

## **CITY OF ALTON TOURISM TAX REGISTRATION**

Dear Business Owner/Operator:

Thank you for choosing Alton for your new business. In December 1985, The Alton City Council passed the following ordinance establishing a "Hotel/Motel Tourism" tax with the endorsement of the Greater Alton Twin Rivers Convention & Visitors Bureau, now The Great Rivers & Routes Tourism Bureau.

*The City of Alton imposes a tax of eight percent (8%) of the gross rental receipts from the renting, leasing or letting a hotel or motel room within the City for each twenty-four (24) hour period or any portion thereof for which a daily charge is made.*

*The tax is payable to the City of Alton monthly with a report provided by the City Treasurer's Office and a copy of the RHM-1 form sent to the state.*

\* The above information is derived from Alton City Code section 4-3-7 (Ord. 4988). The entire ordinance can be found online at [www.cityofaltonil.gov](http://www.cityofaltonil.gov) by selecting "View Ordinances" from the menu, or a copy can be requested from the City Clerk's Office.

### Tax Remittance Information:

- ❖ **The current tax rate for a hotel/motel is 14 percent (6 percent is to be remitted to the State Illinois and 8 percent to be remitted to the City of Alton).**
- ❖ **"Hotel/Motel Tourism" taxes are due the last day of the month following the period in which the tax is collected, for example May taxes are due June 30<sup>th</sup>. Payments made after due date are subject to penalties and interest (Ord. 7595).**
- ❖ **Future tax forms and correspondence will be mailed to the address listed on your tax registration form, unless we are otherwise notified.**
- ❖ **All filings require a copy of the RHM-1 form that is submitted to the State of Illinois with your Illinois Revenue Tax Payment. Businesses with multiple locations are required to submit a RHM-2 form.**
- ❖ **Businesses that file quarterly or annually with the State of Illinois should notify this office and we can adjust your payment schedule accordingly.**
- ❖ **If no business was conducted during the month of billing, please indicate this on the tax return form and return it to the City Treasurer's Office.**

Taxes should be remitted directly to the City of Alton, either in person or via mail to:

Alton City Treasurer  
101 E. Third St., Rm 102  
Alton, IL 62002

If you have any questions, please feel free to contact us at (618) 463-3540.

*Sincerely,*

*Alton City Treasurer*

*Attachments*



# CITY OF ALTON

## TOURISM TAX REGISTRATION

### BUSINESS INFORMATION

\_\_\_\_\_  
NAME OF BUSINESS (DBA) (\_\_\_\_\_)\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
BUSINESS LOCATION ADDRESS CITY STATE ZIP  
(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
COMPANY/CORPORATE NAME (IF DIFFERENT FROM DBA) TELEPHONE

\_\_\_\_\_  
MAILING ADDRESS (COMPANY/CORPORATE) CITY STATE ZIP  
(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
NAME OF OWNER/MANAGER TELEPHONE

\_\_\_\_\_  
OWNER/MANAGER EMAIL ADDRESS STATE OF ILLINOIS TAX ID #  
(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
NAME OF TAX RETURN PREPARER (IF APPLICABLE) TELEPHONE

\_\_\_\_\_  
MAILING ADDRESS (TAX PREPARER) CITY STATE ZIP  
(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
EMAIL ADDRESS FAX

FREQUENCY OF ILLINOIS DEPARTMENT OF REVENUE FORM RMH-1 FILING: \_\_\_\_ MONTHLY \_\_\_\_ QUARTERLY \_\_\_\_ ANNUALLY

PREFERRED METHOD TO RECEIVE TAX RETURN FORMS: \_\_\_\_ EMAIL \_\_\_\_ POSTAL MAIL

\_\_\_\_ I HAVE RECEIVED A TOURISM INTRODUCTION PACKET

\_\_\_\_ I HAVE APPLIED FOR A BUSINESS REGULATORY/ LIQUOR LICENSE

\_\_\_\_ I HAVE REGISTERED WITH THE ILLINOIS DEPARTMENT OF REVENUE

DATE BUSINESS IS SCHEDULED TO OPEN: \_\_\_\_\_