



# 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

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