



ART-1 Automobile Renting Occupation and Use Tax Return Instructions

Note: When writing your figures, please round to the nearest whole dollar by dropping amounts of less than 50 cents and increasing amounts of 50 cents or more to the next higher dollar.

Step 1: Figure your taxable receipts

Line 1 - Write your total gross receipts, including taxes collected, from the renting of automobiles, qualifying recreational vehicles, and qualifying vans.

Line 2 - Write the sum of your total deductions. This is the amount from Line 9 of the worksheet on the back of Form ART-1.

Line 3 - Subtract Line 2 from Line 1. This amount is your taxable receipts.

Step 2: Figure your tax on receipts

Illinois renters: State Automobile Renting Occupation Tax

Line 4a - Write the amount of receipts subject to tax or write the sum of your Line 4a page totals from your Form ART-2. This amount should be that portion of Line 3 that represents receipts from outlets (sites) located in Illinois.

Line 4b - Multiply Line 4a by the rate printed in Line 4 to figure your state Automobile Renting Occupation Tax, or write the sum of your Line 4b page totals from your Form ART-2.

Out-of-state renters: State Automobile Renting Use Tax

Line 5a - Write the amount of receipts subject to tax. This amount should be that portion of Line 3 that represents receipts from businesses located outside Illinois that make rentals for use in Illinois.

Line 5b - Multiply Line 5a by the rate printed in Line 5 to figure your state Automobile Renting Use Tax.

Note: Line 4a plus Line 5a must equal Line 3.

Line 6 - Add Lines 4b and 5b.

Line 7 - If you pay the full amount of tax you owe and file this return by the due date, multiply Line 6 by the rate printed in Line 7. This is your discount.

Line 8 - Subtract Line 7 from Line 6. This is your state Automobile Renting Occupation and Use Tax due.

Other taxes

Other taxes may be imposed in addition to the state Automobile Renting Occupation Tax. If so, we will print the tax rate on the appropriate line of the form we provide. If you do not have a pre-printed form, contact us for the correct tax rate.

Local (county or municipal) tax

Line 9 - If imposed, multiply Line 4a by the correct rate to figure your county or municipal tax, or write the sum of your Line 9 page totals from your Form ART-2.

Mass transit tax

Line 10 - If imposed, multiply Line 4a by the correct rate to figure your mass transit tax, or write the sum of your Line 10 page totals from your Form ART-2.

Metropolitan Pier and Exposition Authority (MPEA) Tax

If your business is located in Cook County, complete the following:

Line 11a

- (1) Write your Cook County receipts included on Line 4a of your Form ART-1. _____
- (2) Write your livery and taxi receipts included on Line (1) above. _____
- (3) Subtract Line (2) from Line (1). Write the sum here and on Line 11a of your Form ART-1. _____

If you have businesses at more than one site, write the sum of your Line 11a page totals from your Form ART-2.

Line 11b - Multiply the amount on Line 11a by the correct rate to figure your MPEA Automobile Renting Occupation Tax, or write the sum of your Line 11b page totals from your Form ART-2.

Line 12 - Add Lines 8, 9, 10, and 11b. This is your total tax due on receipts.

Line 13 - If we have notified you that you have a prior overpayment and you wish to use it towards what you owe, write the amount you are using here.

Line 14 - Subtract Line 13 from Line 12.

Step 3: Figure your penalty and interest

Lines 15 and 16 - You owe a **late-filing penalty** if you do not file a processable return by the due date. You owe a **late-payment penalty** if you do not pay the tax you owe by the original due date of the return. We will bill you for penalties and interest. If you prefer to figure these amounts, see Publication 103, Uniform Penalties and Interest. To receive a copy of this publication, call 1 800 356-6302.

Line 17 - Add Lines 15 and 16.

Step 4: Figure your payment due

Line 18 - If you collected more tax than the amount of tax due, write the amount of your excess tax collection on Line 18. To check this amount, compare Line 1 of the worksheet (on back of Form ART-1) to the sum of Lines 6, 9, 10, and 11b. If Line 1 of the worksheet is more than the sum of these lines, write the difference on Line 18.

Line 19 - Add Lines 14, 17, and 18. This is the amount of tax, penalty, and interest you owe.

Line 20 - If you have a credit memorandum and you wish to apply it towards what you owe, write the amount you are applying on Line 20.

Line 21 - Subtract Line 20 from Line 19. Write this amount on Line 21 and in the space provided at the bottom of the return.

Step 5: Sign below

The first line must be signed by an owner, partner, or officer of the business. If this return is completed by a tax preparer, the preparer must sign the second line.

Worksheet Instructions (for Line 2)

Item 1 - Write the amount of state, local, mass transit, and Metropolitan Pier and Exposition Authority (MPEA) taxes you collected and included on Line 1 of your Form ART-1.

Item 2 - Write your receipts from rentals to any qualifying exempt organizations. Each organization must provide you with the exemption number that we assigned. The ten-digit number will always be preceded by an "E."

Item 3 - Write your receipts from rentals under lease terms of more than one year.

Item 4 - Write your applicable interstate commerce deductions.

Item 5 - Write the dollar amount (included in the rental contract) paid by the renter for waiver of any right of action or claim for loss or damage to the automobile rented.

Item 6 - Write the dollar amount (included in the rental contract) paid by the renter for additional insurance coverage.

Item 7 - Write the dollar amount (included in the rental contract) paid by the renter for the cost of refueling a rented automobile.

Items 8a through 8d - Write and identify your receipts from any additional qualifying deductions.

Item 9 - Add Items 1 through 8d. Write the sum on Line 9 of the worksheet and on Line 2 of your Form ART-1.

