



Naperville

Downtown Business Food and Beverage Tax Return Form

For Tax Period: _____ Due Date: **On or before the 20th of the subsequent month**

The City of Naperville has an online [Citizen Self Service \(CSS\) Portal](#) for electronic filing and/or payment of Food & Beverage Taxes. Please consider using the portal rather than submitting via mail. Go to the City's [Food & Beverage Tax webpage](#) for registration, filing and payment instructions as well as a link to the ordinance.

Business Name (DBA): _____

Naperville Business Address: _____

Munis Business Account #: _____

Munis Customer ID: _____

Preparer Name: _____

Preparer Phone: _____

Preparer Email: _____

1 Total Sales Subject to Tax			\$	_____
2 Food and Beverage Tax	(Line 1 x 1.75%)		\$	_____
3 Less: 2% Early Filing Discount*	(Line 2 x 2.0%)	(-)	\$	_____
4 Plus: 5% Late Penalty**	(Line 2 x 5.0%)	(+)	\$	_____
5 Amount Due	(Line 2 – Line 3 + Line 4)	(=)	\$	_____

*Line 3 – 2% Discount is only applicable if the payment is received on or before the due date.

**Line 4 – 5% Penalty is assessed if the filing or payment is received after the due date.

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

Date

Mail the completed form, a copy of the Illinois Department of Revenue ST-1/ST-2 form, and check in the amount shown on Line 5 to:

**City of Naperville
Finance Department – Food & Beverage
400 S Eagle St
Naperville, IL 60540
Phone (630) 420-6059**