

# Notice for Special Event Reporting Requirements



January 11, 2021



**Letter ID:** L1937297416

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

You have been identified as the person who promotes, organizes, or provides retail selling space for concessionaires or other types of sellers for

Name of special event: LITCHFIELD PICKERS MARKET - LITCHFIELD  
Location code:

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 at the tax rate applicable to the location of the special event.

- 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
- vendor's telephone number and email address
- for businesses that are currently registered with the Illinois Department of Revenue, the tax account number
- dates and location of the event

Email the report as a spreadsheet file attached to an email. Your email should specify the event dates and location in the subject line. Send the email and attachment 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-SETR, 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 taxes from the special event as described on the Form IDOR-6-SETR.

Barbara Wagner  
SPECIAL EVENTS COORDINATOR  
ILLINOIS DEPARTMENT OF REVENUE  
(847) 294-4475  
(847) 294-4214 fax

\* These requirements are authorized as outlined in the Retailers' Occupation Tax Act. Disclosure of this information is REQUIRED. Failure to provide the information may result in a penalty.