

Village of Chicago Ridge

FOOD AND BEVERAGE TAX

INFORMATION SUMMARY

INTRODUCTION

The Village of Chicago Ridge has implemented a one percent (1%) tax on food and beverage (alcoholic and non-alcoholic) which can be consumed on or off the premises where purchased. All affected retailers must begin collecting the tax beginning January 1, 2013.

COLLECTION

The food and beverage tax is due monthly. Payment must be made to the Village of Chicago Ridge no later than the 20th of each month following the month in which the tax was collected. Filing after the due date will result in a **late payment penalty equal to ten percent (10%)** of the unpaid tax. Along with the tax payment, businesses must submit a completed Food & Beverage Tax return form and a copy of the State of Illinois forms ST-1 and ST-2, if applicable.

EXEMPT BUSINESSES

Businesses that are exempt from the sales tax provisions of state statute are exempt from the Food & Beverage Tax. This would include non-for-profit 501(c)3 organizations or churches, public or private schools, boardinghouses, day care centers, hospitals, nursing homes, and retirement centers.

REGISTRATION

Along with the **first** tax return and payment, due February 20th, businesses must also submit the completed registration form enclosed.

CONTACT INFORMATION

Completed forms and payments should be returned to:

Village of Chicago Ridge
Attn: Food & Beverage Tax
10455 S. Ridgeland Avenue
Chicago Ridge, IL 60415

Please note: if mailed, envelopes must be postmarked on or before the 20th day of each month.

Village of Chicago Ridge

FOOD AND BEVERAGE TAX ACKNOWLEDGEMENT FORM

With the completion and submittal of this form, I hereby acknowledge receipt of the Village of Chicago Ridge Food and Beverage Tax New Business Packet, which contains the following documents:

- ❖ **Food and beverage tax registration form**
- ❖ **Food and beverage tax return form**
- ❖ **Instructions for completing the registration form and tax return form**
- ❖ **Copy of the food and beverage tax ordinance**

Name of Business (DBA): _____

Address of Business: _____

Name of Owner or Manager: _____

Business Phone Number: _____

Signature of Representative Receiving the New Business Packet

Date

Please mail this form back with your registration form, initial tax return and payment.



Village of Chicago Ridge

10455 S. Ridgeland Ave • Chicago Ridge, Illinois 60415 • (708) 425-7700

Food & Beverage Tax Registration Form

1. _____ Business Telephone _____

 Business Location Address _____

 Date Open for Business _____
2. _____ Corporate Telephone _____

 Mailing Address (Company/Corporate) _____ City _____ State _____ Zip Code _____
 (Must be different than Business Location Address)
3. _____ Owner Telephone _____
 Name of Owner or Manager _____
 (Must be different than Business Phone)
4. Nature of Business (i.e restaurant, deli, tavern, etc.): _____
5. Estimated Annual Sales Subject to Food & Beverage Tax: _____
6. Illinois Retailer Occupation Tax Number (IBT): _____
7. Federal Taxpayer ID Number or Social Security Number: _____
8. Name of Food & Beverage Tax Return Preparer: _____
 Preparer's Telephone: _____
9. Frequency of Filing Illinois Department of Revenue Form ST-1
 Monthly Semi-Annually
 Quarterly Annually

I declare that I have examined this registration form, and to the best of my knowledge, the information entered on this form is true, correct and complete.

Signature of Applicant

Date

Please return the completed form to:

**Village of Chicago Ridge
10455 S. Ridgeland Avenue
Chicago Ridge, IL 60415**

**Phone: (708) 425-7700
Fax: (708) 425-9942**

VILLAGE OF CHICAGO RIDGE FOOD AND BEVERAGE TAX RETURN

Calendar Month and Year for Which Tax Return Applies: _____

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

Business Name (DBA)
And Address (Business Location)

Phone: _____

Phone: _____

COMPUTATION OF TAX LIABILITY

1. Gross Sales of Food and/or Beverages..... \$ _____
2. Gross Sales of Beer, Wine, and Liquor..... \$ _____
3. Total Sales Subject to Tax (add lines 1 and 2)..... \$ _____
4. Food and Beverage Tax Due (line 3 multiplied by 1.0%)... \$ _____
5. Plus penalty if Past Due (Line 4 × 10%) \$ _____
6. **Amount Due** (Line 4 Plus Line 5) \$ _____

I hereby affirm that the information presented in this return is taken from the books and records of the above named business and is true and correct to the best of my knowledge.

Signature and Title of Individual Preparing Return Telephone # Date

The information being provided is deemed confidential and will not be released unless the business approves the release. _____ Release of Information Approved

Due Date: The completed tax return and payment of the tax liability must be received by the Village or postmarked on or before the 20th day of the calendar month succeeding the end of the monthly reporting period.

Instructions: A copy of the Illinois Department of Revenue Form ST-1 must accompany this food and beverage tax return.

The completed tax return and payment should be mailed to:

**Village of Chicago Ridge
Attn: Food & Beverage Tax
10455 S. Ridgeland Ave.
Chicago Ridge, IL 60415**