

# FOOD & BEVERAGE FOR IMMEDIATE CONSUMPTION & PACKAGE ALCOHOLIC LIQUOR SALES TAX REMITTANCE FORM



**BUSINESS NAME:**  
**MAILING ADDRESS:**  
**BUSINESS ADDRESS:**

- REMITTANCE CHECKLIST
- List Business # + Attach ST-1/ST-2 form
  - Remit 2% Food/Beverage Tax-Start 3/1/2020 sales
  - Remit 3% Package Liquor Tax-Start 7/1/2019 sales
  - Include check with form
  - Sign form – include email address
  - Remit by the 30<sup>th</sup> of the month after collected

**BUSINESS: #**  
**CUSTOMER: #**  
**ILLINOIS BUSINESS TAX #:**

**TAX COLLECTION PERIOD BEGINNING** \_\_\_\_\_ **AND ENDING** \_\_\_\_\_

**SECTION I: FOOD/BEVERAGE:**

**1. SALES OF PREPARED FOOD FOR IMMEDIATE CONSUMPTION AND CERTAIN ALCOHOLIC BEVERAGES:** (Enter Line 3 ST-1 or Line 4a ST-2) 1 \_\_\_\_\_

1a Class R license holders indicate alcoholic beverage sales included in Line 1 1a \_\_\_\_\_

**2. OTHER TAXABLE RECEIPTS:** from Marketplace Facilitators (Uber Eats, Door Dash, Grub Hub, etc.) (see page 2 instructions) 2 \_\_\_\_\_

2a Explain any differences from the ST-1 Line 3, or ST-2 Line 4a

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2b. \_\_\_\_\_  
(Total Line 1 and Line 2)

**3. DEDUCTIONS:**

- |   |         |
|---|---------|
| A. Receipts Not Subject to Food and Beverage Tax (General Merchandise, Grocery) | A _____ |
| B. Sales Outside City of Urbana   | B _____ |
| C. Tax Exempt Organizations   | C _____ |
| D. Amounts Purchased by Employees at Cafeterias                                 | D _____ |
| E. Purchases by Patients at Hospitals or Residential Care Units                 | E _____ |
| F. Alcoholic Beverages NOT CONSUMED ON PREMISES (Section II Package Liquor)     | F _____ |

TOTAL DEDUCTIONS: (SUM A through F) 3 \_\_\_\_\_

**4. NET TAXABLE SALES:** (Line 2b less Line 3) 4 \_\_\_\_\_

**5. FOOD/BEVERAGE TAX:** (Line 4 multiplied by .02) 5 \_\_\_\_\_

**SECTION II: PACKAGE LIQUOR:**

**6. PACKAGE LIQUOR SALES** (Line F) 6 \_\_\_\_\_

**7. PACKAGE LIQUOR TAX** (Line 6 multiplied by .03) 7 \_\_\_\_\_

**SECTION III: TOTAL TAX DUE:**

**8. TOTAL TAX DUE:** (SUM Lines 5 and 7) 8 \_\_\_\_\_

**9. LATE PENALTY:** ADD penalty of 2% per month, line 8 multiplied by .02, if filed late. (**Payment is due within 30 days of reporting period**) 9 \_\_\_\_\_

**10. TOTAL PAYMENT DUE:** (SUM Line 8 and 9) 10 \_\_\_\_\_

**SECTION IV: SIGNATURES:**

Mail Payment and Form To: City of Urbana 400 S. Vine St Urbana, Illinois 61801 Questions contact: Theresa Hoffman (217) 384-2448 or thoffman@urbanaininois.us  
Under penalty, as provided by law, I declare that I have examined this return and to the best of my knowledge and belief, it is true and correct.

DATE \_\_\_\_\_ SIGNATURE/TITLE \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Typed or Printed Signature & Title \_\_\_\_\_

*City Use Only: Check# \_\_\_\_\_ Date: \_\_\_\_\_*

# FOOD & BEVERAGE FOR IMMEDIATE CONSUMPTION & PACKAGE ALCOHOLIC LIQUOR SALES TAX REMITTANCE FORM

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## TAX FORM ASSISTANCE

### SECTION I: FOOD/BEVERAGE

Line 1. Enter taxable receipts from ST-1 Line 3 for single-site taxpayers, or ST-2 Line 4a for multi-site taxpayers.

Line 1a. Class R liquor license holders enter the amount of alcoholic beverage sales that are included in Line 1.

Line 2. Enter other taxable receipts received from any Marketplace Facilitator such as Grub Hub, Door Dash, Uber Eats, etc. **as long as** such amounts are not already included on your ST-1 or ST-2.

Line 2a. Provide an explanation for any differences between the amount entered on the tax form and the amount shown on your ST-1 or ST-2.

Line 2b. After reviewing Line 2a above, add Line 1 and Line 2 and enter the Total.

Line A-F. Enter the amount of allowable deductions on Lines A-F.

Line 3. Enter the total deduction amounts by adding Lines A-F.

Line 4. Enter your taxable sales by deducting Line 3 from Line 2b.

Line 5. Compute your Food/Beverage Tax due by multiplying Line 4 by the Food/Beverage tax rate of 2%.

### SECTION II: PACKAGE LIQUOR

Line 6. Enter the amount of package liquor sales. This amount should match your deduction on Line F.

Line 7. Compute your Package Liquor Tax due by multiplying Line 6 by the Package Liquor tax rate of 3%.

### SECTION III: TOTAL TAX DUE

Line 8. Compute the total Food/Beverage Tax and Package Liquor Tax due the City of Urbana by adding Line 5 and Line 7.

Line 9. If payment is NOT made 30 days after the tax collection period, add late penalties by multiplying Line 7 by 2% per month late.

Line 10. Compute the total payment due the City of Urbana by adding Line 8 and Line 9.

### SECTION IV: SIGNATURES

The tax return must be signed by at least one representative of the business. Include your email address and phone number.

Mail or bring in copies of the (1) Signed Tax Form, (2) State Tax Forms, and (3) Check made payable to the "City of Urbana" by the 30<sup>th</sup> of the month after you collected the taxes.

### **\*\*NEW PAYMENT OPTION\*\***

**SUBMIT and PAY your taxes ONLINE at: <https://urbana.munisselfservice.com/default.aspx>  
You will need your Business # and Customer# found on the reverse side of this form.**