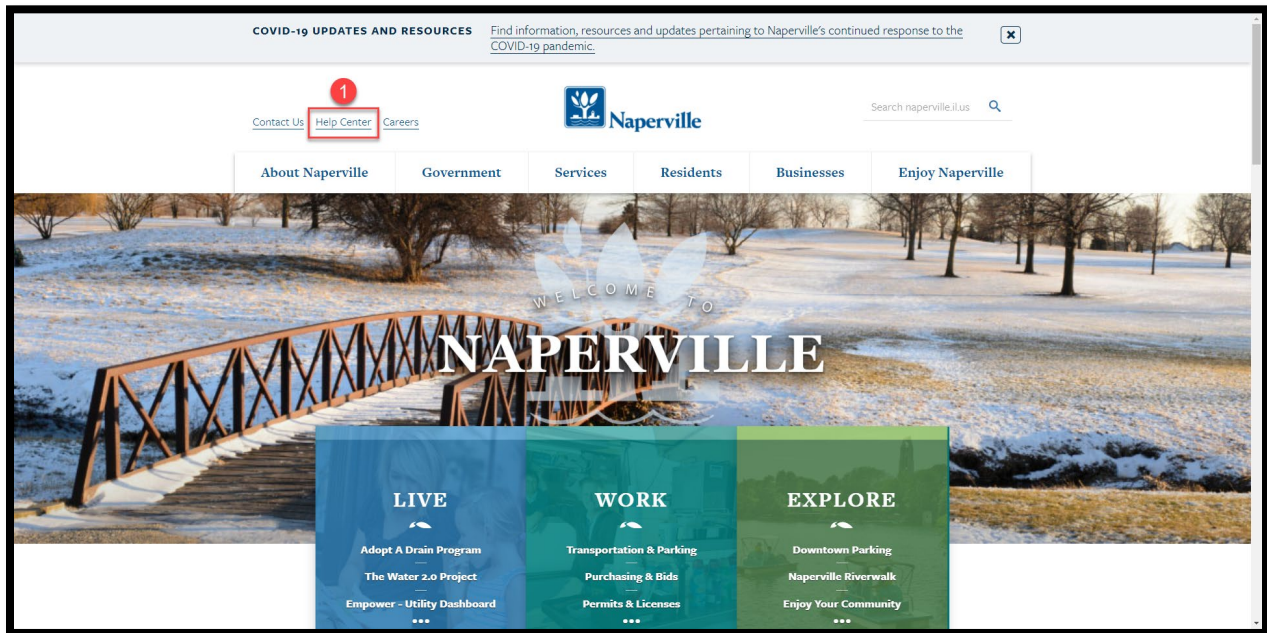


Submitting a Local Tax Registration Form

(Food & Beverage Tax, Hotel/Motel Tax and Local Gas Tax)

Open the City of Naperville website (www.naperville.il.us).

1 Click the blue **Help Center** link in the upper left corner.



2 Click the **Submit a Request** button.



- 3 Click the drop-down arrow to the right of the Category field and select **Finance**.
- 4 Click the **Find Request Type** button to search for Finance Department Requests.

Naperville

Help Center

Submit a Request

Use this page to ask a question, submit a records/FOIA request, or initiate a service request. To narrow your search, use the category dropdown list or keyword search feature below.

Category: **3**

Keyword Search:

(Optional)

Find Request Type **4**

Service Request Type	Description
Ask A Question	Ask a Question / Submit a Concern / Leave a Comment
BASSET Training Registration	B.A.S.S.E.T. (Beverage Alcohol Sellers and Servers Education and Training) classes are conducted by State of Illinois-licensed members of the Naperville Police Department. Complete

- 5 Scroll down and click the blue **Local Tax Registration Form** link.

Naperville

Help Center

Submit a Request

Use this page to ask a question, submit a records/FOIA request, or initiate a service request. To narrow your search, use the category dropdown list or keyword search feature below.

Category:

Keyword Search:

(Optional)

Find Request Type

Service Request Type	Description
Ask A Question	Ask a Question / Submit a Concern / Leave a Comment
Landlord Rental Property Registration	Voluntary rental property registration for utility deposit purposes and notification to property owners of delinquent utility bills for active tenant accounts.
Local Tax Registration Form 5	Use this form to register a new business or obtain a customer number/business account for an existing business that pays Food & Beverage, Hotel/Motel and/or Local Gas taxes as required by City ordinance.
	Existing businesses with a Customer ID/Business Account should use the Citizen Self Service (CSS) portal to update information.

- 6 Complete the Registration form. Note: Fields with an asterisk (*) require you enter a response. Tips for completing the form are provided after the screen shot.

Help Center

Submit a Request

Normal business hours for the City of Naperville are Monday - Friday, 8:00 a.m. to 5:00 p.m. unless specified otherwise in a request. Any request received after hours will be processed the next business day.

If your request requires immediate assistance, please contact Customer Care Center at (630) 420-6060.

If your request involves the safety or well being of yourself or another person, please call 911 immediately. Otherwise, it will be addressed by the appropriate city staff during normal business hours.

