RETURN STATEMENT:

HOTEL-MOTEL AND VACATION RENTAL TAX

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 month, succeeding at 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.

Please mark an [X] in the respective month: Year: _____

☐ JANUARY	☐ FEBRUARY	☐ MARCH	☐ APRIL
☐ MAY	☐ JUNE	☐ JULY	☐ AUGUST
☐ SEPTEMBER	☐ OCTOBER	☐ NOVEMBER	☐ DECEMBER

Corporation / Partnership Name: _____

DBA: _____ Year: _____

Address of Business: _____ Unit: _____

City: _____ State: _____ Zip code: _____

1. Gross Hotel – Motel Rental Receipts	
2. Exemptions (See reverse side)	
3. Taxable Receipts (Subtract lines 1 and 2)	
4. Tax Amount Due: (Multiply line 3 by 0.075)	$
*If late, complete lines 5 through 8	
5. Late Fee Percentage: (Multiply line 4 by 0.10)	
6. Month(s) Delinquent	
7. Total Penalty Due: (Multiply lines 5 and 6)	$
8. Total Tax and Penalty Due: (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.

Preparer's Name: _____

Job Title: _____ Phone Number: _____

Signature: _____ Date: _____

Return completed return statement to:

The City of Evanston, Lorraine H. Morton City Hall, ATTN: City Collector's Office, 909 Davis Street, Evanston, IL 60201 Internal Use only: 100.15.1560.51550

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HOTEL-MOTEL AND VACATION RENTAL TAX

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 accommodation for both permanent residents and other guests, the rent obtained from permanent residents shall not be included in the computation of the tax due.