

Online Tax Filing & Payment Requirements

Dear Transient Occupancy Taxpayers,

Important Announcement:

This is an important announcement regarding the Transient Occupancy Tax increase for Williamson County.

Effective June 1, 2024, the current Transient Occupancy Tax rate of two percent (2%) will increase to five percent (5%). The amended ORDINANCE NO. 24-04-24-04 was passed, approved, and adopted by the County of Williamson on April 24th, 2024.

It is understandable how changes made to taxations may cause questions or concerns, and we encourage taxpayers to reach out with any inquiries they may have regarding this amendment, or to request a copy of the amended ordinance.

Feel free to call the County Treasurer's office at 618-998-2142 ext. 5661 or when prompted select option **4** or contact Localgov Customer Service at (877) 842-3037 or service@localgov.org.

Michelle Ellis
Deputy Accounting Officer
Williamson County Treasurer's Office
Williamson County, Illinois

To make your Hotel/Motel tax payments easier, Williamson County has partnered with Localgov. This service facilitates secure and convenient online filings, registrations, and

payments. Now you can pay and submit your tax and registration form from the comfort of your home or business, save time, and avoid late fees.

Williamson County taxpayers are required to use Localgov to file and pay their Transient Occupancy Tax Certificate of Registration (Annually) and Transient Occupancy Tax 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.

Forms Available on Localgov:

- Transient Occupancy Tax Form (Monthly)
- Transient Occupancy Tax Certificate of Registration (Annual)

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Overview & Definitions

The Transient Occupancy Tax applies to rentals of hotel/motel rooms and short-term lodging properties within Williamson County, Illinois. The following definitions are important for understanding the tax requirements:

- **Hotel:** Any establishment offering lodging accommodations, such as inns, motels, hotels, apartments, and short-term lodging properties, with or without meals.
- **Transient Occupancy Rental Unit:** A dwelling or habitable unit rented for thirty (30) days or less.
- **Lessor:** A person or entity renting out hotel rooms or transient occupancy rental units, including facilitators like online travel companies.
- **Gross Rent:** The total amount paid for room occupancy, including any facilitation fees.
- **Person:** Any individual, entity, corporation, or association subject to this ordinance.

Tax Rate and Penalties

The Transient Occupancy Tax rate is five percent (5%) of the Gross Rent charged per twenty-four (24) hour period or any portion thereof. Penalties of one percent (1%) will apply if the Transient Occupancy Tax Report is not filed by the end of each month on Localgov, increasing by one percent (1%) for each subsequent month of non-filing.

Filing Deadline

Lessors are required to file monthly tax returns showing the tax receipts received for each hotel or transient occupancy rental unit. The filings must be submitted by the last day of the month following the tax filing period. For example, the tax filing for May will be due June 31st. If Expedia or VRBO pay the tax on your behalf, you are required to file a monthly return with zeros in the columns. Even if you have Zero "0" receipts (no sales) for the month, you are required to file a monthly return with zeros in the columns.

Registration Requirement

Every hotel, motel, or facilitator transacting on behalf of short-term lodging properties in Williamson County must file a "Certificate of Registration" with the County Treasurer's office online via Localgov. Existing businesses must submit an annual registration by December 15 of each year. New businesses must file the registration within 30 days of starting operations.

Online Tax Registration & Payment Requirements

Overview & Definitions

The Transient Occupancy Tax Certificate of Registration Form is required for all hotels/motels and transient lodging properties located within Williamson County or any applicable facilitators transacting on behalf of properties within the county. Hotels, as defined in this form, include any structures advertised or held out to the public to offer accommodations for lease or rent, with or without meals. Transient Occupancy Rental Units, also considered as hotels, are dwelling units or habitable units offered for rent, lease, or hire for a period of thirty (30) days or less.

Registration Deadline

The Transient Occupancy Tax Certificate of Registration must be filed with the Williamson County Treasurer's Office online via Localgov. Existing transient lodging properties must submit their registration annually, with the final date for registration being December 15 of each year. New transient lodging properties must file the Certificate of Registration within 30 days following the first day of operation.

Online How to Submit Your Tax Filings and Registration Forms via Localgov

First, proceed to submit your registration form on Localgov:

1. Create your free Localgov account and sign into your portal: <https://tax.localgov.org/>
2. Go to the 'Submit Forms' page and search for Williamson County.
3. Select the 'Transient Occupancy Tax Certificate of Registration' and apply for a new permit.
4. Once you have submitted your application, the county will review your application and notify you when it has been approved or rejected.
5. If approved, you will be issued a valid certificate with an expiration date.
6. Renew your registration on Localgov before your registration expires.

Second, add your business into your Localgov portal:

1. Sign into your Localgov account: <https://tax.localgov.org/>
2. Go to your "My Businesses" page.
3. Click the button "Add a Business."
4. Search for Williamson County.
5. Search for your business by "business name" or "business address".
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, click the magnifying glass icon next to your business name.
9. From your business details page, you can view your business data including as well as the tax form you are required to submit.

Now you are ready to start filing and paying taxes!

Next, proceed to submit your tax filing on Localgov:

1. Sign into your Localgov account: <https://tax.localgov.org/>
2. Go to your "Submit Forms" page.
3. Search for Williamson County.
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.

Support & Resources

- **County Support:** For assistance and further information about Transient Occupancy Tax compliance, taxpayers can contact the County Treasurer's office 618-998-2142 or treasurer@williamsoncountyil.gov.
- **Localgov Support:** For technical filing support, please contact Localgov Customer Service at (877) 842-3037 or service@localgov.org.
- **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 any questions or need assistance, please contact Localgov Customer Service at (877) 842-3037 or service@localgov.org.
- **Schedule a meeting** with Localgov Customer Service and we'll walk you through how to register and submit your first filing: <https://www.localgov.org/training>.
- **Bookmark the Localgov Help Center:** service.localgov.org/knowledge
- **Need Help Submitting your Tax Filings 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?](#)

Please ensure to comply with the Transient Occupancy Tax and Registration requirements to avoid penalties and maintain accurate records for tax filing.