



VILLAGE OF TINLEY PARK

Hotel Accommodations Tax Return

Reporting Entity	_____
Address	_____ _____
Phone	_____ _____
_____ Federal Tax ID # _____	_____ IL Sales Tax ID # _____

This return is filed for	_____	_____	
	Month	Year	
1. Gross receipts from hotel accommodations			
2. Authorized Deductions			
2a. Tinley Park hotel accommodations tax included in line 1			
2b. Gross receipts for permanent residents			
2c. Hotel taxes collected by the State of Illinois			
2d. Hotel taxes collected by the County of Cook			
Total authorized deductions (lines 2a+2b+2c+2d)			
3. Net amount subject to tax (line 1 - 2)			
4. Tax due @ 7% of line 3			
5. Penalty for late payment (line 4 times .05, see instructions)			
6. Penalty for late filing (line 4 times .05, see instructions)			
7. Interest for late payment (see instructions)			
8. Total amount due (lines 4+5+6+7)			

Under penalty as provided by law, I declare that I have examined this return and to the best of my knowledge and belief, the information is true, correct, and complete.

_____	_____
Signature	Date

Title	

Make checks payable to:
Village of Tinley Park
 Additional Information contact:
Finance Department
(708) 444-5000

Mail returns & payments to:
Finance Department
Village of Tinley Park
16250 S. Oak Park Avenue
Tinley Park, IL 60477

NOTE: YOU MUST FILL THIS FORM OUT COMPLETELY. IF ANY INFORMATION IS OMITTED, THIS RETURN WILL BE DEEMED INCOMPLETE, AND YOU WILL BE ASSESSED ADDITIONAL PENALTIES.

**Instructions
Village of Tinley Park
Monthly Hotel Accommodations Tax Return**

The Hotel Accommodations Tax Return and the tax is due the twentieth (20th) day of the month following the month covered by the return. (e.g. report for January due by February 20th) The due date is moved to the following business day if it falls on a weekend or a holiday where the Village offices are closed or there is no mail delivery due to a Federal holiday.

Return & tax should be mailed to: **Finance Department
Village of Tinley Park
16250 Oak Park Ave
Tinley Park, IL 60477-1600**

A return must be filed for each month (or part thereof), regardless of whether there is a tax due.

The hotel accommodations tax rate is seven percent (7%) of the gross rental or leasing charges for accommodations. (effective January 1, 2019)

Specific Instructions

Line 1 - Enter the total receipts from hotel accommodations, including all applicable state and local taxes.

Line 2 - Enter the total authorized deductions which includes the following:

- 2a. Any Tinley Park accommodations tax included in line 1. This amount cannot be greater than line 4 (tax due).
- 2b. Gross receipts for accommodations which are rented or leased as a person's permanent residence. Permanent resident is defined as any person who occupied a room for 30 consecutive days. The person does not have to occupy the same room for 30 days, but it must be the same individual occupying a room for the 30 consecutive days. A room rented by a business entity (not an individual) must be occupied by the same individual for 30 consecutive days to qualify for this exemption.
- 3c. Hotel accommodation taxes collected by the State of Illinois.
- 3d. Hotel accommodation taxes collected by the County of Cook.

Line 3 - Subtract line 2 from line 1 to calculate the receipts subject to the hotel accommodation tax.

Line 4 - Multiply line 3 by 7% (.07). This is the amount of hotel accommodation tax due for the month.

Line 5 - Calculate a 5% penalty on the tax due (line 4) for late payment if the tax is not paid by the due date of the return [twentieth (20th) day of the month following the month covered by the return].

Line 6 - Calculate a 5% penalty on the tax due (line 4) for late filing if the return is not filed by the due date of the return [twentieth (20th) day of the month following the month covered by the return].

Line 7 - Interest of 1½% per month will be charged on the amount of tax (line 4) due for each month or part of a month the tax remains unpaid.

Please complete all information requested.

Contact the Village of Tinley Park Finance Department at 708-444-5000 or finance@tinleypark.org should you have any questions.

Final Return Information (Check appropriate box & complete additional information requested)	
<input type="checkbox"/> Facility closed	Date closed:
<input type="checkbox"/> Facility sold	Date sold:
	Purchaser name:
	Purchaser address:
	Purchaser phone:
<input type="checkbox"/> Other (explain)	