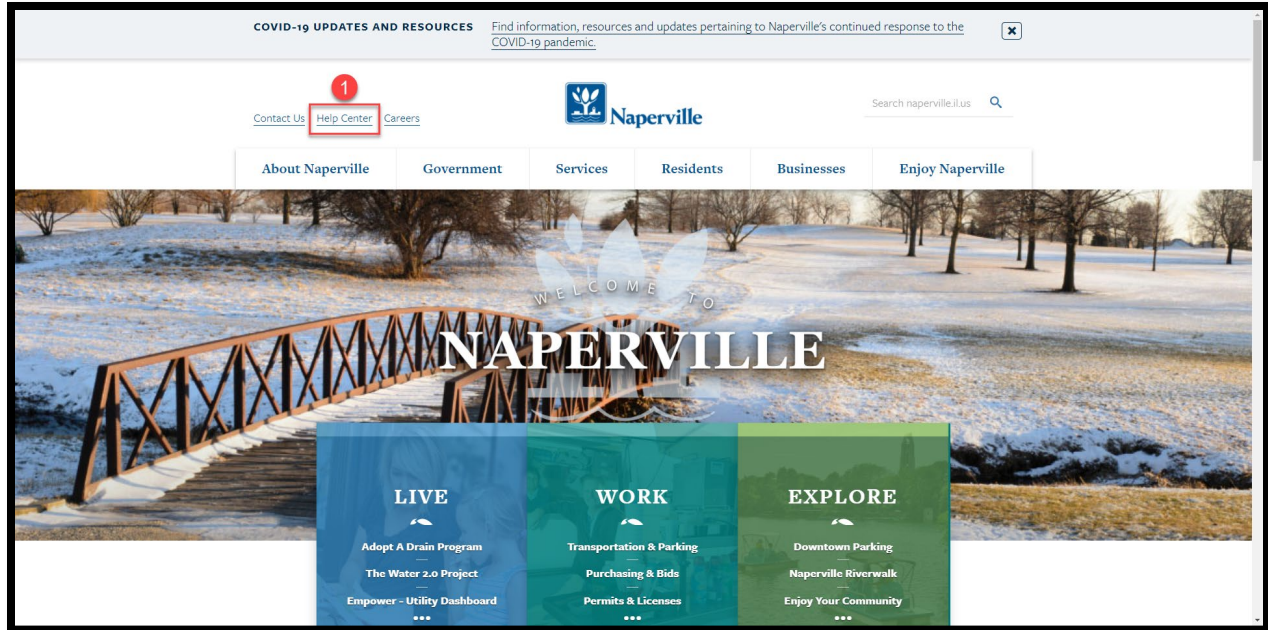


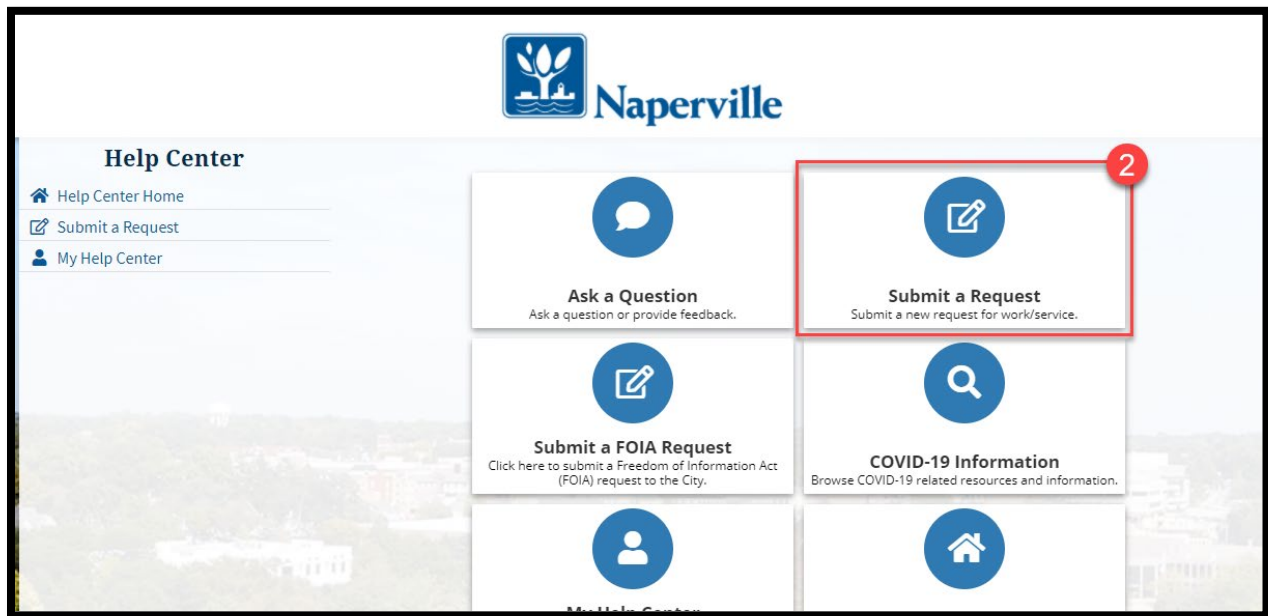
Submitting a Local Tax Registration Form

(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.



Naperville

Help Center

- [Help Center Home](#)
- [Submit a Request](#)
- [My 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: Finance 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 Form	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 the registration for available class and make payment online once approved.

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

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.
Naperville Renewable Energy Program Registration	Submit your registration to participate in the Naperville Renewable Energy Program.
Non-Wireless Meter Alternative Application/Cancellation Form	<p>Naperville's Electric and Water utilities use wireless meters to read and receive Electric and Water usage information. Please use this form to apply for installation of a non-wireless electric and/or water meter or to cancel your non-wireless electric and/or water meter. All changes take one billing cycle to go into effect.</p> <p>If you are an existing electric non-wireless meter alternative customer and wish to apply for a non-wireless water meter option, please select "Non-Wireless Meter Application" in the Service Requested field and "Water" in the NWMA Option field below. This will indicate that you wish to apply for the non-wireless water option while keeping your existing electric non-wireless option.</p> <p>ONLY property owners may apply for either of these options. Renters who wish to apply should speak to their property owner. This option does not start or stop your overall electric and/or water service; please select Utility Move-In/Move-Out Request to do so.</p>
Small Business Utility Assistance Grant	The City of Naperville will provide financial assistance to eligible small businesses that experienced significant hardship due to the COVID-19 pandemic impacting their ability to pay City of Naperville utility bills. Please note that financial assistance can only be applied to an applicant's City of Naperville utility bill.
Tax Payment Form	Tax payment for businesses that pay Food and Beverage, Hotel/Motel or Motor Fuel taxes as required by City Ordinance.
5 Tax Registration Form	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
Utility Bill Payment Plan	Use this form to request an installment plan for repayment of utility bills due to high usage or financial hardship.

- 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 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 (ITB):*

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.

Acknowledgement: ☐ You must agree to the conditions of this application in order to continue

***Make sure to attach the IBT and EIN forms as supporting documentation before submitting your registration.

Please attach any additional information you believe will assist City staff in addressing this request.

★ **Attachments:** [Upload files](#)

Please click the Submit button to submit your request.

7 **Enter CAPTCHA code:**
VPXJ5

8 ☒ **Submit**

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

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.

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.webgademo.com/STAGING/rs/RequestEdit.aspx?rid=79088&cid=7DFA17>

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

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👤 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.

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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:

Description:

Contact E-Mail:*

Tax Registration Form

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

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