



**FINANCE DEPARTMENT  
901 Wellington Avenue  
Elk Grove Village, IL 60007**

**HOTEL/MOTEL OCCUPANCY TAX RETURN**

For the month ending

Statement of Tax Receipts under the Provision of Ordinance No. 1435 of the Municipal Code of Elk Grove Village.

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Hotel/Motel Name:

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COMPUTATION OF TAX:

- |    |                                    |          |
|----|------------------------------------|----------|
| 1. | Gross room rental receipts         | \$ _____ |
| 2. | Gross Tax (6% of line 1)           | \$ _____ |
| 3. | Less Collection Fee (2% of line 2) | \$ _____ |
| 4. | Net tax to be remitted             | \$ _____ |

**Taxes must be paid on or before the 15<sup>th</sup> day of the month immediately following the month for which the return is being filed. Make checks payable to: ELK GROVE VILLAGE.**

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I hereby affirm that the statement herein contained are taken from the books and records of the above listed establishment and are true and correct to the best of my knowledge.

Dated this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

Return one copy with your remittance to Accounts Receivable, Village of Elk Grove, 901 Wellington Avenue, Elk Grove Village, IL 60007.