



HOFFMAN ESTATES

GROWING TO GREATNESS

Online Tax Filings & Payments

To make your local taxes and payments easier, the Village of Hoffman Estates has partnered with [Localgov](https://tax.localgov.org). This service facilitates secure and convenient online tax filings and payments. Now you can submit, pay, and manage your tax filings from the comfort of your home or business, save time, and avoid late fees.

Starting December 5, 2024, the following Village of Hoffman Estates forms are available to submit on Localgov:

- Hotel-Motel Occupancy Tax Return Form (Monthly)
- Food & Beverage Tax Remittance Form (Monthly)
- Packaged Liquor Tax Remittance Form (Monthly)
- Entertainment/Amusement Tax Return Form (Monthly)
- Municipal Motor Fuel Tax Remittance Form (Monthly)
- Wholesale Vehicle Purchase Tax Return Form (Monthly)

Localgov offers taxpayers in our community significant advantages, such as:

- Automatic calculation of taxes and fees owed.
- Secure processing that keeps your data safe.
- Multiple payment options, including ACH/EFT drafts, credit and debit card payments.
- Payments can be made when you have time—not only during government hours.
- No need for paper forms, envelopes, checks, or stamps.
- Help is available when you need it.

Helpful Resources to Get Started:

- **Set up your online account here:** <https://tax.localgov.org/login>. It takes just a few minutes to get started, set up payments, and get current with your taxes. If you have

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MAYOR

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TRUSTEE

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VILLAGE CLERK

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VILLAGE MANAGER

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any questions or need assistance, please contact Localgov Customer Service at (877) 842-3037 or service@localgov.org.

- **Schedule a training with Localgov Customer Service** and we'll walk you through how to submit your first filing: <https://www.localgov.org/training>
- **Bookmark the Localgov Help Center:** service.localgov.org/knowledge
- **Need help submitting your forms on Localgov?** Click on the links below to access some helpful resources.
 - [How do I submit a form on Localgov?](#)
 - [Where do I find the form I need to submit on Localgov?](#)
 - [How do I make a payment on Localgov?](#)
 - [How do I create a Localgov account?](#)
 - [How do I log into Localgov?](#)

How to File Your Taxes on Localgov

First, add your business into your Localgov portal:

1. Sign into your Localgov account: <https://tax.localgov.org/>
2. Go to the "My Businesses" page.
3. Click the button "Add a Business."
4. Search for the **Village of Hoffman Estates, Illinois**.
5. Search for your business by address or business name.
6. Select your business and click the button "Add Business."
7. You will be redirected back to the Businesses list page.
8. To view your business details and required forms, click the magnifying glass icon next to your business name.

Next, proceed to submit your tax filing on Localgov:

1. Sign into your Localgov account: <https://tax.localgov.org/>
2. Go to the "Submit Forms" page.
3. Search for the **Village of Hoffman Estates, Illinois**.

4. Select the tax form you are required to file. If you select the wrong form, you will receive an error message.
5. Fill out all required fields. The form on Localgov will automatically calculate the tax due for the Village of Hoffman Estates.

Hotel-Motel Tax Requirements

Overview

The Village of Hoffman Estates imposes a 6% tax on the rental or leasing of hotel accommodations within the village. This tax is collected by hotel operators on behalf of their guests and must be remitted to the Village's Department of Finance. Operators are required to file monthly tax returns, maintain accurate records, and adhere to all compliance requirements. The revenue collected contributes to the Village's general fund.

Key Terms and Definitions

- **Gross Rental or Leasing Charge:** The total amount charged for renting hotel accommodations, excluding taxes.
- **Hotel Accommodations:** Rooms available for rent, excluding permanent residences or accommodations used by non-profit medical institutions.
- **Operator:** Any person or entity that offers hotel accommodations for rent within the Village.

Tax Rate and Penalty

- **Tax Rate:** 6% on gross rental or leasing charges.
- **Late Payment Penalty:** 5% of the unpaid tax for each month the tax remains overdue.

Tax Filing Deadline

Operators must file a tax return with the Village of Hoffman Estates by the last day of the month following the rental period.

Zero Dollar Filing

Every operational business must submit a monthly tax filing through Localgov, even if there is no revenue to report.

Food & Beverage Tax Requirements

Overview

The Food & Beverage Tax Remittance Form is used by businesses in the Village of Hoffman Estates to comply with local tax regulations on the sale of prepared food for immediate consumption. All businesses, such as restaurants and food service establishments, are required to file this form monthly, even if no revenue is generated during the reporting period.

Key Terms and Definitions

- **Prepared Food:** Any solid, liquid, or powder intended for human consumption that is prepared for immediate use, whether consumed on or off the premises where sold. This includes items sold for off-premises consumption, unless the food is in a sealed or closed container from the manufacturer.
- **Person:** Any individual, business, corporation, or entity operating a prepared food facility.
- **Prepared Food Facility:** Any establishment licensed under the Village's municipal code that sells food for immediate consumption.
- **Purchase at Retail:** The act of acquiring prepared food for consumption in exchange for money, credit, barter, or any other means.
- **Retailer:** Any person or business selling prepared food for consumption and responsible for collecting and remitting the tax to the Village.

Tax Rate, Penalty, and Interest

- **Tax Rate:** 2% of the purchase price of prepared food sold for immediate consumption at any prepared food facility within the Village. This is in addition to other applicable taxes.

- **Late Payment Penalty:** A penalty of 2% of the unpaid tax will be added for each month (or part of a month) that the tax remains unpaid.

Tax Filing Deadline

Businesses must file a tax return with the Village of Hoffman Estates by the 20th day of each month. The return should reflect the taxes collected from the sale of prepared food during the previous month and must include payment for all taxes due.

