

HOTEL-MOTEL ROOM USE TAX RETURN

RENTAL RECEIPT PERIOD: FROM: _____ / _____ / _____ TO _____ / _____ / _____

OPERATOR'S NAME: _____

HOTEL/MOTEL NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SEE REVERSE SIDE FOR INSTRUCTIONS

- | | |
|---|-------------|
| 1. All Gross receipts,
Including State and Village taxes collected | \$ _____ |
| 2. Less: Amounts collected for State Tax | _____ |
| 3. Less: Amounts collected for Village Tax | _____ |
| 4. Total net Village taxable receipts | _____ |
| 5. Village tax rate | _____ x .05 |
| 6. Total Village Hotel/Motel tax due | _____ |

(Payment must be made within 30 days after the close of the above rental receipt period to avoid penalties.)

I swear (or affirm) under penalties of law that the information given is true and has been taken from the records of the organization for which the documentation is filed.

(Signature)

(Printed Name)

(Title)

(Date)

This form is authorized as outlined by Title 4, Chapter 17B of the Village of Morton Grove Code. Disclosure of this information is REQUIRED. Copies of Illinois Department of Revenue Hotel Operators' Occupation Tax Return for the three months covered by this return must be submitted with the Village returns. Failure to comply may result in a penalty and revocation of business license.

INSTRUCTIONS FOR THE VILLAGE OF MORTON GROVE, ILLINOIS HOTEL & MOTEL ROOM USE TAX RETURN

The Village Room Use Tax Return is to be prepared on a calendar quarterly basis (ie., March 31, June 30, Sept 30, and Dec 31)

Copies of the Illinois Department of Revenue Hotel Operators' Occupation Tax Return must be submitted for the months covered by this return.

Enter the name of the individual, partnership, corporation or other entity filing this return and remitting the tax in the "Operator's Name" section of the return. Enter the name and address of the Hotel/Motel for which this return is being submitted.

LINE 1 - Enter total of all rental receipts, including receipts from permanent, semi-permanent, temporary, and transient renters. The amount entered must include both Village tax and Illinois tax (if any) collected. This amount must agree with Column A of the Illinois Department of Revenue Hotel Operators' Occupation Tax Return for the months reported. Any discrepancies must be noted below.

LINE 2 - Enter the amount from Line 1 that was collected from your renters for the Illinois Hotel/Motel tax. This amount must agree with Column E of the Illinois Department of Revenue Hotel Operators' Occupation Tax Return for the months reported. Any discrepancies must be noted below.

LINE 3 - Enter the amounts from Line 1 that was collected from your renters for the Village Hotel/Motel tax. This amount must agree with Column B of the Illinois Department of Revenue Hotel Operator's Occupation Tax Return for the months reported. Any discrepancies must be noted below. Failure to collect by the Hotel/Motel operator/owner and remit the tax from the renter will result in an additional penalty of 1% of the taxes due for each 30 day period of delinquency in addition to the tax liability itself.

LINE 4 - Net Village Taxable Receipts - Line 1 minus Lines 2 and 3.

LINE 5 - The Village Hotel/Motel Room Use Tax imposed for all renters.

LINE 6 - Total Village Hotel/Motel Tax due. Multiply Line 4 by Line 5 and enter result on Line 6. Payment should be made payable to the Village of Morton Grove.

Discrepancies explained: _____

FILE RETURNS OR OBTAIN BLANK FORMS AT:

Village of Morton Grove - Department of Finance
6101 Capulina Avenue
Morton Grove, Illinois 60053
or call (847) 470-5243