



Village of **WILLOWBROOK**

Self-Storage Tax Frequently Asked Questions (FAQs)

What is subject to this local tax?

This tax is intended to be paid by and collected from the user of any self-storage facility in Willowbrook. The user could be a person or a business. A self-storage facility is a building or structure that contains separately divided storage rooms offered for lease or rent to members of the general public for the storage of personal property and/or property leased or rented to members of the general public for the overnight parking or storage of vehicles (cars, boats, RVs, etc.).

What is the tax rate and when is it effective?

The tax rate is 5% effective January 1, 2020.

When are the taxes collected?

The business is to collect the tax from the tenant at the time rental payments are paid. The payment periods are usually identified in the rental agreement; for example, monthly or annually. The business must then remit these taxes to the Village of Willowbrook.

What type of receipt must be provided to the client?

The amount of tax must be clearly identified on the bill, invoice, receipt, or similar statement provided to the user.

What type of records must be kept?

Each business must keep accurate records showing the gross receipts for the lease of any self-storage facility accommodations. Records must show the prices, rents or charges made, and occupancies that are taxable.

How are the taxes remitted to the local government?

Taxes are to be remitted by cash or check each month.

When is the deadline for remittance?

A tax return must be filed and taxes must be remitted along with the Illinois Retailer's Occupation Tax Return Form ST1 by the 15th day of each month. For example, taxes collected in the month of January are paid by February 15th.

What are the penalties for late filing or late remittance?

If the return is not submitted or submitted late, a 3% late filing fee will be charged.

What are the penalties for failure to collect and/or remit this tax?

In addition to the late fees described above, any person or business found guilty could be assessed a fine of \$75 to \$750 per offense. Businesses found in violation shall be liable in a civil action for the amount due and any other penalties provided for by law.