

**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**

LITCHFIELD PICKERS MARKET - LITCHFIELD

Start Date: August 12, 2018

120 W RYDER ST LITCHFIELD IL  
62056-1914

End Date: August 12, 2018

06800114

04761-87712

The current tax rate for this event is 8.25%.

**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

06800114 LITCHFIELD PICKERS MARKET - LITCHFIELD

04761-87712 August 12, 2018 - August 12, 2018

**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  $\frac{0.0825}{\text{Current Tax Rate for this Location}}$  = \$ \_\_\_\_\_  
Total receipts Amount tax due

005 005 000476187712 730 083118 5 000000000000

# Notice for Special Event



December 19, 2017



Letter ID: L1310409072

CITY OF LITCHFIELD TOURISM  
ATTN: SARAH WAGGONER, TOURISM COORDINATOR  
120 E RYDER ST  
LITCHFIELD IL 62056-2031

For LITCHFIELD PICKERS MARKET - LITCHFIELD, 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
- *email address*

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](mailto: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