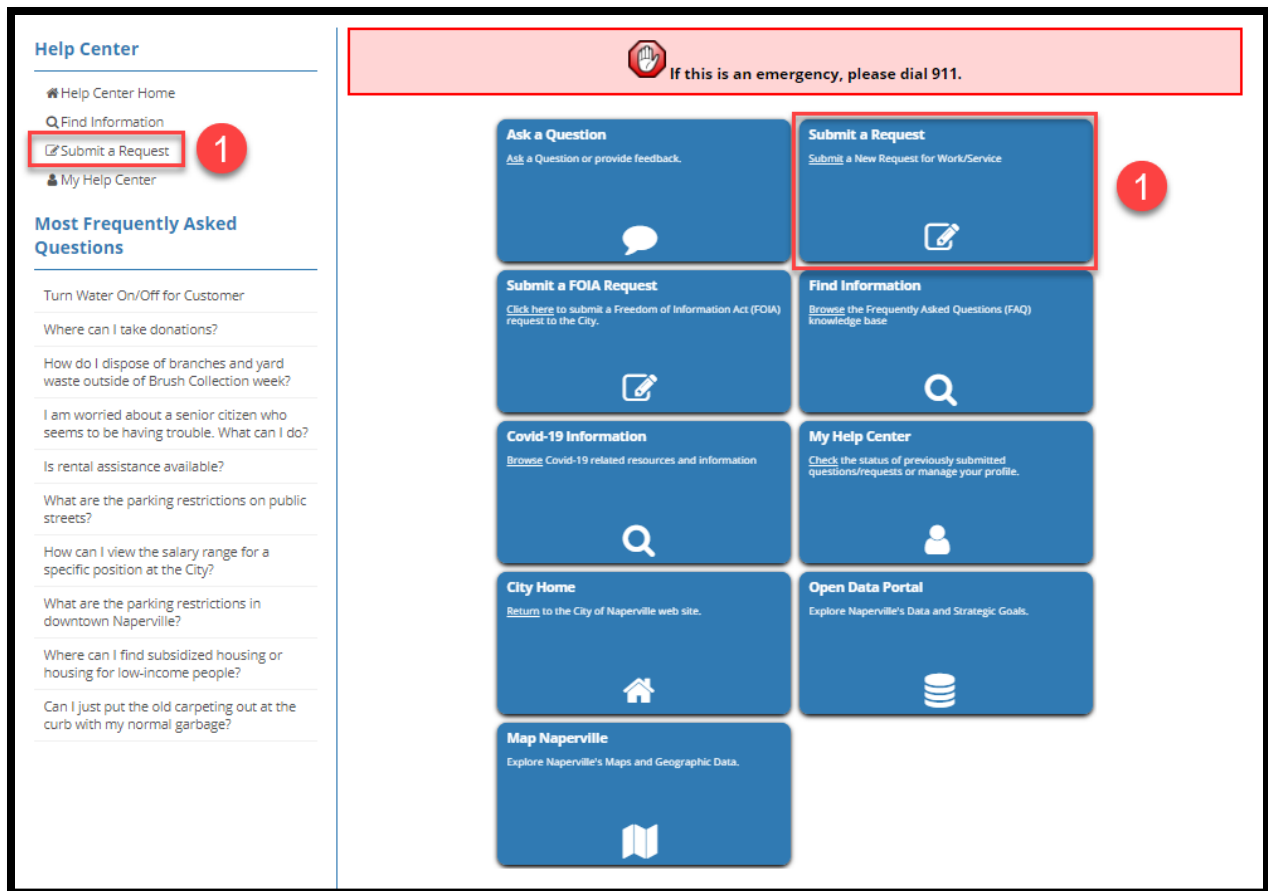


Submitting a Local Tax Payment Documentation Form (Food & Beverage Tax, Hotel/Motel Tax and Local Gas Tax)




1 Click the **Submit a Request** link on the left side of the screen or the **Submit a Request** button in the center.

Help Center

- Home 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?
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- How can I view the salary range for a specific position at the City?
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 **If this is an emergency, please dial 911.**

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: All Categories 2

Keyword Search:

Find Request Type 3

Service Request Type	Description
Ask A Question	Ask a Question / Submit a Concern / Leave a Comment
CERT Training	Community Emergency Response Team Training Registration
EMS/Patient Care Report Request	Request a patient care report or ambulance billing from the Naperville Fire Department
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.
NEMA Application	Naperville Emergency Management Agency Application
Police	


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

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- What are the parking restrictions in downtown Naperville?
- Where can I find subsidized housing or housing for low-income people?
- Can I just put the old carpeting out at the curb with my normal garbage?
- When is curfew in Naperville?

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Category: Finance

Keyword Search:

Find Request Type

Service Request Type	Description
Ask A Question	Ask a Question / Submit a Concern / Leave a Comment
Non-Wireless Meter Alternative Application/Cancellation Form	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. 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.
Payroll Communications	Requests directed to the Payroll team from customers which includes, but not limited to, VOE requests, Union inquiries and external inquires to the Payroll team.
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 Documentation Form (NEW)	Businesses should use this form to submit Food and Beverage, Hotel/Motel Use and/or Local Gas tax documentation as required by City Ordinance. After the documentation is approved, you will be able to view and pay your tax bill electronically on the Citizen Self Service portal.

- 4 Click the blue **Tax Payment Documentation Form (NEW)** link.

