



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

Hotel and Motel Privilege Tax Remittance Form

Step 1: Identify your business

Account Number _____

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, <u>exclusive of any taxes</u> | 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) days | 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 .07 This is your tax due 4. _____

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 .02 | 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. | _____ |

A copy of Form RHM-1 "Hotel Operators' Occupation Tax" is required

Check box if attached

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

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