

## Short Term Rental Tax Remittance Form

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}**

**ST-1 or ST-2 {if applicable}**

**Attach RHM-1 {if applicable}**

**Attach Check**

**Sign Form**

**Remit all documents by the 25th of the month after collected <sup>1</sup>**

	Month	Year
<b>1 Tax Collection Period:</b> <sup>1</sup>		
<b>2 Tax Return Data:</b> a. Illinois Account ID	b. Final Return	c. Late
<b>3 Total Gross Rental Charges <u>excluding</u> Taxes:</b> .....	3	_____
<b>4 a.</b> _____ <b>Deduct Permanent Residents</b>		
<b>b.</b> _____ <b>Deduct Other:</b>		
<b>c.</b> _____ <b>Deduct Other:</b>		
<b>d.</b> _____ <b>Deduct Other:</b>		
<b>Subtotal All Deductions: ( Add Lines 4a, 4b, 4c, and 4d )</b> . . . .	4	_____
<b>5 Net Taxable Receipts:</b> .....	5	_____
<b>6 City Tax: (Multiply Line 5 by 6.0% )</b> .....	6	_____
<b>7 Late Penalty: (Multiply Line 6 by 5.0% )</b> .....	7	_____
<b>8 Late Interest: (Multiply Line 6 by 2.0% )</b> # Months <input style="width: 40px; height: 20px;" type="text"/>	8	_____
See instructions on reverse		
<b>9 City-Issued Credits:</b> .....	9	_____
<b>10 Total Due: ADD lines 6, 7, 8, and 9</b> .....	10	_____

<b>Mail To:</b> City of Bloomington ATTN: Hotel/Motel Tax P.O. Box 3157 Bloomington, IL 61702-3157	<b>Drop Off:</b> City Hall Finance Dept, Room 100 109 E. Olive Street Bloomington, IL 61701	<b>Contact:</b> Finance Department Phone: 309-434-2233 Fax: 309-434-2463 Email: finance@cityblm.org
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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> _____	(Printed Name)	(Signature)	(Date)
<u>Manager, or Agent</u>			
<u>Name:</u> _____	(Printed Name)	(Signature)	(Date)

## SHORT TERM RENTAL TAX FORM ASSISTANCE

### GENERAL INFORMATION

- A. **Your return is incomplete and subject to penalties and interest unless we receive:**
  - a. Signed tax return
  - b. State sales tax forms and confirmation numbers {as applicable}
  - c. Payment in full
  - d. 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.
- a) Enter your State Account ID [ aka Illinois Business Tax Number (IBT) xxxx-xxxx ]
  - b) Check the box whether this return is the last for the Taxpayer/Owner
  - c) Check the box that payment is late and then calculate the penalty and interest

Line 3. Enter Gross Rental Charges

- Line 4.
- a) Deduct permanent residents who stay for a contiguous 30-day time period or more.
  - b) to d) Deduct other items (include explanations on the line(s) provided)

Line 5. Enter Taxable receipts

Line 6. Calculate the Tax Due prior to discounts, penalty, interest, and credits. Make sure you multiply Line 5 by all digits following the decimal point = 0.06 or 6.0%

Line 7. If payment is made the 26th or any day after, a 5.0% penalty is imposed.

Line 8. 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 9. If the City Finance Department issued a credit, enter the amount as a negative number and deduct.

Line 10. Tax 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)** Report from the Listing Company that shows Gross Receipts {or, the State Tax Form, if applicable}, and **(3)** Check made payable to the "City of Bloomington" by the 25<sup>th</sup> of the month after you collected taxes.