



Finance Department • 102 N Neil St • Champaign IL 61820 • (217) 403-8941 • fax (217) 403-8995 • www.ci.champaign.il.us

## Monthly Hotel and Motel Privilege Tax Remittance Form

### Step 1: Identify your business

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Tell us the liability period for which you are filing this return: \_\_\_\_\_

### Step 2: Figure your taxable base

1. Gross receipts from rental of rooms, exclusive of any taxes: 1. \_\_\_\_\_
2. Receipts from rooms rented to persons owning or operating the business: 2. \_\_\_\_\_
3. Receipts from rooms rented to persons exceeding thirty consecutive days: 3. \_\_\_\_\_
4. Total exemptions: (sum of lines 2 and 3) 4. \_\_\_\_\_
5. Subtract line 4 from line 1. This is your taxable base: 5. \_\_\_\_\_

### Step 3: Figure your payment due

6. Multiply line 5 by .05. This is your tax due: 6. \_\_\_\_\_

Tax remittances are due on the 15th day of the calendar month succeeding the end of liability month.  
If this payment is being made after the due date, please figure applicable penalties and interest below.

7. **Penalty:** Multiply line 6 by .02: 7. \_\_\_\_\_
8. **Interest:** Multiply line 6 by .015: 8. \_\_\_\_\_
9. Number of months late: 9. \_\_\_\_\_
10. Multiply line 8 by line 9: 10. \_\_\_\_\_
11. Total interest and penalties: (sum of lines 7 & 10) 11. \_\_\_\_\_
12. **Total payment due: (sum of lines 6 & 11)** 12. \_\_\_\_\_

### Step 4: Sign below

Under penalties of perjury as provided by law, I attest to the best of my knowledge and belief, the information on this form is true, correct, and complete. The information provided here is proprietary commercial and financial information and disclosure would cause competitive harm.

\_\_\_\_\_  
Taxpayer's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Preparer's signature (if different)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone

RHM-1 "Hotel Operators' Occupation Tax" form?  *check box if attached*  
Make check payable to: **City of Champaign** 102 N Neil St, Champaign, IL 61820  
Questions? Contact City of Champaign Finance Department at (217) 403-8940