

Cook County Department of Revenue HOTEL ACCOMMODATIONS TAX SCHEDULE A

FOR THE MONTH OF	, 20
ACCOUNT NO	
PAGE OF	

READ INSTRUCTIONS ON THE RESERVE SIDE BEFORE PREPARING THIS SCHEDULE.

1.	Site Name	1.				
2.	Site Address	2.				
3.	Number of rooms	3.				
4.	Gross receipts from hotel accommodations	4.				
5.	Gross receipts from permanent residents	5.				
6.	All hotel taxes collected on behalf of the State or Federal government	6.				
7.	Chicago Hotel accommodations tax collected	7.				
8.	Other deductions (Please specify)	8.				
9.	Total deductions (Add Lines 5-8)	9.				
10.	Net Receipts (Subtract Line 9 from Line 4)	10.				
11.	Taxable Receipts (Divide Line 10 by 1.01)	11.				
12.	Tax Rate	12.	.01	.01	.01	.01
13.	Total Tax Due (Multiply Line 11 by the tax Rate on Line 12)	13.				
14.	Total Tax due - Schedule A (Page total)	14.				
15.	Total Tax due - Schedule A (All pages)	15.				

HOTEL ACCOMMODATIONS TAX SCHEDULE A INSTRUCTIONS

- **Line 1** Enter site name for all sites you operate in Cook County.
- **Line 2** Enter corresponding address for all sites listed on Line 1.

Note: For each site listed on this schedule enter the following:

- **Line 3** Total number of rooms available for rent or lease during the month.
- **Line 4 -** Gross Receipts from Hotel Accommodations included in Line 3.
- Line 5 The total amount of receipts collected from permanent residents that are included in Line 4.
- Line 6 All hotel taxes collected on behalf of the State or Federal Government.
- Line 7 Chicago Hotel Accommodations Tax collected.
- Line 8 Any other deductions. (Cook County Hotel Tax should not be included on Line 8)
- **Line 9 -** Add all deductions on Lines 5-8 and enter here.
- **Line 10 -** Calculate net receipts by subtracting Line 9 from Line 4.
- **Line 11 -** Taxable receipts by dividing Line 10 by 1.01.
- Line 12 Cook County Hotel Accommodations Tax Rate.
- Line 13 Tax due computed by multiplying Line 11 by tax rate on Line 12.
- Line 14 Total Tax due for all sites reported on each page of Schedule A.
- **Line 15 -** Total Tax due for all completed pages of Schedule A.

If you have any questions, please contact the Department during business hours Monday through Friday from 8:30 a.m. to 4:30 p.m. at (312) 603-6328.

For more information, please visit our website at www.cookcountyil.gov/revenue.

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