

VILLAGE OF BUFFALO GROVE  
50 RAUPP BLVD  
BUFFALO GROVE, ILLINOIS 60089

HOTEL/MOTEL OCCUPANCY TAX RETURN

RENTAL RECEIPT PERIOD:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

1. GROSS RENTAL RECEIPT \_\_\_\_\_
2. SUBTRACT RECEIPTS ON ROOMS RENTED  
FOR MORE THAN THIRTY (30) CONSECUTIVE  
DAYS TO ANY INDIVIDUAL \_\_\_\_\_
3. TOTAL NET TAXABLE RECEIPTS \_\_\_\_\_
4. MULTIPLY LINE 3 BY .06 \_\_\_\_\_
5. MULTIPLY LINE 4 BY .06 \_\_\_\_\_
6. TOTAL NET TAX DUE \_\_\_\_\_  
(Subtract line 5 from line 4.  
Payment must be made within 30 days  
to avoid a 1% per month interest fee)

I, \_\_\_\_\_ do hereby certify that to the best of my knowledge, the above Hotel and Motel Tax due the Village of Buffalo Grove is correct based on tax collected as required by Chapter 3.28 of the Village of Buffalo Grove Municipal Code for the month of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Title

ATTEST:

\_\_\_\_\_  
Title

### HOTEL/MOTEL TAX INFORMATION

The authority to levy and impose the hotel and motel occupancy tax is set forth in Chapter 3.28 of the Village of Buffalo Grove Municipal Code.

The tax levied and imposed upon the renting, leasing and letting of rooms in a hotel or motel licensed for operations in the Village of Buffalo Grove, is at a rate of 6% of the gross rental receipts from such rental, leasing or letting. Exempted from the gross receipts are those receipts from the rental, leasing or letting of rooms to permanent residents. Permanent residents are those persons who occupy or have the right to occupy, any room or rooms in a hotel or motel for at least thirty (30) consecutive days.

For the preparation, collection and payment of the tax due the Village, six percent (6.00%) of the tax due is to be deducted from the net remittance due the Village. All payments shall be due no later than thirty (30) days after the end of the month of liability or be subject to a one percent (1.00%) per month interest charge. Additional non-compliance penalties could also be applicable.

The owner and operator of each hotel or motel, along with licensee, have the obligation and duty to collect the tax from each user, lessee or tenant. The ultimate liability for payment of the tax levied shall be borne by the user, lessee or tenant of a room or rooms. The tax shall be collected from the user, lessee or tenant of a room or rooms at the time the price, charge or rent is collected. The tax due shall be separately stated upon the invoice, receipt or other statement of the gross rental receipts due.

The Village of Buffalo Grove reserves the right to inspect and examine the books and records of any hotel and motel to insure the proper administration of the levy and collection of the tax.

For further information, please see Chapter 3.28 of the Village of Buffalo Grove Municipal Code or call the Village at 847-459-2500.