



Short Term Rental Tax Certification
Pursuant to Bloomington City Code Chapter 39, Article XX

Rental Property Address:
 Rental Registration#: _____ Registration ID#: _____
 Owner Name:
 Email: _____ Phone: _____
 Authorized Manager/Agent Name:
 Address:
 Contact: _____ Phone: _____
 Email:
 Tax Preparer's Firm:
 Address:
 Phone: _____ Email: _____

Gross Receipts Report
 from Listing Company
 {Airbnb, VRBO, etc}¹
 Add Late Fee
 {when applicable}
 Sign Form
 Remit all documents by the
 25th of the month after
 collected ²

| | Month | Year |
|---|--|---------|
| 1 Tax Collection Period: ² | | |
| 2 Tax Return Data: a. Illinois Account ID | b. Final Return | c. Late |
| 3 Listing Site: | | |
| 4 City Tax per Listing Site Statement | 4 | _____ |
| 5 Late Penalty: (Multiply Line 4 by 5.0%) | 5 | _____ |
| 6 Late Interest: (Multiply Line 4 by 2.0%) See instructions on reverse | # Months <input style="width: 40px; height: 20px;" type="text"/> | 6 |
| 7 City-Issued Credits: | 7 | _____ |
| 8 Amount Due for Filing Late: ADD lines 5, 6, and 7 | 8 | _____ |

¹ Only use this Form if the Listing Company collects the City's Occupancy Tax
{aka "Short Term Rental Tax"} on your behalf.

The Listing Site Statement should contain Monthly Gross Earnings including Tax Amounts. A separate form must be filled out if more than one Listing Site was used for a single rental property during a reporting time period.

| | | |
|---|--|--|
| Mail To: City of Bloomington ATTN: Hotel/Motel Tax P.O. Box 3157 Bloomington, IL 61702-3157 | Drop Off: City Hall Finance Dept, Room 100 109 E. Olive Street Bloomington, IL 61701 | Contact: Finance Department Phone: 309-434-2233 Fax: 309-434-2463 Email: finance@cityblm.org |
|---|--|--|

Under penalties of perjury and other penalties provided by law, I declare that I have examined this return and to the best of my knowledge and belief it is true, correct, and complete. I further declare that the information set forth is taken from the books and records of the rental property for which this return is filed.

Tax Preparer Name: _____

| | | | |
|--|----------------|-------------|--------|
| <u>Owner, Authorized</u> <u>Manager, or Agent</u> <u>Name:</u> _____ | (Printed Name) | (Signature) | (Date) |
| _____ | (Printed Name) | (Signature) | (Date) |

SHORT TERM RENTAL TAX CERTIFICATION ASSISTANCE

GENERAL INFORMATION

- A. **Your return is incomplete and subject to penalties and interest unless we receive:**
- Signed tax return
 - Listing Site Statement
 - Payment in full of any Penalties and Interest
 - All documents remitted in-person or postmarked by the 25th of the calendar month following the previous month's tax collection period.
- B. Tax data is subject to audit.
- C. Failure to remit taxes can result in an additional 25% penalty and legal costs.

STEP 1: NAMES, ADDRESSES, AND CONTACTS

- A. Registration Number and ID# - Data is found on the Building Safety Rental Registration Certificate.

Note: To determine whether your property requires registration, contact the Rental Registration Program staff at 309-434-2244

- B. Owner Name - Provide the name, address, contact, email and telephone number of the Legal Owner of the rental property.
- C. Authorized Manager or Agent Name - Provide the name, address, contact, email and telephone number of the authorized Manager or Agent operating the rental property.
- D. Tax Preparer's Firm - Provide the name, address, email and telephone number of the person or firm who prepared the tax remittance form.

STEP 2: TAX CALCULATIONS

Line 1. Enter the month taxes were collected.

- Line 2.
- Enter your State Account ID [aka Illinois Business Tax Number (IBT) xxxx-xxxx]
 - Check the box whether this return is the last for the Taxpayer/Owner
 - Check the box that payment is late and then calculate the penalty and interest

Line 3. Enter the Listing Site providing an Account Statement on your behalf {Airbnb, VRBO, HomeAway, etc}

Line 4. Enter the City Tax per the Listing Site Account Statement

Line 5. If payment is made the 26th or any day after, a 5.0% penalty is imposed.

Line 6. If payment is made the 26th, a 2.0% interest fee is charged immediately for the 1st month late. For each and every subsequent 26th of the month that taxes are unpaid, an additional 2% interest amount is due.

Line 7. If the City Finance Department issued a credit, enter the amount as a negative number and deduct.

Line 8. Late Filing Amount Due - **Make your check payable to the "City of Bloomington"** for the amount on this line.

STEP 3: SIGNATURES

The tax return must be signed by at least one authorized representative of the business.

STEP 4: Document Remittance

Mail or bring in copies of the (1) Signed Tax Form, (2) Listing Company's Statement of Monthly Gross Earnings that includes Tax Amounts, and (3) Check made payable to the "City of Bloomington" by the 25th of the month after you collected taxes.