



City Of Urbana
HOTEL-MOTEL TAX RETURN

NAME OF HOTEL/MOTEL

Three horizontal lines for entering the hotel/motel name.

PERIOD COVERED BY THIS RETURN

Horizontal line for entering the period covered.

City Business #: \_\_\_\_\_

COMPUTATION OF TOTAL PAYMENT DUE:

(1) Gross receipts from rental of rooms (exclusive of any taxes)..... (1) \_\_\_\_\_

EXEMPTIONS

(2) Receipts from rooms rented to persons owning or operating the business..... (2) \_\_\_\_\_

(3) Receipts from rooms rented to persons exceeding thirty (30) consecutive days..... (3) \_\_\_\_\_

(4) Total exemptions authorized (sum of Lines 2 and 3)..... (4) \_\_\_\_\_

(5) Taxable receipts (Line 1 minus Line 4)..... (5) \_\_\_\_\_

COMPUTATION OF TAX DUE

(6) Receipts from rooms rented to persons for Conventions. A convention is a meeting, conference, exhibition, or the like with respect to which a block or group of 20 or more rooms are reserved or contracted for in advance of the convention by a single sponsoring entity or group..... (6a) \_\_\_\_\_

Box containing instructions: Complete the following information for rooms rented for conventions: (Attach additional sheets for more than one convention). Fields include Name of Sponsoring Entity, Dates of Room Rentals, Amount of Receipts from Rental, and Number of Rooms Rented.

(6b) Tax due and payable (Line 6a multiplied by .07)..... (6b) \_\_\_\_\_

(7) Other Taxable Receipts /Non Convention Receipts (Line 5 minus amount entered on Line 6a).....(7a) \_\_\_\_\_

(7b) Tax due and payable (Line 7a multiplied by .07)..... (7b) \_\_\_\_\_

(8) Total Hotel-Motel Tax due and payable (sum of Lines 6b and 7b)..... (8) \_\_\_\_\_

(9) Add penalty of 1% per month, or portion thereof, if filed late (multiply Line 8 by .01)..... (9) \_\_\_\_\_

NOTE: Payment and return are due on the 15th of the month for the preceding month. Penalties are assessed at a rate of one percent (1%) per month, or portion thereof, for as long as the payment and return remains outstanding

(10) Total payment due (sum of Lines 8 and 9)..... (10) \_\_\_\_\_

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and, to the best of my knowledge and belief, it is "true, correct, and complete." Declaration of Preparer (other than taxpayer) is based on all information of which Preparer has knowledge.

Signature Title Phone Date

Signature of Preparer, if other than Taxpayer Title Phone Date

Contact: Theresa Hoffman 217 384-2448

Mail Payment and Form To: City of Urbana 400 S. Vine St. Urbana, Illinois 61803-0219 or tlhoffman@urbanailinois.us