Instructions for Danville Municipal Tax Return

Who needs to fill out: Anyone who rents a room(s), Sells Alcoholic, Food, Beverages, Gas or Diesel fuel inside the City of Danville.

This form is due by the 25th of the month. Due to weekend and holidays, the following chart shows current due dates.

Due Dates			
For Activity During the Month of	Early Payment Rebate Dates	Due Date	Late fees
April 2019	May 1st to May 23rd	May 24th	June 1st
May 2019	June 1st to June 24th	June 25th	July 1st
June 2019	July 1st to July 24th	July 25th	August 1st
July 20109	August 1st to August 22nd	August 23rd	September 1st
August 2019	September 1st to September 24th	September 25th	October 1st
September 2019	October 1st to October 24th	October 25th	November 1st
October 2019	November 1st to November 24th	November 25th	December 1st
November 2019	December 1st to December 22nd	December 23rd	January 1st
December 2019	January 1st to January 24th	January 24th	February 1st
January 2020	February 1st to February 24th	February 25th	March 1st
February 2020	March 1st to March 24th	March 25th	April 1st
March 2020	April 1st to April 23rd	April 24th	May 1st
April 2020	May 1st to May 21st	May 22nd	June 1st

1) Enter Business name and address and any corporate information on the lines provided.
2) Enter the month the return is for in the filing month line.
3) Enter Federal ID and Illinois Business Tax number.
4) **Hotel/Motel:** Enter Gross receipts on line 1.   If you have a guest that has stayed 30 or more consecutive days, fill out the Hotel/Motel supporting Document and enter deduction on Line 2. Please use multiple forms if needed.
5) **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%.
6) **Food and Beverage:** Enter gross receipts on line 9.
7) **Motor Fuel:** Enter total gallons sold on line 12.
8) **Diesel Fuel:** Enter total gallons sold on line 15
9) **Line 19**, are you paying before due date (See Schedule above)? If so, select yes and skip to the Signature line.
   If not leave blank and go to next line.   Is this after the 1st of the month? If yes, enter 1,   if more than 1 month late, enter total number of months late.
10) **Signature:** Must sign and date form to be valid to process.

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

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)
4. Privilege Tax Rate   x.07
5. Amount of Hotel/Motel Tax

► 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. Privelege Tax Rate (See instructions for correct rate)
8. Amount of Alcoholic Beverage Tax

► FOOD AND BEVERAGE TAX Under City Code of Ordinances, Chapter 116.50-58, Ordnance #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

► MOTOR FUEL TAX Under City Code of Ordinances, Ordinance #8350 & Amended Ordinance #8578

12. Total Gross Gallons
13. Tax Rate of $0.086 per gallon   x.086
14. Amount of Motor Fuel Tax

► DIESEL FUEL TAX Under City Code of Ordinances, Ordinance #8350 & Amended Ordinance #8578

15. Total Gross Gallons
16. Tax Rate of $0.057 per gallon   x.057
17. Amount of Diesel Fuel Tax

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18.   **Subtotal** (Add lines 5 & 8 & 11 & 14 & 17)
19.   **Early Payment Rebate of 1%**. Was this filed **BEFORE** the due date?   Yes   No
      ► Late Payment. If filed AFTER the 1st of the month, how many months late:
20. **Penalty of 5% per month** (Line 18 times 0.05 if filed after 1st of month)
21. **Interest of 2% per month** (Line 18 times 0.02 if filed after 1st of month)
22. **Failure - to - File Penalty of 25% per month** (Line 18 times 0.25 if filed after 1st of month)

Total Tax to be remitted (Add lines 18 through 22)   *Office use only*

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   Signature of Preparer

_____   _____
title   Company Name

_____ _____   _____ _____
Date Signed   Telephone Number   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 <u>at least 30 consecutive days.</u>

Business Name

Address
Danville, IL 61832

Illinois Business Tax #

Page Number:

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: $

Office Approval

Total for Page: $

Alternative documentation for supporting backup must be pre-approved by City of Danville Finance Department