Rock Island County Treasurer

HOTEL / MOTEL TAX RETURN FORM

INSTRUCTIONS FOR FILING: Monthly Return is due on or before the last day of each month following the month in which room rentals are received. The tax rate of 5% is imposed on renting, leasing, or letting rooms, excluding gross rental receipts from permanent residents. A permanent resident means any person who occupied or has the right to occupy any room or rooms for at least 30 consecutive days. Any person or establishment that discontinues business under this ordinance must file a final return with the Treasurer's Office not more than one month after discontinuing such business. Be sure to file on time to avoid penalties.

Statement of receipts under the provisions of the Rock Island County Hotel/Motel Tax Ordinance:

Name of establishment	
Name(s) of Owner(s) or Operator(s)	
Establishment address	
Principal business address	
Number of rooms available for rent	

Filing period (month & year)	

COMPUTATION OF TAX:	
1. Total receipts from room rentals including tax	
2. Deductions of receipts from permanent guests	
3. Other deductions (attach a detailed explanation)	
4. Deduct State Tax	
5. Net receipts (Line 1 less Lines 2, 3, and 4)	
6. Amount of County Tax due (5% of Line 5)	
7. If payment is late, add 1.5% penalty (and an additional 1.5% for each month late)	
8. Total of Lines 6 & 7	
9. Less Credit(s) (attach a detailed explanation)	
10. **AMOUNT DUE** (Line 8 less Line 9)	

The undersigned certifies that the information set forth in this return is true and accurate to the best of his/her knowledge.

Printed name & signature	Title	Date

MAIL DOCUMENT(S) & PAYMENT TO: Treasurer's Office
PO Box 3277
Rock Island, IL 61204-3277

…… Check here if FINAL RETURN

Form revised: 08/29/2025 by N Camlin.
Legal review: 08/29/2025 by A Carlson.