



CITY OF EVANSTON HOTEL-MOTEL TAX RETURN STATEMENT

Statement of Tax Receipts under the Provisions of City of Evanston, Municipal Code, Title 3, Chapter 2, "Hotel-Motel Tax". This return must be filed on or before the 20th day of the calendar month, succeeding 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 (X) the appropriate month(s) for payment.

_____ January	_____ April	_____ July	_____ October
_____ February	_____ May	_____ August	_____ November
_____ March	_____ June	_____ September	_____ December

Corporation / Partnership Name: _____

DBA: _____

Address of Business: _____

1.) Gross Hotel – Motel Rental Receipts		_____
2.) Exemptions (See reverse side)		_____
3.) Taxable receipts (subtract line 1 from 2)		_____
4.) TAX AMOUNT DUE <i>(Multiply Line 3 by 7.5% or 0.075):</i>	\$	_____
<i>* If late complete 5 thru 8:</i>		
5.) Late fee percentage <i>(Multiply line 4 by 10% or .10)</i>		_____
6.) Months Delinquent		_____
7.) TOTAL PENALTY DUE: <i>(Multiply Lines 5 & 6)</i>	\$	_____
8.) TOTAL TAX AND PENALTY DUE: <i>(Add Lines 4 & 7)</i>	\$	_____

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.

Signature of Tax Payer	Title	Phone Number
Signature of Person Preparing Return	Print Tax Preparer's Name	Phone Number

CITY OF EVANSTON
HOTEL-MOTEL TAX RETURN STATEMENT

Payment instructions:

1. This return can be paid in person at the Revenue Office at the Civic Center at 2100 Ridge Ave, Evanston, IL 60201.
2. Mail this completed form along with a check for the tax due to:
City of Evanston
Attn: Revenue Office
2100 Ridge Ave
Evanston, IL 60201
3. Online payments
 - Coming in 2018. A separate correspondence will follow with detailed instructions.

Exemptions:

3-2-4-7. - EXEMPTION.

The tax imposed under Subsection [3-2-4-2](#) of this Section shall not apply to the renting, leasing or letting of accommodations in a hotel or motel to permanent residents. For the purpose of this Section 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 thirty (30) consecutive days. If a hotel or motel provides accommodations for both permanent residents and other guests, the rental obtained from permanent residents shall not be included in the computation of the tax due.