<p>Where can I take donations?</p> <p>How do I dispose of branches and yard waste outside of Brush Collection week?</p> <p>I am worried about a senior citizen who seems to be having trouble. What can I do?</p> <p>Is rental assistance available?</p> <p>What are the parking restrictions on public streets?</p> <p>How can I view the salary range for a specific position at the City?</p> <p>What are the parking restrictions in downtown Naperville?</p> <p>Where can I find subsidized housing or housing for low-income people?</p> <p>Can I just put the old carpeting out at the curb with my normal garbage?</p> <p>When is curfew in Naperville?</p>	<p>Request Type: Tax Payment Documentation Form (NEW)</p> <p>Description: Businesses should use this form to submit Food and Beverage, Hotel/Motel Use and/or Local Gas tax documentation as required by City Ordinance. After the documentation is approved, you will be able to view and pay your tax bill electronically on the Citizen Self Service portal.</p> <p>Contact E-Mail:* <input type="text"/></p> <p>Tax Payment Type:* Local Gas Tax</p> <p>Due Date: On or before the 20th day of the month following the month in which the tax was collected.d</p> <p>For Tax Period Ending:* <input type="text"/> <small>For Hotel Tax Period - Quarterly: Q1R 1 = 3/31/00, Q1R 2 = 6/30/00, Q1R 3 = 9/30/00, Q1R 4 = 12/31/00. Monthly: Last day of the month</small></p> <p>Name of Business (DBA):* <input type="text"/> <small>Business Name (DBA)</small></p> <p>Business Address:* <input type="text"/></p> <p>Naperville Customer ID#: <input type="text"/></p> <hr/> <p>TAXABLE SALES INFORMATION</p> <p>Gallons of Fuel Sold:* <input type="text"/></p> <p>Comments: <input type="text"/></p> <hr/> <p>Tax Preparer Information</p> <p>Preparer Name:* <input type="text"/></p> <p>Preparer Email Address:* <input type="text"/> <small>This email address will be used to notify the tax preparer the invoice is available for viewing/payment on the Citizen Self Service (CSS) portal.</small></p> <p>Preparer Phone Number:* <input type="text"/></p> <hr/> <p>Confirmation 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.</p> <p>Acknowledgement:* <input type="checkbox"/> I affirm all of the information provided is accurate and true.</p> <hr/> <p>Attachment Please attach a copy of the Illinois Department of Revenue Sales and Use Tax Return (ST-1) or, County Motor Fuel Tax Form (CMFT-1/CMFT-2), or your internal report.</p> <p>File Attachment(s) If you have any documents that may assist in responding to your request, please attach here.</p> <p>Attachments: <input type="button" value="Upload files"/></p> <hr/> <p>Please click the Submit button to submit your request.</p> <p>6 <input type="text" value="USDV7"/></p> <p>7 <input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
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5 Complete the Tax Payment Documentation 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.

Naperville Customer ID#: This is the customer number that is associated with your Citizen Self Service (CSS) portal account so that you can view and/or pay your local tax invoices electronically. If you do not remember this number, you can look at the approved registration form in your Help Center account or on a previous bill in the CSS portal.

Total Sales Subject to Naperville Food and Beverage Tax (F&B only): This is a new field to address the state of Illinois' new regulations (as of January 2021) requiring food and beverage delivery services to pay taxes on their sales. The state regulations do not address municipal food and beverage taxes. Some food delivery services submit food and beverage taxes to the City on behalf of the businesses they deliver for and other food delivery services pass the responsibility on to the local business. If a business uses one or more food delivery services, the information reported to the State on the ST-1/ST-2 forms may be different than the amount subject to City food and beverage taxes.

Calculated Penalty: This field is auto calculated based upon the sales amount entered. The purpose of this field is to show you what the penalty would be if you paid late. The penalty will only be applied to the invoice if payment is not made within the required timeframe.

Attach a File: **F&B:** a copy of the Illinois Department of Revenue Sales and Use Tax Return ST-1 and ST-2 form (if applicable); **H/M:** a copy of your internal report to demonstrate amount owed. **Local MFT:** a copy of the Illinois Department of Revenue Sales and Use Tax Return ST-1 form or the County Motor Fuel Tax form (CMFT-1/CMFT-2), or your internal report.

6 Type the security code shown in the box to confirm you are not a robot.

7 Click **Submit**.

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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.: W100828-062220

Contact E-Mail: [Redacted]

Thank you for your Food and Beverage Tax submission. Your documentation and calculations will be reviewed by the Finance staff. If approved, you will receive an email stating your tax is ready for payment.

If you do not hear back within 2 business days, please call the Finance Department at (630) 420-6059 during business hours of Monday, Tuesday, Thursday and Friday from 7:30 a.m. to 5:00 p.m. and Wednesday from 10:00 a.m. - 2:00 p.m. Thank you, and have a great day!

8 The system will provide you with a Reference Number which you can use to track the payment documentation review and approval process. You should also receive an email at the Contact E-Mail address shown with the Reference Number stating that the Payment Documentation submittal 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.

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- Contact E-Mail is a required entry.
- For Tax Period Ending is a required entry.
- Gallons of Motor Fuel Sold is a required entry.
- Preparer Name is a required entry.

Indicates which fields need to be modified.

Request Type: Tax Payment Form

Description: Tax payment for businesses that pay Food and Beverage, Hotel/Motel or Motor Fuel taxes as required by City Ordinance.

Contact E-Mail:* [Redacted]

Tax Payment Type:* Motor Fuel Tax