.00	0.00	50.64
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<b>INVOICE TOTAL:</b>			50.64	0.00	0.00	50.64
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**PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT**

For questions please contact us at (920) 686-6960

Customer Name: MANITOWOC LODGING ASSOCIATES LLP  
 Customer No: 049497  
 Account No: 0004319 - BAYMONT INN - 101 MARITIME DR. MANITOWO

<b>DUE DATE</b>	<b>INVOICE NO</b>
5/29/2020	0205624



**Please remit payment by the due date to:**

City of Manitowoc  
 900 QUAY ST  
 MANITOWOC, WI 54220.

**INVOICE BALANCE:** \$50.64  
**AMOUNT PAID:** \_\_\_\_\_