

# Form RHM-1 Instructions

## General Instructions

### Who must file Form RHM-1?

You must file Form RHM-1 if you are in the business of renting, leasing, or letting rooms to persons for periods of less than 30 consecutive days. Prior to starting such a business, you must obtain a certificate of registration from us.

### When must I file Form RHM-1?

If you are

- a monthly filer, your return is due on or before the last day of the month following the month for which you are filing.
- a quarterly filer, your return is due on or before the last day of the month following the quarter for which you are filing.
- an annual filer, your return is due on or before January 31 of the year following the year for which you are filing.

**Note:** You must file monthly unless we notify you to do otherwise.

### Can I file this return electronically?

Yes, you can use MyTax Illinois on our website at [tax.illinois.gov](http://tax.illinois.gov) to file your RHM-1 and, if necessary, your RHM-7.

### What should I do if I have multiple sites?

If you have businesses at more than one site, you must complete and attach Form RHM-7, Multi-Site Schedule, to your Form RHM-1. If you are using more than one Form RHM-7, add all page totals for each column, and transfer the grand totals to the appropriate lines on this return.

### What if I fail to file and pay the amount I owe?

You owe a **late-filing penalty** if you do not file a processable return by the due date, a **late-payment penalty** if you do not pay the tax you owe by the date the tax is due, and a **bad check penalty** if your remittance is not honored by your financial institution. Interest is calculated on tax from the day after the original due date of your return through the date you pay the tax. We will bill you for penalties and interest. For more information about penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes. To receive a copy of this publication, visit our website at [tax.illinois.gov](http://tax.illinois.gov).

### How long must I retain my records?

You must retain the records required to substantiate this return for at least 3.5 years from the due date of the return or the date filed, whichever is later.

### What if I need to correct a previously filed return?

If you need to correct a previously filed Form RHM-1, you must complete Form RHM-1-X, Amended Hotel Operators' Occupation Tax Return. You can use MyTax Illinois to file your RHM-1-X for any reporting periods where the original RHM-1 was filed electronically.

### Where do I get help?

If you have questions or need help completing your return, you can call us weekdays between 8:00 a.m. and 4:30 p.m. at 217 782-7517.

## Step-by-Step Instructions

### Step 1: Figure your taxable receipts and deductions

**Line 2** - Total of local hotel taxes paid directly to a local jurisdiction. This does not include the following local hotel taxes: Chicago Municipal Hotel Tax, Illinois Sports Facilities Tax (ISFT), and Metropolitan Pier and Exposition Authority (MPEA) Hotel Tax.

**Line 3** - Total receipts, excluding state and local taxes you collected, from rooms of permanent guests (persons who occupy or have the right to occupy any rooms for at least 30 consecutive days).

**Line 4** - Write the description and amount, excluding state and local taxes you collected, of each "other deduction" you are claiming. The total of all other deductions must equal the amount on Line 4. We will disallow any deduction that is not itemized. "Other deductions" include, but are not limited to, meeting rooms, rooms occupied by authorized persons of the diplomatic corps (e.g., consuls and diplomats), display rooms, sample rooms, offices, and private dining rooms. Visit our website at [tax.illinois.gov](http://tax.illinois.gov) and see Publication 106, Allowable Deductions for IDOR-Collected Hotel Taxes, for more information.

**Line 5** - If your hotel is located in Chicago, write the MPEA Hotel Tax you collected for this liability period. If you do not know this amount, you must add Lines 2, 3 and 4; subtract this amount from Line 1; then multiply this amount by .02234.

### Step 3: Figure your discount

**Line 11** - If you file your return and pay on time (postmarked or delivered on or before the due date), multiply Line 10 by the preprinted rate.

**Note:** For the entire calendar year, you are entitled to a cost of collection discount of \$25 or 2.1 percent of Line 10, whichever is greater. When you file your December return, check all the returns you have filed for that year. If the total of your cost of collection discounts on all returns (except the return for December) is less than \$25, write the difference on Line 11.

**Line 16** - Figure your payment due. Subtract Line 15 from Line 14. This is the amount you owe. If you do not pay the tax you owe by the due date, you will owe additional penalty and interest. We will bill you for penalties and interest you owe. For more information, see Publication 103, Penalties and Interest for Illinois Taxes. To receive a copy of Publication 103, visit our website at [tax.illinois.gov](http://tax.illinois.gov).

### Step 5: Sign below

If this return is completed by a paid tax preparer, the preparer must sign on the second line. Whether or not this return is completed by a paid tax preparer, an owner, partner, or officer of the business must sign on the first line.

### Mail your return and payment to:



ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19019  
SPRINGFIELD IL 62794-9019