



Customer Acct #:

FOOD & BEVERAGE TAX RETURN FORM

Month Ending:

Due Date: On or before the 25th of the following month

Payor Name (Corporate/Company)
And Address (Mailing Address)

Business Name (DBA)
And Address (Business Location)

Payor Telephone

Business Telephone

COMPUTATION OF TAX LIABILITY

- | | | |
|--|--------------------------------|-------|
| 1. Taxable receipts | (Line 3 on ST-1 or 4a on ST-2) | |
| 2. Food and Beverage Tax | (Line 1 x 1.5%) | |
| 3. Less: 2% Service Fee
<i>(2% is applicable if payment is received on or before the 25th of the following month)</i> | (Line 2 x 2%) | (-) |
| 4. Plus Penalty if Past Due | (Line 2 x 1%) | (+) |
| 5. Amount Due | | (=) |

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 return is filed.

Signature of Preparer

Date

Signature of Taxpayer

Date

Printed Name of Preparer

Printed Name of Taxpayer

Preparer's Phone Preparer's Email

Mail to: Village of Downers Grove
c/o Finance Dept., Food & Beverage Tax
801 Burlington Avenue
Downers Grove, IL 60515
Tel: (630) 493-8810
Email: foodandbeveragetax@downers.us

The following items are included:
Village Tax Form
IL ST-1 and/or ST2
Payment for amount on line 5

Village of Downers Grove

Food and Beverage Tax Form Instructions

This encrypted form should be downloaded and saved and used as a template for each month's submission.

To calculate your on-time payment:

1. Line 1, enter the Taxable Receipts (Line 3 on ST-1 form or 4a on ST-2) without a dollar sign or comma.
2. Line 2 will automatically calculate the 1.5% tax.
3. Line 3, click on the radio button (open circle) and the 2% discount will calculate.
4. Skip Line 4.
5. Line 5 will calculate the **Amount Due**.

To calculate a late payment:

1. Line 1, enter the Taxable Receipts (Line 3 on ST-1 form or 4a on ST-2) without a dollar sign or comma.
2. Line 2 will automatically calculate the 1.5% tax.
3. Skip Line 3.
4. Line 4, click on the radio button (open circle) and the 1% penalty will calculate.
5. Line 5 will calculate the **Amount Due**.

Payments must be submitted to the Village of Downers Grove on a monthly basis with the following forms:

- Village Food and Beverage Tax Return form,
- Illinois Department of Revenue ST-1 Sales and Use Tax and E911 Surcharge Return, and
- Illinois ST-2 Multiple Site Form, if applicable.

There are several options available for monthly Food and Beverage Tax submissions:

- Email forms to foodandbeveragetax@downers.us and send a check, ACH/EFT or wire through your bank. Contact us for the Village's banking information.
- Mail forms and check to Village Hall, Attn: Food & Beverage Tax, 801 Burlington Ave., Downers Grove, IL 60515.
- Drop off forms and check in the green box outside Village Hall with *Attn: Food & Beverage Tax* on the envelope.
- Bring forms and check in person to the Village Hall at the above address Monday through Friday from 8:00 am to 5:00 pm.

The 2021 Tax Filing Due Dates are available on the Village website at <http://fbtax.downers.us/>.