



**VILLAGE OF SCHAUMBURG
HOTEL AND MOTEL TAX RETURN**
(Revised 09-16)

Calendar Month for Which Tax Return Applies: _____

Name of Hotel or Motel: _____

Business Address: _____

COMPUTATION OF TAX LIABILITY

- 1. Gross Receipts from Room Rentals \$ _____
- 2. Less: Exempted Room Rental Receipts..... \$ _____
- 3. Taxable Receipts (Line 1 minus line 2)..... \$ _____
- 4. Hotel and Motel Tax Liability (Line 3 multiplied by 8.0%)..... \$ _____
- 5. Tax Collection Fee Due Hotel/Motel Operator (1.0% of line 4)..... \$ _____
- 6. Total Hotel and Motel Tax Due Village (Line 4 minus line 5)..... \$ _____
- 7. Penalties and Interest if Paid After the Due Date:
 - A. Late Filing Penalty (line 6 multiplied by 5.0%)..... \$ _____
 - B. Late Payment Penalty (line 6 multiplied by 5.0%)..... \$ _____
 - C. Interest (1.0% of line 6 per month or fraction thereof)..... \$ _____
 - D. Total Penalties and Interest Due (Sum of Lines 7A, 7B and 7C)..... \$ _____
- 8. Total Due the Village of Schaumburg (add lines 6 and 7D)..... \$ _____

I hereby affirm that the information presented in this return is taken from the books and records of the above named business and is true and correct to the best of my knowledge.

Signature and Title of Individual Preparing Return Telephone # Date

The information being provided is deemed confidential and will not be released unless the business approves the release. ___ Release of Information Approved

Due Date: The completed hotel and motel tax return and payment of the tax liability must be received by the Village or postmarked on or before the last day of the calendar month succeeding the end of the prior month filing period.

The completed tax return and payment should be mailed to:
**Village of Schaumburg
 Finance Department – Hotel and Motel Tax
 101 Schaumburg Court
 Schaumburg, IL 60193**

Any questions regarding the hotel and motel tax should be directed to the Finance Department at 847-923-4532.