VILLAGE OF MELROSE PARK, ILLINOIS
MONTHLY PREPARED FOOD AND BEVERAGE TAX RETURN

Effective January 1, 2018

Month/Year of Collection: _____

Due Date:
The 15th of the following month

Payer Name, Address & Telephone

_____
_____
_____
_____

Local Business Name, Address & Telephone

_____
_____
_____
_____

Illinois Business Tax (IBT) Number
for Melrose Park Business Location
(from ST-1)

#_____

COMPUTATION OF PREPARED FOOD & BEVERAGE TAX LIABILITY

1)	Gross sales of prepared food and beverages (for most businesses this will be line 3 of Form ST-1)		$_____
2)	Melrose Park Prepared Food and Beverage Tax (Line 1 X 2% ($0.02))		$_____
3)	Retailer's Discount 1% (If you filed and paid timely, deduct 1% of line #2)		$_____
4)	Late payment penalty (Calculate using line #2)		
	Interest Charge of 1% per month	_____	
	Late Payment Charge of 5%	_____	$_____
5)	Total Tax, Interest and Penalty(s) 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

Mail this completed return and check for the amount shown on line 5 along ***with a copy of Illinois Department of Revenue form ST-1 (<u>not</u> the attachment to form ST-1)*** to:

Finance Department
Village of Melrose Park
1000 North 25th Avenue
Melrose Park, Illinois 60160

Should you have any questions or if you need an additional form, you may call the Village of Melrose Park at 708.343.4000 or go to the Village Web Site.