



### Due Date

Taxes are due the 20<sup>th</sup> day of the month following the end of the reporting period.

### Required Documentation

Food and Beverage Tax: Your ST-1, or ST-2 if you have locations in addition to Glendale Heights, must accompany your return.

Local Fuel Tax: Your RMFT-5 form must accompany the reporting of Local Fuel Tax.

### Remittance – 4 options

- 1.) Online by sending your completed return to [finance@glendaleheights.org](mailto:finance@glendaleheights.org) with payment made at [glendaleheights.org/finance/Quick Links Pay Taxes](http://glendaleheights.org/finance/Quick Links Pay Taxes)
- 2.) Mail your completed return & check to Village of Glendale Heights, Finance Dept., 300 Civic Center Plaza, Glendale Heights 60139
- 3.) In-Person at the Finance Counter, 300 Civic Center Plaza, Glendale Heights. Hours are M-F 8am-4:30pm
- 4.) Deposit your completed return & check at the Village drop box, located beside the mailbox at the Civic Center’s circle drive

For the tax period ending	
Business Name	
Doing Business As	
Glendale Heights Business Address	

Complete the following tables applicable to your operation

Food & Beverage Tax (FT)	
F1	Taxable receipts subject to tax
F2	Multiply line F1 by .01 (1%)
F3	If you remit payment and return by the Due Date, multiply line F2 by .01 (1%)
F4	If you remit payment and return after the due date, multiply line F2 by .05 (5%)
F5	Total Due, Line F2 less Line F3 plus Line F4

Amusement Tax (AM)	
A1a	Taxable admission fees
A1b	If admission fees are not assessed, then taxable receipts subject to tax
A2	Multiply line A1a by .10 (10%) or line A1b by .01 (1%), whichever is applicable
A3	If you remit payment and return after the due date, multiply line A2 by .02 (2%)
A4	Total Due, Line A2 plus Line A3

Local Fuel Tax (LFT)	
L1	Taxable Gallons
L2	Multiply line L1 by .04
L3	If you remit payment and return after the due date, multiply line L2 by .05 (5%)
L4	Total Due, Line L2 plus Line L3

Total Tax Due the Village, Lines F5 plus A4 plus L4	
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Under penalties of perjury and other penalties as provided by law, I declare that I have examined this return and to the best of my knowledge and belief, the information is true, complete and accurate.

Taxpayer’s Signature	Date	Printed Name	Contact Information
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Preparer’s Signature (if different from above)	Date	Printed Name	Contact Information
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