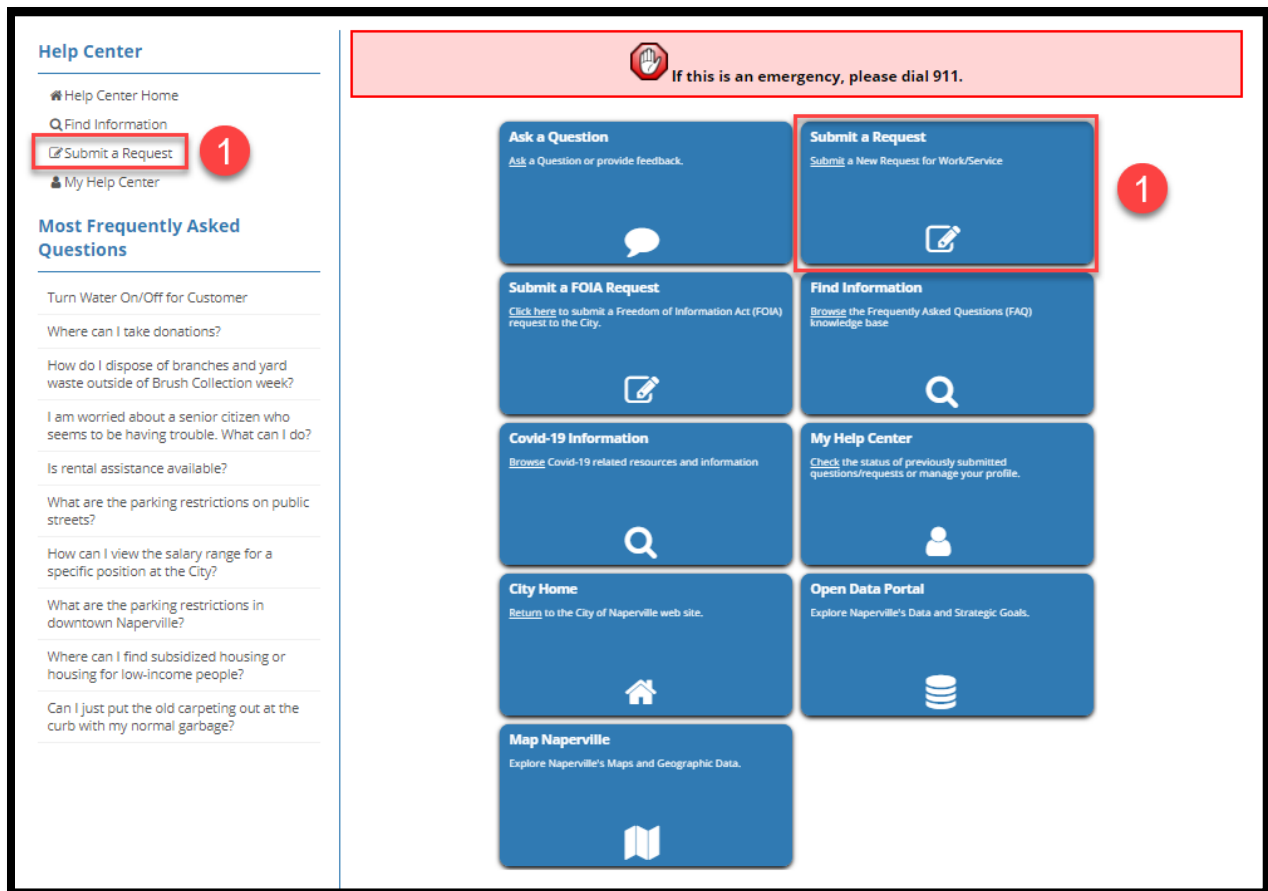


# Submitting a Local Tax Registration Form (Food & Beverage Tax, Hotel/Motel Tax and Local Motor Fuel Tax)




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**

- 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?
- What are the parking restrictions on public streets?
- How can I view the salary range for a specific position at the City?
- What are the parking restrictions in

