
FOOD & BEVERAGE TAX RETURN

Statement of tax receipts under the provisions of Ordinance 1960, as amended, of the
Municipal Code of the Village of Elk Grove Village.

Phone Number: _____

BUSINESS NAME & ADDRESS:

State Sales Tax Number:

Tax Period:

Due Date:

COMPUTATION OF TAX LIABILITY: (See instructions)

1. Gross receipts from the sale of prepared food
and alcoholic beverages exclusive of all taxes.....\$ _____
2. Food & beverage tax 1% (.01) of line 1 _____
3. 10% (.10) penalty - if late _____
4. 1.25% (.0125) interest per month - if late _____
5. Total tax, penalty, interest due \$

A COPY OF YOUR STATE SALES TAX RETURN MUST BE FILED WITH THIS RETURN.

Provide the requested information below if the above business no longer incurs liability for
Food & Beverage tax:

_____ Business Sold/Discontinued _____
(Date)

_____ New Owner's Name _____
(Please Print)

UNDER PENALTIES PROVIDED BY ORDINANCE, I hereby affirm that the statements
herein contained are taken from the books and records of the above establishment and are true
and correct to the best of my knowledge.

(Signature) _____ (Date)

(Print Name) _____ (Title)

VILLAGE OF ELK GROVE VILLAGE
INSTRUCTIONS FOR FILING FOOD & BEVERAGE TAX RETURN

GENERAL INFORMATION

Review the pre-printed information and make corrections directly on the tax return form. A tax return must be filed and signed for each reporting period even if no tax is due.

The original copy is to be completed and returned to the Village of Elk Grove with your remittance on or before the last day of the month following the reporting period in order to avoid a late payment penalty. A copy of the return should be retained for your records.

A copy of the Illinois Department of Revenue Form ST-1 filed with the state for the same reporting period is to be submitted to the Village with your return.

A late payment penalty equal to 10% (.10) plus an interest charge in the amount of 1.25% (.0125) of the unpaid tax shall be added for each month or any portion thereof, that such tax remains unpaid.

COMPUTATION OF TAX LIABILITY

Line 1: Enter the gross receipts from the sales of food and alcoholic beverages subject to the tax. Do **NOT** include state and local sales taxes, county liquor tax or Elk Grove Village tax collections.

Line 2: Multiply the amount on line 1 by 1% (.01).

Line 3: Multiply the amount on line 2 by 10% (.10) if this return is filed and tax paid after the due date.

Line 4: Multiply the amount on line 2 by 1.25% (.0125) for each month or partial month this return is filed and tax paid after the due date.

Line 5: Add lines 2, 3 and 4 and remit the total amount of tax, penalty and interest due.

Make check payable to the Village of Elk Grove and mail with a photocopy of the Illinois Department of Revenue Form ST-1.

**Mail to: Village of Elk Grove
Food & Beverage Tax Payment
901 Wellington Avenue
Elk Grove Village, Illinois 60007-3499**