



Visit Muskegon
info@VisitMuskegon.org
610 W. Western Avenue • Muskegon, MI 49440
Phone: 231-724-3100

June 25, 2025

Dear Short-term Rental Owner,

As part of a planned transition to a new accommodation tax reporting system, access to Localgov as a payment platform officially ended on June 20, 2025. We are now in a short “blackout period” as we prepare to onboard property owners and managers to the new system, powered by Granicus.

Here’s a brief summary of what to expect:

- **No immediate action is needed** You will receive an email with instructions and a secure link once it’s time to activate your Granicus account. Onboarding will begin in phases starting in July.
- **Late fees and penalties are waived during the transition** To support a smooth changeover, the County is waiving late fees and penalties through September 15, 2025.
- **Please continue collecting the 5% accommodation tax** While payments are on hold during this period, the tax should still be collected as usual. Payment will be due once Granicus is available or no later than September 15.
- **After September 15, 2025, standard penalties apply:**
 - 5% penalty per month (up to 25% maximum)
 - 1% monthly interest
- **Past Records in Localgov** Unfortunately, the County has limited insight into how long Localgov will allow access to transaction history. We strongly recommend logging in as soon as possible to download any records you may need for your personal or business tax documentation. The County has archived available payment records from Localgov. If you are unable to retrieve your information and need a receipt for tax or legal purposes, we can provide documentation upon request in emergency situations.
- **Additional** information is available in the Frequently Asked Questions sheets attached to this letter

We understand this transition may raise questions, so please don’t hesitate to reach out if anything is unclear or if you’d like to talk through what’s ahead.

Contact:

Amber Mae Petersen

Visit Muskegon

✉ ambermae@visitmuskegon.org

☎ (231) 402-1721 (call or text)

🌐 visitmuskegon.org/about-us/partner-resources/short-term-rentals/



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Muskegon County Accommodation Tax Short-Term Rental Frequently Asked Questions

What is the Muskegon County Accommodation Tax?

The accommodation tax was adopted in 1981 and applies to short-term stays (30 nights or fewer). For more details, see County Ordinance No. 2013-406 (formerly Ordinance 10).

Is the tax Airbnb lists different from this one?

Yes. Airbnb collects a statewide 6% use tax. Muskegon County also requires a 5% accommodation tax for stays of 30 nights or fewer.

Do I need to collect and remit this tax?

Yes. If you rent for 30 days or fewer, you must collect and remit the 5% tax to Muskegon County.

Who must pay this tax?

All lodging types, including vacation rentals, STRs, B&Bs, hotels, motels, and resorts.

How and when do I file and pay?

- If registered with Localgov, you may pay there through **June 20, 2025**.
- If not registered, contact Amber Mae Petersen at (231) 402-1721 or ambermae@visitmuskegon.org.

How is the tax calculated?

The tax is 5% of your rental revenue. The system will calculate it based on your reported revenue.

Will Airbnb or VRBO pay the tax for me?

Not necessarily. Some platforms allow tax collection, but you are generally still responsible for filing and remitting to the County. You will have to check with your booking provider for more details.



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What's changing in 2025?

- The County will switch to a new system called **Granicus** starting **June 23, 2025**.
- **Year-round properties:** File and pay **monthly** online by the **15th of the following month**.
- **Seasonal properties:** May only file **quarterly** by paper form (available from Visit Muskegon).
- Seasonal owners can opt into monthly online filing.

How do I sign up for Granicus?

Granicus and Visit Muskegon will contact property owners in June with onboarding instructions.

What if Granicus isn't available yet?

You may hold payment through **September 15, 2025**, with no penalties during this transition window.

Do I still collect tax during the transition?

Yes. Continue collecting the 5% tax. Payments must be submitted by **September 15, 2025** or as soon as Granicus becomes available.

What are the penalties for late payments after September 15, 2025?

- **5% penalty per month** (up to 25% max)
- **1% monthly interest**

Where does the tax go?

Funds support tourism marketing and local business promotion.

Do I have to be listed on Visit Muskegon's website?

No. But to be listed, your account must be current. All lodging operators must remit tax, regardless of listing status.

Need help?

Visit: www.visitmuskegon.org/partner-resources/short-term-rentals

Contact Amber Mae Petersen:

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