 **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:   
(Optional)

Find Request Type 3

Service Request Type	Description
<a href="#">Ask A Question</a>	Ask a Question / Submit a Concern / Leave a Comment
<a href="#">CERT Training</a>	Community Emergency Response Team Training Registration
<a href="#">EMS/Patient Care Report Request</a>	Request a patient care report or ambulance billing from the Naperville Fire Department
<a href="#">Landlord Rental Property Registration</a>	Voluntary rental property registration for utility deposit purposes and notification to property owners of delinquent utility bills for active tenant accounts.
<a href="#">NEMA Application</a>	Naperville Emergency Management Agency Application
<a href="#">Police</a>	


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

**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?
- What are the parking restrictions on public streets?
- How can I view the salary range for a specific position at the City?
- 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?

 **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: Finance

Keyword Search:   
(Optional)

Find Request Type

Service Request Type	Description
<a href="#">Ask A Question</a>	Ask a Question / Submit a Concern / Leave a Comment
<a href="#">Landlord Rental Property Registration</a>	Voluntary rental property registration for utility deposit purposes and notification to property owners of delinquent utility bills for active tenant accounts.
<span style="border: 1px solid red; padding: 2px;"><a href="#">Tax Registration Form</a></span> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px;">4</span>	Registration for new or existing businesses with change of ownership that pay Food and Beverage, Motel or Motor Fuel taxes as required by City Ordinance
<a href="#">TEST - Tax Payment Form</a>	This request is currently in development. TEST ONLY! Tax Payment...
<a href="#">Utility Move-In/Move-Out Request</a>	Submit your request to start or stop electric, water, and wastewater utility service within the City of Naperville.
<a href="#">Statement of Open Accounts</a>	Requests for balances owed prior to sale of property

- 4 Click the blue Tax Registration Form link.

**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:** [Input Field]

**Tax Registration Type:\*** [Dropdown Menu]

**Name of Business (DBA):\*** [Input Field]  
Business Name (DBA)

**Business Location Address:\*** [Input Field]

**Business Location Phone:\*** [Input Field: ( ) - - - -]

**Date Open for Business :\*** [Dropdown Menu]

**Company/Corporate Name if Different from DBA:** [Input Field]

**Corporate Address:** [Input Field]  
(Must be different than Business Location Address) Include City, State and Zip

**Corporate Phone:** [Input Field: ( ) - - - -]

**Name of Owner/Manager:** [Input Field]

**Owner Phone Number:** [Input Field: ( ) - - - -]  
Must be different than Business Phone Number

**Owner Driver License Number:\*** [Input Field]

**Illinois Retailer Occupation Tax Number (ITB):\*** [Input Field: ###-XXXX]

**Federal Tappayer ID Number:\*** [Input Field: --XXXX]

**Preparer Name:\*** [Input Field]

**Preparer Phone Number:** [Input Field: ( ) - - - -]

**Confirmation**  
 I declare that I have examined this registration form, and to the best of my knowledge, the information entered on this form is true, correct and complete.

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

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

\* Attach a File: [Attach Button]

Please click the Submit button to submit your request.

[Search Bar: CITY] [6]

[Submit Button] [7] [Cancel Button]

5 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 (FID):** The ITB is obtained from the Federal government. It is an 9-digit numeric value with the following format XX-XXXXXXX.

**Attach a File:** Attach a copy of your business' W-9 Form.

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

**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?
- 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?

**Submit a Request**

If this is an emergency, please dial 911.

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.: W100824-062220

Contact E-Mail: [Redacted]

Thank you for your Motor Fuel Tax Registration submission. A team member is reviewing your request and will contact you within 2 business days to confirm receipt of the request and follow up with any additional questions.

- 8 When the system accepts your registration form, it will produce a Reference Number which you can use to track the registration. You should also receive an email at the Contact E-Mail address shown with the Reference Number 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**

- 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?
- 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?

**Submit a Request**

If this is an emergency, please dial 911.

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.

**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:\*** [Redacted]

Indicates which fields need to be modified.