



VILLAGE OF GLEN ELLYN FOOD & BEVERAGE TAX REMITTANCE FORM

<p>Owner / Corporate Name: _____</p> <p>Address: _____</p> <p>Contact: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>DBA Business Name: _____</p> <p>Address: _____</p> <p>Tax Preparer's Firm: _____</p> <p>Address: _____</p> <p>Contact: _____</p> <p>Phone: _____</p> <p>Email: _____</p>	<div style="background-color: red; color: white; padding: 5px; font-weight: bold; font-size: 1.2em;">CHECKLIST</div> <ul style="list-style-type: none"> <input type="checkbox"/> Fill out all Lines <input type="checkbox"/> Attach ST-1 <input type="checkbox"/> Attach ST-2 if required <input type="checkbox"/> Attach Check <input type="checkbox"/> Sign Form <input type="checkbox"/> Remit all documents by 20th of the month after collected
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	Tax Collection Period:	MONTH _____	YEAR _____
1.	Gross Sales of Food & Beverage:		1 _____
2.	Gross Sales of Packaged Alcohol, Spirits, Wine and Beer		2 _____
3.	TOTAL SALES SUBJECT TO TAX: (Add lines 1 & 2)	3	_____
4.	Food and Beverage Tax: (Multiply Line 3 by 1.5%)	4	_____
5.	Discount for timely payment: (Multiply Line 4 by 1%)	5	_____
6.	Late payment penalty: (Multiple Line 4 by 5% per month)	6	_____
7.	TAX DUE: (Line 4, minus Line 5, plus Line 6)	7	_____

<p>Mail To: Village of Glen Ellyn Attn: Food & Beverage Tax 535 Duane St Glen Ellyn, IL 60137</p>	<p>Drop Off: Civic Center, Cashier's Dept. 535 Duane St Glen Ellyn, IL 60137 <i>OR: drop box located in rear parking lot</i></p>	<p>Contact: Finance Department Email: finance@glenellyninfo.org Phone: 630-547-5219</p>
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Under penalties of perjury and other penalties provided by law, I declare that I have examined this return and to the best of my knowledge and belief it is true, correct and complete. I further declare that the information set forth is taken from the books and records of the business for which this is filed.

<u>Preparer Name:</u> _____	_____	_____
<i>(Printed Name)</i>	<i>(Signature)</i>	<i>(Date)</i>
<u>Owner Name:</u> _____	_____	_____
<i>(Printed Name)</i>	<i>(Signature)</i>	<i>(Date)</i>

FOOD & BEVERAGE TAX FORM ASSISTANCE

GENERAL INFORMATION

- Your return is incomplete and subject to penalties and interest unless we receive:**
 - Signed tax return
 - State sales tax forms (ST-1 required; ST-2 required if a multiple site location)
 - Payment in full
 - All documents remitted in-person or postmarked by the 20th of the calendar month following the previous month's tax collection period
 - A form may be completed online at www.glenellyn.org; however, payment must be received or postmarked by the 20th of the month
 - If you do not owe tax for a month, you must file a "Zero Due Return"
- Tax data is subject to audit
- Failure to remit taxes can result in additional fines
- Complete information concerning Food & Beverage Tax, including ordinance, can be found at www.glenellyn.org

STEP 1: NAMES, ADDRESSES, AND CONTACTS

- Owner/Corporate Name – Provide the name, address, contact, email and telephone number of the corporate office if different than the business physical retail location.
- DBA Business Name – Provide the name, address, email and telephone number of the establishment located in Glen Ellyn, Illinois.
- Tax Preparer's Firm – Provide the name, address, email and telephone number of the person or firm who prepared the tax remittance form.

NOTE: Information need not be duplicated if it does not differ from one section to the next - simply note on form.

STEP 2: TAX CALCULATIONS

Enter the month and year taxes were collected

Line 1. Enter gross sales of Food & Beverage (most locations enter Line 3 from ST-1)

Line 2. Enter gross sales of Packaged Alcohol, Spirits, Wine and Beer

Line 3. Add line 1 and 2

Line 4. Calculate the Food and Beverage Tax Due prior to discounts and penalties

Line 5. Taxpayer is allowed a 1% reimbursement for timely payment (on or before the 20th)

Line 6. If payment is made the 21st or any day after, a 5% penalty is imposed

Line 7. Tax Due – ***Make your check or money order payable to the "Village of Glen Ellyn" for the amount on this line***

STEP 3: SIGNATURES

The tax return must be signed by at least one representative of the business.

STEP 4: DOCUMENT REMITTANCE

Mail or bring in copies of the (1) Signed Tax Form, (2) State Tax Forms, and (3) Check or Money Order made payable to the "Village of Glen Ellyn" by the 20th of the month after you collected taxes.