

**VILLAGE OF HANOVER PARK
INSTRUCTIONS FOR PREPARATION OF
HOTEL/MOTEL TAX RETURN**

Review preprinted information concerning business name, mailing address, business location, and tax period. Make corrections to erroneous data directly on reporting form.

Second copy is to be used as work copy and should be retained for your records. Original copy is to be completed and returned to the VILLAGE OF HANOVER PARK with your remittance by the due date indicated in the upper right hand corner of the reporting form.

Attach a copy of the Illinois Department Revenue Form RHM-1 for reporting Hotel Operator's Occupation Taxes to the completed Village of Hanover Park Hotel/Motel Tax Return.

Interest and Penalties: In the event of failure by any hotel or motel owner, operator or licensee to collect and pay to the Director of Finance the tax required hereunder within thirty (30) days after the same shall be due, interest shall accumulate and be due upon said tax at the rate of one and one-half percent (1 ½ %) per month. In addition, a penalty of ten percent (10%) of the tax and interest due shall be assessed and collected against any hotel or motel owner, operator or licensee who shall fail to collect and remit the tax imposed by Section 28-84 of Ordinance no. 0-97-70.

- Line 1. Enter taxable base for Hotel/Motel gross receipts from line 7 of RHM-1 form.
- Line 2. Multiply the amount on line1 by 3% (0.03).
- Line 3. If payment is made after due date, interest on the tax at 1.5% per month is due.
- Line 4. Additionally, a 10% penalty on the tax and interest is due if Hotel/Motel Operator fails to collect and remit the tax imposed by this ordinance.
- Line 5. Add lines 2, 3 and 4. Make check payable for this amount.

Make check payable to: VILLAGE OF HANOVER PARK

Mail to: VILLAGE OF HANOVER PARK
2121 WEST LAKE STREET
HANOVER PARK, ILLINOIS 60103