



City of Geneva
Finance Department
 15 S 1st St
 Geneva, Illinois 60134

Hotel/Motel Tax Form

Hotel/Motel Tax Form			
Name of Operator			
Address			
Address of Principal Place of Business			
Illinois Tax Number		Number of Rooms	
Report For the Month and Year of			
1. Total amount of rental receipts received during a preceding calendar month, renting, leasing, or letting hotel or motel rooms within the City of Geneva			
2. Total rental receipts from renting, leasing, or letting of hotel/motel rooms to permanent residents – that is, to persons renting a hotel or motel room for more than thirty (30) calendar days or working or living in the hotel or motel			
3. Gross rental receipts for the month (Line 1 minus Line 2)			
4. Ninety-four Percent (94%) of Line 3 (Multiply Line 3 by 0.94)			
5. Hotel/Motel Tax Due (Multiply line 4 by 5% (.05))			
6. Penalties and Interest if Paid After the Due Date :		<input type="checkbox"/> Yes <input type="checkbox"/> No	
a. Late Filing Penalty (Multiply line 5 by 5% (.05))			
b. Late Payment Penalty (Multiply line 5 by 5% (.05))			
c. Interest (Multiply line 5 by 0.0137% (.000137) per day if late		c-i: Day(s) Late	
		c-ii: Interest Due	
d. Total Penalties and Interest due to the City of Geneva (Add lines 6a,6b and 6c-ii)			
7. Total Due to the City of Geneva (Add lines 5 and 6d)			

Agreement	
I hereby affirm that the information presented in this report form is taken from the books and records of the above-named hotel/motel and is true and correct to the best of my knowledge.	
Signature	Date

Authority for Hotel/Motel Tax Collection under City of Geneva Code Ch. 1-9B. Authority for late payment penalties and interest under City of Geneva Code Sec. 1-11-9.

Payments are due by the last day of the calendar month after the reporting period. Return form and remit payment to: City of Geneva, Finance Department, 15 South First Street, Geneva, IL 60134.