Zero Dollar Filing

All operational businesses must submit a monthly tax filing through Localgov, even if no revenue is generated. Failure to file, even when no taxes are due, may result in penalties.

Packaged Liquor Tax Requirements

Overview

The Village of Hoffman Estates imposes a 5% tax on the sale of packaged liquor, consisting of a 3% packaged liquor tax and a 2% food and beverage tax. This tax applies to the sale of alcoholic beverages in sealed containers intended for off-premises consumption. Businesses selling packaged liquor are required to file and remit the appropriate taxes by the monthly deadline to avoid penalties.

Key Terms and Definitions

- **Packaged Liquor:** Alcoholic beverages sold in sealed containers intended for off-premises consumption.
- **Retailer:** Any person or entity that sells packaged liquor for off-premises consumption.

Tax Rate and Penalty

- **Tax Rate:** 5% on the sale of packaged liquor (3% packaged liquor tax + 2% food and beverage tax).

- **Late Filing Penalty:** A penalty of 2% of the unpaid tax will be added for each month the tax remains unpaid.

Tax Filing Deadline

Tax filings and payments must be submitted to the Village by the 20th day of each month for the previous month's sales.

Zero Dollar Filing

Every business selling packaged liquor must submit a monthly tax filing through Localgov, even if no revenue was generated during the reporting period.

Entertainment/Amusement Tax Requirements

Overview

The Entertainment/Amusement Tax Return Form is designated for activities, events, and devices held within the Village of Hoffman Estates. Patrons attending or participating in events such as concerts, sports competitions, and entertainment centers are subject to this tax, which is based on the admission fee or charge for each event.

Key Terms and Definitions

- **Amusement and Entertainment:** Activities such as concerts, sports events, exhibitions, performances, and game rooms with 11 or more licensed devices, including video games and pinball machines.
- **Admission Fee or Charge:** Any fees collected for participating in or attending an amusement or entertainment activity, including parking, special seating, and other accommodations.
- **Amusement and Entertainment Patron:** Any individual attending or participating in an amusement or entertainment activity.
- **Amusement and Entertainment Owner:** Any person or entity that owns or operates an amusement or entertainment event and receives a share of the proceeds.

- **Property Owner:** The individual or entity that owns or leases the property where the event occurs.
- **Entertainment District:** A designated area within Hoffman Estates with extended hours for amusement and entertainment activities.

Tax Rate, Penalty, and Interest

- **Surcharge Rate:** 6% of the admission fee or charge.
- **Penalty:** 5% of the unpaid tax added for each month the tax remains unpaid.

Deductions

The following amounts may be deducted from the taxable amount:

- Amount collected for County Amusement Tax
- Amount collected for County Parking Tax
- Amount collected for Village Entertainment Tax
- Amount collected for food and beverages included in the ticket (Note: A separate tax must be paid for food and beverages)

Tax Filing Deadline

Amusement and entertainment owners are required to file this form monthly. The return must be submitted to the village by the last day of the month following the end of the filing period.

Zero Dollar Filing

All operational businesses must file a monthly tax return through Localgov, even if there is no revenue to report.

Municipal Motor Fuel Tax Requirements

Overview

The Village of Hoffman Estates imposes a tax of 2.5 cents (\$0.025) per gallon on the retail purchase of motor fuel within the Village. This tax is collected by licensed motor fuel retailers at the time of sale and is intended to support the Village's Capital Improvements Fund for roadway rehabilitation. Retailers must maintain accurate records, submit monthly tax returns, and remit collected taxes.

Key Terms and Definitions

- **Motor Fuel:** Volatile and inflammable liquids used for operating motor vehicles.
- **Motor Fuel Retailer:** Any licensed entity selling motor fuel at retail within the Village.

Tax Rate and Penalty

- **Tax Rate:** 2.5 cents (\$0.025) per gallon of motor fuel purchased at retail.
- **Late Payment Penalty:** A penalty of 2% of the unpaid tax is applied for each month the tax remains unpaid.

Tax Filing Deadline

Motor fuel retailers must file a sworn tax return by the 20th day of each month.

Zero Dollar Filing

Every operational motor fuel retailer must submit a monthly tax filing through Localgov, even if no revenue was generated.

Wholesale Vehicle Purchase Tax Requirements

Overview

The Village of Hoffman Estates imposes a tax on the wholesale purchase of vehicles, including motor vehicles, trucks, recreational vehicles, trailers, and watercraft, purchased for resale or lease. Businesses engaged in selling or auctioning vehicles at wholesale must collect and remit this tax monthly.

Key Terms and Definitions

- **Purchaser:** Any person or entity purchasing a vehicle at wholesale, either directly from a licensed business or through an auction.
- **Vehicle:** Includes motor vehicles, trucks, recreational vehicles, trailers, and watercraft.
- **Wholesale:** The transfer of vehicle ownership for resale or lease, not to a consumer, and not subject to retail sales tax.

Tax Rate and Penalty

- **Tax Rate:** \$7.00 per vehicle purchased.
- **Late Payment Penalty:** A 5% penalty of the unpaid tax applies for each month the tax remains unpaid.

Exemptions

- **Retail Purchases:** Vehicles purchased at retail from licensed automobile sales lots within the Village.
- **Online Wholesale Purchases:** Purchases made online at wholesale by individuals not registered with the State of Illinois.

Tax Filing Deadline

The tax return must be filed by the 20th day of each month for the previous month's purchases.

Zero Dollar Filing

Every operational business selling or auctioning vehicles at wholesale must submit a monthly tax filing through Localgov, even if no revenue was generated.

Support & Resources

If you need technical support while registering on Localgov, please reach out to Localgov Customer Service at service@localgov.org or call (877) 842-3037.