



# CITY OF EVANSTON

## HOTEL-MOTEL AND VACATION RENTAL TAX RETURN STATEMENT

**Statement of Tax Receipts under the Provisions of City of Evanston,  
Municipal Code, Title 3, Chapter 2, "Hotel-Motel and Vacation Rental Tax"**

This return must be filed on or before the 20th day of the calendar month, succeeding the end of the monthly filing period. If the return is filed late, a penalty of 10% per month or part thereof is assessed. A single check may be issued for multiple locations; however, a separate tax statement is required for each store location and month. **EXEMPTION:** The tax imposed shall not apply to the renting, leasing, or letting of accommodations in a hotel or motel to permanent residents. A "permanent resident" means any person who occupies or has the right to occupy any room or rooms in the hotel or motel for at least 30 consecutive days. If a hotel or motel provides accommodations for both permanent residents and other guests, the rental obtained from permanent residents shall not be included in the computation of the tax due.

**Please mark an (X) on the appropriate month for payment:**

- |                                   |                                |   |                                   |
|-----------------------------------|--------------------------------|---|-----------------------------------|
| <input type="checkbox"/> January  | <input type="checkbox"/> April | <input type="checkbox"/> July                 | <input type="checkbox"/> October  |
| <input type="checkbox"/> February | <input type="checkbox"/> May   | <input type="checkbox"/> August               | <input type="checkbox"/> November |
| <input type="checkbox"/> March    | <input type="checkbox"/> June  | <input checked="" type="checkbox"/> September | <input type="checkbox"/> December |

**Corporation / Partnership Name:** \_\_\_\_\_

**DBA:** \_\_\_\_\_

**Address of Business:** \_\_\_\_\_

1) Gross Hotel – Motel Rental Receipts	
2) Exemptions	
3) Taxable receipts (subtract line 1 from 2)	
4) <b>Tax Amount Due:</b> (Multiply line 3 by 0.075)	\$
<b>*If late, complete lines 5 through 8</b>	
5) <b>Late Fee Percentage:</b> (Multiply line 4 by 0.10)	
6) <b>Month(s) Delinquent</b>	
7) <b>Total Penalty Due:</b> (Multiply lines 5 and 6)	\$
8) <b>Total Tax and Penalty Due:</b> (Add lines 4 and 7)	\$

**Under penalties as provided by law, the undersigned attests that this tax return is true and accurate to the best of his/her knowledge and belief, and is taken from the books and records of the business for which this is filed.**

**Print Name of Person Preparing Return:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Return this completed form along with a check for the tax due to:**

Internal Use only:  
100.15.1560.51550

The City of Evanston  
Lorraine H. Morton City Hall,  
ATTN: City Collector's Office  
909 Davis Street  
Evanston, IL 60201

[www.cityofevanston.org/business/home-rule-taxes](http://www.cityofevanston.org/business/home-rule-taxes)