



# Village of Melrose Park

Ronald M. Serpico, Mayor

## MONTHLY PREPARED FOOD AND BEVERAGE TAX RETURN

Effective January 1, 2018

Month/Year of Collection: \_\_\_\_\_

Due Date: The 20<sup>th</sup> of the following month.

Payer Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Business Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

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 & ST-2 if more than 1 location filed on ST-1** (not the attachment to form ST-1) to:

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

Should you have any questions or if you need additional forms, you may call the Village of Melrose Park at 708-343-4000 ext. 4461 (Gloria)