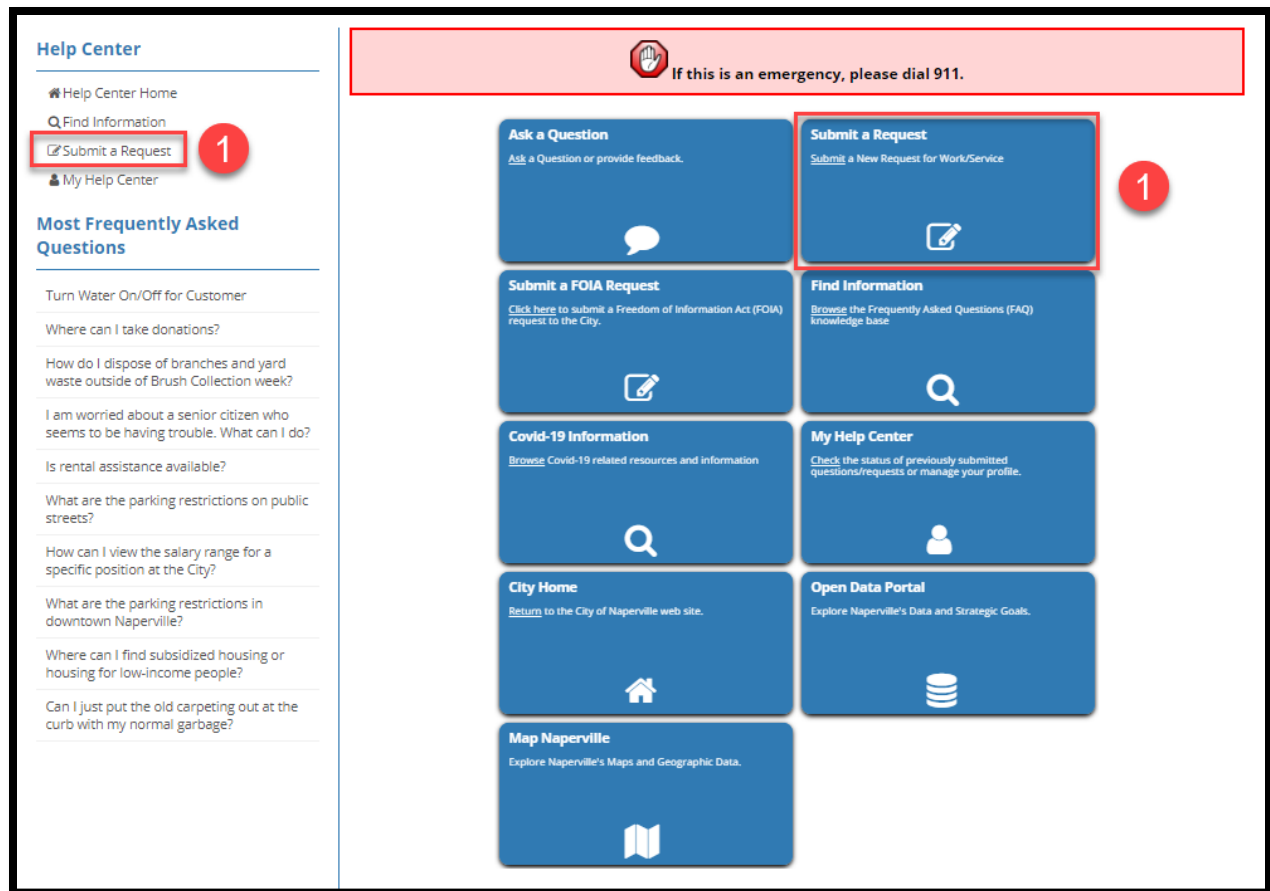


# Submitting a Local Tax Payment Form

## (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

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="#">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>	

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

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- 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?

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### 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.
<a href="#">Tax Payment Form</a>	Tax payment for businesses that pay Food and Beverage, Hotel/Motel or Motor Fuel taxes as required by City Ordinance.
<a href="#">Tax Registration Form</a>	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
<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

- Click the blue Tax Payment Form link.

Turn Water On/Off for Customer

Where can I take donations?

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Request Type: TEST - Tax Payment Form  
Description: This request is currently in development: TEST ONLY Tax Payment

Contact E-Mail:   
Tax Payment Type:   
Name of Business (DBA):   
Business Name (DBA)  
Business Address:   
Business Location Phone:   
Corporate Name:   
If none applied, enter NA  
Corporate Address:   
Include City, State and Zip. If none applied, enter NA  
Corporate Phone:

**COMPUTATION OF TAX LIABILITY**  
Calculated Tax Total:   
Calculated Penalty:   
A 5% penalty shall be applied to the tax payment for each month (or any portion thereof) in which the payment remains underpaid.  
Total Tax Due:

Illinois Retailer Occupation Tax Number (IBT):   
####-XXXX  
Preparer Name:   
Preparer Phone Number:

**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.  
Acknowledgement: ☐ I affirm all of the information provided is accurate and true.  
Please attach any additional information you believe will assist City staff in addressing this request.  
\* Attach a File:   
Please click the Submit button to submit your request.



5 Complete the Payment 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.

**Business Address:** This field is linked to the City's GIS addressing system. Type in the first part of your address so that the system can search for your address. It may take a few seconds for the system to find addresses; please be patient.

Example: 400 S Eagle Street - If I type 400 S, 4 addresses are returned to select from.

**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.

**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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**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.: W100828-062220

Contact E-Mail: [REDACTED]

8

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 form. You should also receive an email at the Contact E-Mail address shown with the Reference Number stating that the Payment 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.

Request Type:

Description:

Contact E-Mail:\*

Tax Payment Type:\*

Tax Payment Form

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

Motor Fuel Tax

Indicates which fields need to be modified.

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