



# 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 15<sup>th</sup> day of each month. For example, taxes collected in the month of January are paid by February 15<sup>th</sup>.

### **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.