



Cook County Department of Revenue HOTEL ACCOMMODATIONS TAX RETURN

FOR THE MONTH OF «MONTH» 2016

ACCOUNT NO. - «ENTITY»

ALLOCATION CODE - 2600

DUE ON OR BEFORE - «DUE DATE»

I.B.T # _____

Billing Address:

«LEGAL BUSINESS NAME»
«ATTENTION TO»
«STREET ADDRESS_2»
«STREET ADDRESS_2_2»
«CITY_2», «STATE_2» «ZIP_2»

Customer Address:

«DOING BUSINESS AS DBA»
«STREET ADDRESS»
«STREET ADDRESS 2»
«CITY», «STATE» «ZIP»

READ INSTRUCTIONS ON THE RESERVE SIDE BEFORE PREPARING THIS RETURN.

1.	Number of sites operated in Cook County	1.	
2.	Number of rooms	2.	
3.	Gross receipts from hotel accommodations from all sites in Schedule A	3.	
4.	Gross receipts from permanent residents (All sites)	4.	
5.	All hotel taxes collected on behalf of the State or Federal Government (All sites)	5.	
6.	Chicago Hotel accommodations tax collected (All sites)	6.	
7.	Other deductions (All sites) Please Specify _____	7.	
8.	Total deductions (Add Lines 4-7)	8.	
9.	Net Receipts (Subtract Line 8 from Line 3)	9.	
10.	Taxable Receipts (Divide Line 9 by 1.01)	10.	
11.	Tax Rate	11.	.01
12.	Total Tax Due (Multiply Line 10 by the Tax Rate on Line 11)	12.	
13.	Penalty for Late Payment (10% of Line 12, See Instructions)	13.	
14.	Interest for Late Payment (See Instructions)	14.	
15.	Total Tax, Penalty and Interest Due (Add Lines 12, 13, and 14)	15.	

Certification: Under penalties as provided by law, which include a fine or imprisonment or both, the undersigned certifies that the information set forth in this return is true and accurate to the best of his or her knowledge and belief, and is taken from the books and records of the business for which this return is filed. This return must be signed by the owner, or officer of the company or designated agent of the taxpayer.

SIGNATURE

TITLE

DATE

CONTACT NUMBER

COOK COUNTY HOTEL ACCOMMODATIONS TAX RETURN

Mail To:
Cook County Department of Revenue
Hotel Accommodations Tax
118 N Clark St - Room 1160
Chicago, IL 60602

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Please make check or money order payable to:
COOK COUNTY COLLECTOR

AMOUNT ENCLOSED \$

HOTEL ACCOMMODATIONS TAX RETURN INSTRUCTIONS

Note: Complete Schedule A for each site you operate in Cook County. Complete and attach additional Schedules as necessary.

- Line 1 -** Enter total number of sites you operate in Cook County and complete Schedule A listing all your sites with corresponding address.
- Line 2 -** Enter total number of rooms available for rent or lease during the month from the sites included in Line 1.
- Line 3 -** Enter Gross Receipts from Hotel Accommodations from all your Cook County sites.
- Line 4 -** Enter the total amount of receipts collected from permanent residents from all your Cook County sites.
- Line 5 -** Enter all hotel taxes collected on behalf of the State or Federal Government from all your Cook County sites.
- Line 6 -** Enter Chicago Hotel Accommodations Tax collected from all your Cook County sites.
- Line 7 -** Enter any other deductions from all your Cook County sites. (Cook County Hotel Tax should not be included on Line 7.)
- Line 8 -** Add all deductions on Lines 4-7 and enter here.
- Line 9 -** Calculate net receipts by subtracting Line 8 from Line 3.
- Line 10 -** Enter taxable receipts computed by dividing Line 9 by 1.01.
- Line 11 -** Cook County Hotel Accommodations Tax Rate.
- Line 12 -** Enter tax due computed by multiplying Line 10 by tax rate on Line 11.
- Line 13 -** If payment is remitted after the due date, multiply Line 12 by 10% (.10) and enter this amount.
- Line 14 -** If payment is remitted after the due date, compute applicable interest amount by multiplying Line 12 by 1.00 % (.0100), then multiply the result by the number of months late.
- Line 15 -** If the tax is timely remitted, enter total from Line 12; if remitted after the due date, enter total tax liability by adding Lines 12, 13 and 14

PENALTIES and FEES

Any registered tax collectors and/or taxpayers who do not file a monthly tax return on or before the due date, even when no tax is due, or submits any incomplete, incorrect or late tax return or payment remitted, shall be subject to the penalties and fees noted in Chapter 34 of the Uniform Penalties, Interest and Procedures Ordinance. Incomplete or incorrect, includes but is not limited to the following:

- Detached tax form or payment coupon
- Tax return without required supplemental tax return schedule
- Tax return and/or payment coupon does not contain all required information
- Photocopied/scanned tax return form remitted
- Payment without tax return or tax return without payment
- Any tax return or remittance document not issued by the Cook County Department of Revenue

If you have any questions, please contact the Department during business hours Monday through Friday from 8:30 a.m. to 4:30 p.m. at (312) 603-6328.

For more information, please visit our website at www.cookcountyil.gov/revenue.