

INSTRUCTIONS FOR FILING

Returns must be filed monthly, on or before the 15th day of the calendar month following the month in which the room rentals are received.

A separate return shall be filed for each place of business regardless of ownership.

The rate of tax is 5% and is imposed on the gross rental receipts from the renting, leasing, or letting a hotel or motel sleeping room within the City of Mt. Vernon commencing August 1, 2005 excluding gross rental receipts from permanent residents. A permanent resident is defined as a person who rents a hotel or motel sleeping room in the same establishment for more than thirty consecutive days or a person who works and lives in the same hotel or motel.

In addition, tax at the rate of \$2.00 per room for each 24-hour period or any portion thereof for which a daily room charge is made is imposed commencing June 1, 2008, excluding rooms rented to permanent residents as defined above.

Certificates of Registration shall be issued by the City Finance Department and it shall be unlawful for any person to engage in the business of renting, leasing, or letting rooms in a hotel or motel within the City of Mt. Vernon without a Certificate of Registration.

Any person who discontinues business as a registrant must file a final return with the City on or before the 15th day of the calendar month following the month in which the business is discontinued.

Retain one copy of the return and mail one copy to:

City Finance Department, PO Box 1708, Mt. Vernon, Illinois 62864

If the business has been discontinued and/or no longer incurs liability for tax, place an "X" in the appropriate box and answer the applicable questions.

Business sold

Business Discontinued

Last Date of business under current ownership: _____/_____/_____

New owner's name: _____

New owner's residence address: _____

Former owner's residence address: _____