



### Monthly Motel Accommodations Tax Remittance Form

Village Code, Section 37.111 provides for the imposition of a hotel/motel tax upon the rental or leasing of any hotel or motel accommodations in the Village at the rate of five (5) percent of the gross rental or leasing charge.

**Due by the 20th of the month following the monthly liability period.**

\_\_\_\_\_  
Owner/Corporate Name

\_\_\_\_\_  
Monthly Liability Period

\_\_\_\_\_  
Address (City, State, Zip)

Is this an AMENDED RETURN?  
 Yes  No

**STEP 1: Write your taxable receipts**

1. Total receipts (include tax) (Same as State RHM-1 line 1)

\_\_\_\_\_

**STEP 2: Figure your deductions**

2. State tax deduction (Same as RHM-1 line 8)

\_\_\_\_\_

**STEP 3: Figure taxable base**

3. Taxable base (Subtract Line 2 from Line 1)

\_\_\_\_\_

**STEP 4: Figure your tax**

4. Village Tax (Multiply Line 3 by .05)

\_\_\_\_\_

**STEP 5: Figure your payment due**

5. Village Tax (Line 4 above)

\_\_\_\_\_

6. Late penalty after 20th of month (Multiply line 5 by .10)

\_\_\_\_\_

7. Payment amount due (Add line 5 + line 6)

\_\_\_\_\_

Village Code, Section 37.115 states that if for any reason any tax is not paid when due, a penalty at the rate of two (2) percent per month on the amount of tax which remains unpaid shall be added and collected. Taxes are due by the 20th of the month following the monthly liability period.

Under penalties of perjury and other penalties provided by law, I state that I have examined this return and, to the best of my knowledge and believe, it is true, correct, and complete. The information in this return is taken from the records of the business for which it is filed.

\_\_\_\_\_  
Paid preparer's signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date

**Mail this return and any payment you owe to:**

**VILLAGE OF CHANNAHON**

**24555 S. Navajo Drive**

**Channahon, IL 60410**

**If you have questions, please call 815-467-6644.**