



Package Liquor Tax Remittance Form

Pursuant to Bloomington City Code Chapter 39, Article XVII

Owner / Corporate Name:

Address:

Contact:

Email:

Phone:

DBA Business Name:

Address:

Contact:

Email:

Phone:

Tax Preparer's Firm:

Address:

Phone:

Email:

CHECKLIST

Fill out all Lines

Attach ST-1

Attach ST-2

Attach Line #3 Report

Attach Check

Sign Form

Remit all documents by
the 25th of the month

after collected %

| | | | |
|--|---|-----------------|-------------|
| | 1 Tax Collection Period: ¹ | Month | Year |
| 2 Tax Return Data: | a. ST-1 Account ID | b. Final Return | c. Late |
| 3 Taxable Package Liquor Sales | a) Beer _____ | | |
| <i>(attach net register detail, or daily sales detail, or similar report as support)</i> | b) Wine _____ | | |
| | c) Other _____ | | |
| | Total Package Liquor | 3 | _____ |
| 4 City Tax: (Multiply Line 3 by 4.0%) | | 4 | _____ |
| 5 Late Penalty: (Multiply Line 4 by 5.0%) | | 5 | _____ |
| 6 Late Interest: (Multiply Line 4 by 2.0% for each month late): | # Months <input style="width: 40px; height: 20px; border: 1px solid red;" type="text"/> | 6 | _____ |
| 7 Credits: | | 7 | _____ |
| 8 Tax Due: ADD lines 4, 5, 6, and 7 | | 8 | _____ |

Mail To: City of Bloomington
ATTN: Package Liquor Tax
P.O. Box 3157
Bloomington, IL 61702-3157

Drop Off: The Hub
115 E. Washington Street
Suite 103
Bloomington, IL 61701

Contact: Finance Department
Phone: 309-434-2233
Fax: 309-434-2463
Email: LocalTax@cityblm.org

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.

Preparer Name: _____
(Printed Name)
(Signature)
(Date)

Owner Name: _____
(Printed Name)
(Signature)
(Date)

PACKAGE LIQUOR TAX FORM ASSISTANCE

GENERAL INFORMATION

1. **Your return is incomplete and subject to penalties and interest unless we receive:**
 - a. Signed tax return
 - b. State sales tax forms and confirmation number
 - c. Payment in full
 - d. All documents remitted in-person or postmarked by the 25th of the calendar month following the previous month's tax collection period.
2. Tax data is subject to audit.
3. Failure to remit taxes can result in an additional 25% penalty and legal costs.

STEP 1: NAMES, ADDRESSES, AND CONTACTS

1. Owner/Corporate Name - Provide the name, address, contact, email and telephone number of the corporate office if different than the business physical retail location.
2. DBA Business Name - Provide the name, address, contact, email and telephone number of the retail facility located Bloomington/Normal.
3. Tax Preparer's Firm - Provide the name, address, email and telephone number of the person or firm who prepared the tax remittance form.

Note: Information need not be duplicated if it does not differ from one section to the next—simply make a note on the form.

STEP 2: TAX CALCULATIONS

Line 1. Enter the month taxes were collected.

- Line 2.
- a) Enter your ST-1 State Account ID [aka Illinois Business Tax Number (IBT)]
 - b) Check the box whether this return is the last for the Taxpayer/Owner
 - c) Check the box that payment is late and then calculate the penalty and interest below

Line 3. Enter sales of package liquor excluding taxes.

Note: Attach a document that provides a detail of beer, wine, and other package liquor sold.
For example,

1. Monthly net register detail report
2. Daily net sales detail report

Line 4. Calculate the Tax Due prior to discounts, penalty, interest, and credits.

Line 5. If payment is made the 26th or any day after, a 5% penalty is imposed.

Line 6. If payment is made the 26th, a 2% interest fee is charged for the 1st month late. For each and every subsequent 26th of the month that taxes are unpaid, an additional 2% interest amount is due.

Line 7. If a credit exists on your account, you may deduct this amount from the tax return.

Line 8. Tax Due - ***Make your check payable to the "City of Bloomington"*** for the amount on this line.

STEP 3: SIGNATURES

The tax return must be signed by at least one representative of the business.

STEP 4: Document Remittance

Mail or bring in copies of the **(1)** Signed Tax Form, **(2)** State Tax Forms, **(3)** Package Liquor Detail Report, and **(4)** Check made payable to the "City of Bloomington" by the 25th of the month after you collected taxes.