

Dear Business Owner:

Excellence Everywhere

On April 10, 1978, the City of Rockford City Council passed an ordinance enacting a 1% tax on the purchase of food, beverages and alcoholic liquors effective on June 1, 1978 and a 5% tax on hotel/motel rooms effective July 1, 1999.

On or about the 25th day of each month, a preprinted tax form and envelope will be sent to you. Please fill in the blanks with your sales and metro tax information for the previous month and return a copy of the form along with your check in the enclosed envelope. In order to avoid penalties, tax forms must be filed by the last of the month for the previous month's sales.

You may wish to have your tax return sent to an accounting firm or to your corporate offices. A questionnaire is enclosed so that you can provide us with this information for your account. The tax returns will be mailed according to the information on the completed questionnaire. Please return this form to our office within five days.

If you have any other questions or require additional information, my phone is (815) 987-5619 and my fax is (815) 961-3154.

Sincerely,

Rosemary Wright Account Clerk Local Tax Collection Section



Chris Black, Director Finance Department

Local Tax Business Information

Legal Name of Business:
Business Name:
Business Address:
Business Phone No. ()
Owner's Name:
Owner's Address:
City, State, Zip
Owner's Phone No. ()
*If there is more than one owner of the business; List all of the owners along with their respective addresses and phone numbers on a separate piece of paper and return with this form. Accounting Firm: Please list on the lines below where you would like the tax forms sent to:
Name:
Address:
City, State, Zip
State Sales Tax Number:
Date Business Opened:
Tax Type:Food/BeveragePackage LiquorHotel/ Motel

The information on this form is confidential business information and will be used only for official use in administering local tax collection. Thank you for your time and effort.

Excellence Everywhere

FOOD AND BEVERAGE SALES TAX RETURN - Worksheet

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Date:	Business Sold	New Owners Name			
RETURN THIS PORTION WITH YOUR CHECK MADE PAYABLE TO: CITY OF ROCKFORD FOOD AND BEVERAGE SALES TAX RETURN CITY OF ROCKFORD BUSINESS # 12060 Local Tax Collection Section PERIOD ENDING 425 East State St. DUE DATE Rockford, IL 61104-1068 Under penalties provided by law, the 1. Total gross receipts from sale of food and Beverage items LESS ANY TAXES 2. Total gross receipts from the sale of alcoholic undersigned certifies that this return is true and accurate to the best of hi or her knowledge and belief and is Line 2) 3. Net food and beverage receipts (line 1 plus Line 2) \$	Business Discontinued	New Owners Residence Address			
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