



RHM-15 Religious Organization Hotel Tax Exemption Certificate

Step 1: Identify the operator renting rooms to the organization

The operator must keep this certificate. Do not mail this certificate to the Illinois Department of Revenue.

Name _____

Address _____
Number and street

Phone (____) _____

City _____ State _____ ZIP _____

Write the operator's Illinois Exemption Identification Number

E _____ - _____

Step 2: Identify the organization renting rooms from the operator

Name _____

Phone (____) _____

Address _____
Number and street

Date(s) of rental ____/____/____ - ____/____/____
Month Day Year Month Day Year

City _____ State _____ ZIP _____

Write the organization's Illinois Exemption Identification Number

E _____ - _____

Step 3: Verify qualification for exemption (box must be checked in order to qualify)

I am the organization identified in Step 2 and I certify

- we are organized and operated exclusively for religious purposes and we are renting rooms to organize and conduct the intended event in furtherance of the purposes for which we are organized.

Step 4: Sign below

Under penalties of perjury, I state that I have examined this certificate and, to the best of my knowledge, it is true, correct, and complete.

Signature of an officer of the organization identified in Step 2 _____

____/____/____
Date

General Information

It is the operator's responsibility to verify that the organization's Illinois Exemption Identification Number is valid and active. You can confirm this by visiting MyTax Illinois at mytax.illinois.gov.

When is a Hotel Exemption Certificate required?

Form RHM-15, Religious Organization Hotel Tax Exemption Certificate, is required to certify that no tax is due when an operator, organized and operated exclusively for religious purposes, rents, leases, or lets rooms to entities that are also organized and operated exclusively for religious purposes. The requirements for the rental not to be taxable are:

- both organizations must hold an active exemption number issued by the Illinois Department of Revenue to the organization because it is organized and operated exclusively for religious purposes, and
- the rental of the rooms must be in furtherance of the purposes for which the entity organizing and conducting the event is itself organized.

Specific Instructions

Who keeps the Hotel Exemption Certificate?

The operator must keep the certificate. We may request it as proof that no tax was due on the rental of the room. **Do not** mail the certificate to the Illinois Department of Revenue.

Step 1: Identify the operator renting rooms to the organization

Provide the operator's name, address, and phone number on the lines provided. You must also provide the operator's Illinois Exemption Identification Number on the corresponding line.

Step 2: Identify the organization renting rooms from the operator

Provide the organization's name, address, phone number, and date(s) of rental on the lines provided. You must also write the organization's Illinois Exemption Identification Number on the corresponding line.

Step 3: Verify qualification of exemption

To qualify for the exemption, the organization renting rooms must check the box.

Step 4: Sign Below

An authorized officer must sign and date the form.