

Notice for Special Event



May 17, 2017



Letter ID: L0207604432

EM EVENTS
ATTN: ERIN MELLOY
PO BOX 4332
NAPERVILLE IL 60567-4332

For GENEVA FINE ARTS FAIR - GENEVA, 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

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. 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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