



Hotel/Motel Tax Return

The Village of Oak Park
Finance Department
123 Madison Street
Oak Park, Illinois 60302

708.358.5460
Fax 708.358.5105
finance@oak-park.us
www.oak-park.us

Month of Tax Return _____ Year _____

Business Name _____

Business Street Address _____

City _____ State _____ ZIP _____

Phone Number _____ Alternate Phone Number _____

Federal Employer ID Number _____

Mailing Address (if different from business address) _____

CALCULATE REMITTANCE

Total receipts net of all taxes \$ _____

Less receipts from long-term
guests (31 or more consecutive
day stays) \$ _____

Adjusted receipts net of all taxes \$ _____

Local tax 4% \$ _____

Less administrative fee
(2% x local tax) \$ _____

Plus late payment fee 2% per
each month tax past due \$ _____

Net due \$ _____

I declare that I have examined this return and to the best of my knowledge and belief it is true and correct.

Signature _____

Title _____

Date _____

Make remittance payable to Village of Oak Park and mail to the following address:

Village of Oak Park
Finance Department
123 Madison Street
Oak Park, IL 60302

Instructions

1. Owner shall keep accurate and complete books and records of rentals, gross receipts and tax collected on a daily basis.
2. The white copy on this form should accompany payment of the tax due, and must be filed on or before the 15th day of each month for the receipts of the preceding month.

White copy - Village of Oak Park (with payment)

Yellow copy - Taxpayer file copy

Questions?

Contact the Village of Oak Park Finance Department at 708.358.5460 or e-mail **finance@oak-park.us**.