6 Request Type: Local Tax Registration Form

Description: Use this form to register a new business or obtain a customer number/business account for an existing business that pays Food & Beverage, Hotel/Motel and/or Local Gas taxes as required by City ordinance.

Existing businesses with a Customer ID/Business Account should use the Citizen Self Service (CSS) portal to update information.

Contact E-Mail:*

Tax Registration Type:*

Local Gas Tax

Hotel/Motel Occupancy Tax

Food and Beverage Tax

Select all taxes that apply.

Tax Registration Purpose:*

New Business

Existing Business-Need Customer ID/Business Accounts

Business Information

Name of Business (DBA):*

Contact E-mail: If you are logged into your Help Center account, the system will auto-populate the email address associated with your account. If you are not logged into your account, type in the email address associated with your account.

Tax Registration Type: Choose all local taxes that apply to the business.

Name of Business (DBA): Enter the common name of the business as known by your customers.

Business Location Address: Enter the address of the business location in Naperville.

Federal Taxpayer ID Number (EIN): The EIN is obtained from the Federal government. It is a 9-digit numeric value with the following format XX-XXXXXXX.

Illinois Retailer Occupation Tax Number (ITB): The ITB is obtained from the State of Illinois. It is an 8-digit alpha-numeric value with the following format XXXX-XXX.

Business Owner Name: Enter the name of the company or person who owns the business.

Customer ID #: Leave blank. The Finance Department will enter your Customer ID # with their review.

Business Account Number Leave blank. The Finance Department will enter your Business Account Number with their review.

Attach a File: Attach copies of your business' IBT and EIN forms.



The screenshot shows a web form with the following elements:

- Acknowledgement:** A checkbox labeled "You must agree to the conditions of this application in order to continue".
- Instructions:** "***Make sure to attach the IBT and EIN forms as supporting documentation before submitting your registration." and "Please attach any additional information you believe will assist City staff in addressing this request."
- Attachments:** A section with a red asterisk, the label "Attachments:", and an "Upload files" button.
- CAPTCHA:** A box labeled "Enter CAPTCHA code:" containing the code "VPXJ5" and a text input field. A red circle with the number "7" points to this box.
- Buttons:** "Submit" and "Cancel" buttons. A red circle with the number "8" points to the "Submit" button.

7 Enter the CAPTCHA code shown in the box to confirm you are not a robot.

8 Click the **Submit** button.

Help Center

- 🏠 Help Center Home
- 🔍 Find Information
- 📄 Submit a Request
- 👤 My Help Center

Most Frequently Asked Questions

- Where can I take donations?
- How do I dispose of branches and yard waste outside of Brush Collection week?
- I am worried about a senior citizen who seems to be having trouble. What can I do?
- Is rental assistance available?
- What are the parking restrictions on public streets?

If this is an emergency, please dial 911.

Submit a Request

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If your request requires immediate assistance, please contact City Dispatch at (630) 420-6187.

If your request involves the safety or well being of yourself or another person, please call 911 immediately. Otherwise, it will be addressed by the appropriate city staff during normal business hours.

Reference / Ticket No.: W079088-040621

Contact E-Mail: [REDACTED]

Thank you for your Local Gas Tax Registration submission. The Finance Department will follow up with you regarding the submission within 2 business days if there are any questions or to indicate that your submission has been reviewed and accepted.

If this is a new registration, the Finance Department will also provide you with a Customer ID so that you can view your account and/or submit electronic payments via the City's [Citizen Self Service \(CSS\) portal](#).

Link to your request:
<https://stagingnapervilleil.webqademo.com/STAGING/rs/RequestEdit.aspx?rid=79088&coid=7DFA17>

When the system accepts your registration form, it will produce a Reference/Ticket No. which you can use to track the registration. You will also receive an email at the Contact E-Mail address you entered with a link to view the request stating that the Registration Form request has been received by the City.

NOTE: If a required field is not completed/filled out properly, the system will not accept the registration and will indicate in red text at the top of the form what needs to be fixed. Fix the fields and resubmit.

Help Center

- 🏠 Help Center Home
- 🔍 Find Information
- 📄 Submit a Request
- 👤 My Help Center

Most Frequently Asked Questions

- Turn Water On/Off for Customer
- Where can I take donations?
- How do I dispose of branches and yard waste outside of Brush Collection week?
- I am worried about a senior citizen who seems to be having trouble. What can I do?
- Is rental assistance available?

If this is an emergency, please dial 911.

Submit a Request

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If your request requires immediate assistance, please contact City Dispatch at (630) 420-6187.

If your request involves the safety or well being of yourself or another person, please call 911 immediately. Otherwise, it will be addressed by the appropriate city staff during normal business hours.

- **Contact E-Mail is a required entry.**
- **Date Open for Business is a required entry.**
- **Owner Driver License Number is a required entry.**

Indicates which fields need to be modified.

Request Type: Tax Registration Form

Description: Tax registration for new or existing businesses with change of ownership that pay Food and Beverage, Hotel/Motel or Motor Fuel taxes as required by City Ordinance

Contact E-Mail:*