

Instructions for Danville Municipal Tax Return

Please, fill out this form if you do any of the following inside the City of Danville:

- Rent a room(s)
- Sell Alcohol, Food, Beverages, Gas, or Diesel fuel

Use the following calendar for due dates:

Taxes due on the following dates:		
<i>Activity during the month of:</i>	<i>Early Payment Rebate Available:</i>	<i>Late Fees Applied:</i>
August 2020	September 1 st to September 25 th	October 1 st
September 2020	October 1 st to October 25 th	November 1 st
October 2020	November 1 st to November 25 th	December 1 st
November 2020	December 1 st to December 25 th	January 1 st
December 2020	January 1 st to January 25 th	February 1 st

- Enter Business name, address and any corporate information on the lines provided.
- Enter the month of the return you are filing in the "filing month" line.
- Enter Federal ID and Illinois Business Tax number.
- Hotel/Motel: Enter Gross receipts on line 1. If you have had a guest that stayed 30 or more consecutive days, fill out the Hotel/Motel supporting Document and enter on Line 2.
- Alcoholic Beverage: Enter gross receipts on line 6. If Liquor Licenses class of A, AA, B, E, F, Q, R, or Z enter 1, all others must enter 3.
- Food and Beverage: Enter gross receipts on line 9.
- Motor Fuel: Enter total gallons sold on line 12.
- Diesel Fuel: Enter total gallons sold on line 15
- Line 19: Are you paying before due date? If so, select yes and skip to the Signature line. If not leave blank and go to next line. Is this submitted BEFORE the last day of the month? If yes, enter If more than 1 month late, enter total number of months late.
- Signature: The form must include a signature and date to be valid for processing.

To view Chapter 116 City Code of Ordinances visit the below address:

[http://library.amlegal.com/nxt/gateway.dll/illinois/danville/cityofdanvilleillinoiscodeofordinances?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:danville_il](http://library.amlegal.com/nxt/gateway.dll/illinois/danville/cityofdanvilleillinoiscodeofordinances?f=templates$fn=default.htm$3.0$vid=amlegal:danville_il)

CITY OF DANVILLE MUNICIPAL TAX RETURN



Business Name _____
 Address _____
 Danville, IL 61832 _____
 Corporate Name (If Different) _____
 Address _____

Date Received: _____ Office use Only
 Filing Month: _____
 Federal ID # _____
 Illinois Business Tax # _____

** One tax return must be filled out per location

▶ HOTEL/MOTEL ROOM TAX Under City Code of Ordinances, Chapter 116.30-38 Amended #9199	
1. Total gross receipts from rental of rooms	_____
2. Total Authorized Deductions (Attached Supporting Documents)	_____
3. Taxable Receipts (Line 1 minus Line 2)	\$0.00
4. Privilege Tax Rate	x.07
5. Amount of Hotel/Motel Tax	\$0.00
▶ ALCOHOLIC BEVERAGE RETAIL PURCHASES TAX Under City Code of Ordinances, Chapter 116.40-58	
6. Total gross receipts from the sale of alcoholic beverages	_____
7. Privilege Tax Rate (See instructions for correct rate)	3%
8. Amount of Alcoholic Beverage Tax	\$0.00
▶ FOOD AND BEVERAGE TAX Under City Code of Ordinances, Chapter 116.50-58, Ordinance #8348 & Amended #8672	
9. Total gross receipts from food & beverages, Exclusive of any Taxes	_____
10. Privilege Tax Rate	x.01
11. Amount of Food & Beverage Tax	\$0.00
▶ MOTOR FUEL TAX Under City Code of Ordinances, Ordinance #8350 & Amended Ordinance #8578	
12. Total Gross Gallons	_____
13. Tax Rate of \$0.089 per gallon	x.089
14. Amount of Motor Fuel Tax	\$0.00
▶ DIESEL FUEL TAX Under City Code of Ordinances, Ordinance #8350 & Amended Ordinance #8578	
15. Total Gross Gallons	_____
16. Tax Rate of \$0.060 per gallon	x.060
17. Amount of Diesel Fuel Tax	\$0.00
18. Subtotal (Add lines 5 & 8 & 11 & 14 & 17)	\$0.00
19. Early Payment Rebate of 1%. Was this filed BEFORE the due date? Yes <input type="radio"/> No <input checked="" type="radio"/>	\$0.00
▶ Late Payment. If filed AFTER the last day of the month, how many months late:	_____
20. Penalty of 5% per month (Line 18 times 0.05 if filed after the last day of the month)	\$0.00
21. Interest of 2% per month (Line 18 times 0.02 if filed after the last day of the month)	\$0.00
22. Failure - to - File Penalty of 25% per month (Line 18 times 0.25 if filed after the last day of the month)	\$0.00
Total Tax to be remitted (Add lines 18 through 22) office use only _____	\$0.00

UNDER PENALTIES AS PROVIDED BY LAW, I DECLARE THAT TO THE BEST OF MY KNOWLEDGE, & BELIEF, THE INFORMATION ON THIS FORM IS TRUE, CORRECT, AND COMPLETE.

Signature of Taxpayer _____

 title _____
 Date Signed _____
 Telephone Number _____

Signature of Preparer _____

 Company Name _____
 Date Prepared _____
 Telephone Number _____

CITY OF DANVILLE HOTEL/MOTEL SUPPORTING DOCUMENT

SUPPORTING DOCUMENT FOR PERSONS USING HOTEL/MOTEL AS PLACE OF RESIDENCE

Receipts from permanent guest - who occupy a room for at least 30 consecutive days.



Business Name _____

Address
Danville, IL 61832

Page Number: _____

Illinois Business Tax # _____

Name: _____

Account number: _____

Address: _____

City, State, Zip: _____

Room Type: _____

Room Number: _____

Room Rate: _____

Arrival Date: _____

State ID: _____

Departure Date: _____

Current month consecutive days total: _____

Total Paid during Current reporting month: \$ _____

Name: _____

Account number: _____

Address: _____

City, State, Zip: _____

Room Type: _____

Room Number: _____

Room Rate: _____

Arrival Date: _____

State ID: _____

Departure Date: _____

Current month consecutive days total: _____

Total Paid during Current reporting month: \$ _____

Total for Page: \$ _____