



VILLAGE OF ROSEMONT
9501 TECHNOLOGY BLVD., SUITE 4000
ROSEMONT, IL 60018

This form is effective for hotel stays beginning January 1, 2024

HOTEL AND MOTEL ROOM TAX RETURN

HOTEL NAME _____

HOTEL ADDRESS _____

OPERATOR NAME _____

PRINCIPAL OFFICE ADDRESS _____

CONTACT EMAIL / PHONE NUMBER _____

MONTH FOR WHICH TAX RETURN APPLIES: _____

TOTAL NUMBER OF ROOMS RENTED _____
*THE NUMBER OF ROOMS RENTED MUST BE SUBMITTED OR WE CAN NOT PROCESS YOUR RETURN

1. GROSS RECEIPTS FROM ROOM RENTALS _____

2. LESS: EXEMPTED ROOM RENTAL RECEIPTS _____

3. LESS: ROOM RENTAL RECEIPTS FOR ROOMS RENTED FOR 30 OR MORE DAYS SUBJECT TO TAX _____

4. TOTAL GROSS RECEIPTS SUBJECT TO 7% TAX (LINE 1 - LINE 2 - LINE 3) _____

5. HOTEL AND MOTEL TAX LIABILITY (7% OF LINE 4) _____

6. TAX ON STAYS 30 DAYS OR LONGER (\$1,000 FOR EACH 30-DAY STAY OR PART THEREOF) _____

7. TOTAL TAX DUE (LINE 5 + LINE 6) _____

8. LESS: CREDIT FOR ON TIME PAYMENT (0.75% OF LINE 7) _____

9. ADD: PENALTY FOR LATE PAYMENT* (5% OF LINE 7) _____

10. ADD: PENALTY FOR LATE FILING** (5% OF LINE 7) _____

11. ADD: INTEREST OF 1.5% PER MONTH OR PART THEREOF, IF APPLICABLE*** _____

12. TOTAL DUE (LINE 7 - LINE 8 + LINE 9 + LINE 10+ LINE 11) _____

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION SET FORTH IN THIS RETURN IS TRUE AND ACCURATE TO THE BEST OF THEIR KNOWLEDGE AND BELIEF AND IS TAKEN FROM THE BOOKS AND RECORDS OF THE BUSINESS FOR WHICH THE RETURN IS FILED

(SIGNATURE OF PERSON, OTHER THAN TAXPAYER PREPARING THIS RETURN)

(SIGNATURE OF TAXPAYER)

(NAME OF FIRM OR EMPLOYER, IF ANY)

(TITLE)

(DATE)

(DATE)

THIS TAX RETURN AND PAYMENT OF THE TAX LIABILITY SHALL BE DUE ON OR BEFORE THE TENTH DAY OF THE NEXT CALENDAR MONTH

**MAKE CHECK PAYABLE TO:
AND MAIL TO:**

VILLAGE OF ROSEMONT
9501 TECHNOLOGY BLVD, SUITE 4000
ROSEMONT, IL 60018

*****DO NOT INCLUDE ANY OTHER INVOICE OR PAYMENT FOR THE VILLAGE OF ROSEMONT WITH YOUR TAX RETURN*****

*PENALTY FOR LATE PAYMENT, WITHIN 30 DAYS OF THE DUE DATE, IS 5% OF THE TAX DUE.

**PENALTY FOR LATE FILING, WITHIN 30 DAYS OF THE DUE DATE, IS 5% OF THE TAX DUE.
ADDITIONAL PENALTIES APPLY FOR FILINGS THAT ARE MORE THAN 30 DAYS LATE.

***INTEREST CHARGE FOR LATE PAYMENT, UNDERPAYMENT, OR NONPAYMENT OF TAX IS 1.5% PER MONTH OR PART THEREOF.