



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 20th 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. 4421 [Diana] or 4414 [Jasmine]