



Naperville

Hotel/Motel Use Tax Return Form

For Tax Period: _____ Due Date: **On or before the 15th of the subsequent month**

The City of Naperville has an online [Citizen Self Service \(CSS\) Portal](#) for electronic filing and/or payment of Hotel/Motel Use Taxes. Please consider using the portal rather than submitting via mail. Go to the City's [Hotel/Motel Use Tax webpage](#) for registration, filing and payment instructions as well as a link to the ordinance.

Business Name (DBA): _____

Naperville Business Address: _____

Munis Business Account #: _____

Munis Customer ID: _____

Preparer Name: _____

Preparer Phone: _____

Preparer Email: _____

1 Total Room Rental Sales			\$
2 Hotel/Motel Use Tax	(Line 1 x 5.5%)		\$
3 Plus: 1% Late Penalty*	(Line 2 x 1.0%)	(+)	\$
4 Amount Due	(Line 2 + Line 4)	(=)	\$

*Line 3 – 1% Penalty is assessed if the filing or payment is received after the due date.

Under penalties of perjury and other penalties provided by law I declare that I have examined this return and to the best of my knowledge and belief it is true correct and complete. I further declare that the information set forth is taken from the books and records of the business for which this return is filed.

Signature

Date

Mail the completed form, documentation verifying the room rental sales for the period, and check in the amount shown on Line 4 to:

City of Naperville
Finance Department – Hotel/Motel Tax
400 S Eagle St
Naperville, IL 60540
Phone (630) 420-6059