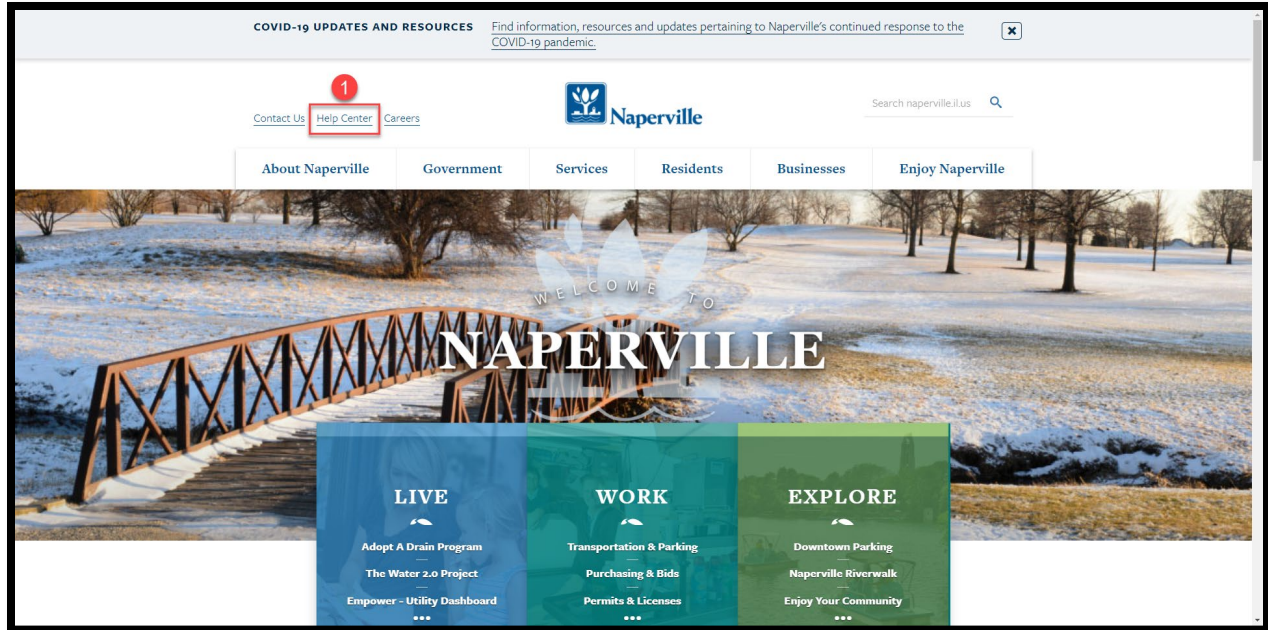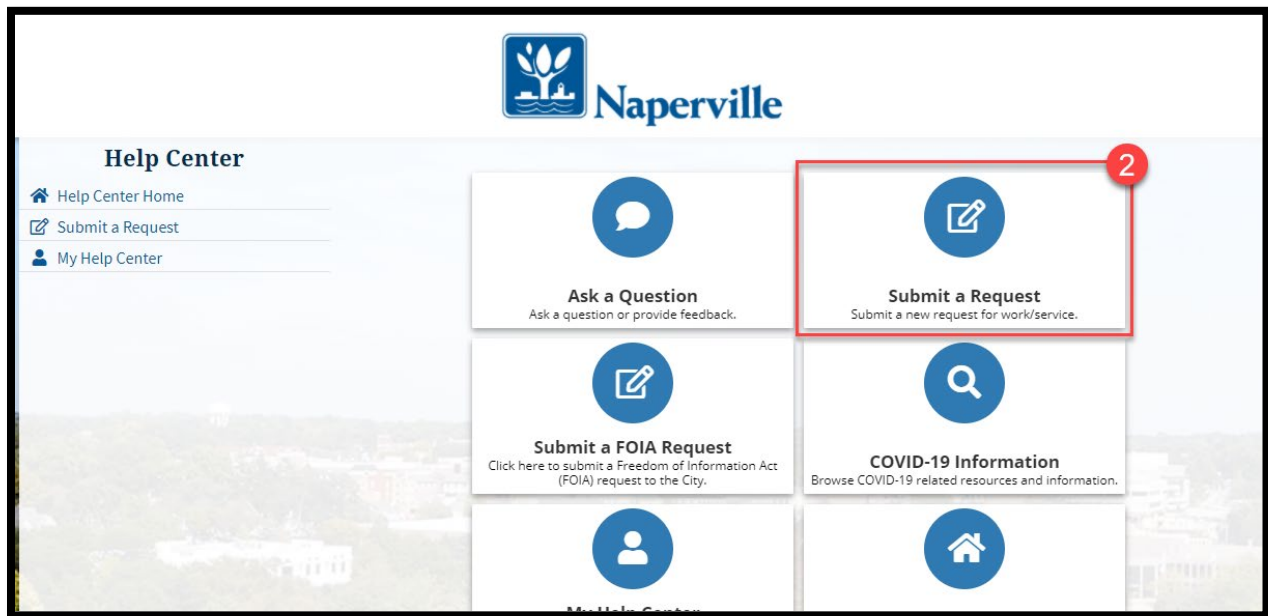# Submitting a Local Tax Registration Form

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



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



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

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

Request Type:                    Tax Registration Form

Description:                      Tax registration for new or existing businesses with a change in information that pay Food and Beverage, Hotel/Motel and/or Local Gas taxes as required by City Ordinance

Contact E-Mail:*

Tax Registration Type:*

Tax Registration Purpose:*

Business Information

Name of Business (DBA):*
                                 Business Name (DBA)

Business Location Address:*

Business Location Phone:*       (__) __ - ___

Date Open for Business :*

Illinois Retailer Occupation Tax Number (IBT)

Owner Email Address:*

⑥ Complete the Registration form.  Note: Fields with an asterisk (*) require you enter a response.  Tips for completing the form:

---

**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.

**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.

**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.

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

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

---

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

**8** Click the **Submit** button.



**8** 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**

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 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:***