

# Notice for Special Event Reporting Requirements



June 23, 2021



Letter ID: L0040588488

FARM PROGRESS  
ATTN: KRISTIN RISNER  
255 38TH AVE STE P  
SAINT CHARLES IL 60174-5410

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: FARM PROGRESS SHOW - DECATUR  
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.

# 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

FARM PROGRESS SHOW - DECATUR

Start Date: August 31, 2021

4275 E MOUND RD DECATUR IL  
62521-8200

End Date: September 2, 2021

05800013

06590-84032

The current tax rate for this event is 9.25%.

## 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

05800013

FARM PROGRESS SHOW - DECATUR

06590-84032

August 31, 2021 - September 2, 2021

### 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 0.0925 = \$ \_\_\_\_\_  
Total receipts Current Tax Rate for this Location Amount tax due

005 005 000659084032 730 093021 0 00000000000000