

Special Event Tax Collection Report and Payment Coupon

Form IDOR-6-SETR (R-03/16)



Read this first

Exhibitors: All exhibitors making sales in Illinois are required to report and pay all tax due based on their total receipts within ten (10) days of the close of the exhibit. The current tax rate for the location of the special event is printed on the coupon to assist you in calculating your tax due. If you have questions, call us at (847)294-4475 .

Event coordinators: Please distribute this form to each exhibitor making sales at your special event.

Special Event Information

ONE OF A KIND SHOW AND SALE - CHICAGO

Start Date: April 28, 2017

222 MERCHANDISE MART PLZ
CHICAGO IL 60654-1103

End Date: April 30, 2017

01600011

14320-84736

The current tax rate for this event is 10.25%.

Please complete the following coupon and send it with your payment to:

COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035

Make your payment payable to the Illinois Department of Revenue.



Illinois Department of Revenue Special Event Tax Payment Coupon

Form IDOR-6-SETR (R-03/16)

(133)

Mail completed form to:
COLLECTION SUPPORT
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19035
SPRINGFIELD IL 62794-9035

01600011

ONE OF A KIND SHOW AND SALE - CHICAGO

14320-84736

April 28, 2017 - April 30, 2017

Step 1: Identify yourself

Business name: _____ Telephone no. (____) _____ - _____
Name: _____ Social Security no. _____ - _____ - _____
Address: _____ FEIN: _____ - _____ - _____

<Other no.> _____
Email address: _____

Step 2: Figure your tax due

Sales Related Taxes \$ _____ X $\frac{0.1025}{\text{Current Tax Rate for this Location}}$ = \$ _____
Total receipts Amount tax due

005 005 001432084736 730 043017 0 00000000000000

Notice for Special Event



March 9, 2017



Letter ID: L0857179984

MERCHANDISE MART PROPERTIES, INC.
ATTN: MEGAN DAVIDSON, DIRECTOR OF TRADE SHOW
OPERATIONS
222 MERCHANDISE MART PLZ
CHICAGO IL 60654-1103

For ONE OF A KIND SHOW AND SALE - CHICAGO, you have been identified as the person who promotes, organizes, or provides retail selling space for concessionaires or other types of sellers. When a vendor sells general merchandise to the public at fairs, art shows, festivals, flea markets, and other similar events, Illinois sales and use taxes are due.

- 1) You are required to file a report with us for each vendor (whether selling as a business or as a hobby) at your event. The report must be filed no later than the 20th day of the month following the last day of your event and include the following information:
 - name of vendor's business
 - name of the person or persons engaged in the vendor's business
 - permanent address of the business
 - Illinois Department of Revenue tax account number of the business *(If available)*
 - dates and location of the event

Please email this information to us as a spreadsheet file attached to an email. This email and attachment should be sent to rev.specialevents@illinois.gov. If you cannot email the information, mail your response to: Special Events, Illinois Department of Revenue, PO Box 19035, Springfield IL 62794-9035.

- 2) Please distribute a copy of the enclosed Form IDOR-6-SETD, Special Event Tax Collection Report and Payment Coupon, to each vendor making sales at your special event. Each vendor is required to complete the report and pay Illinois Sales Tax from the special event.



ILLINOIS DEPARTMENT OF REVENUE

Special Event Coordinator
Field Compliance Division

Special Events
P.O. Box 19035
Springfield, IL 62794-9035

Phone: 847 294-4475
Fax: 847 294-4214