



City of Darien
Food & Beverage Tax Return

Business Name _____

Business Address _____

Telephone No. _____ Email _____

Contact _____

Tax Collection Period _____
Month and Year

1. Taxable Receipts (Line 3 on ST-1 or 4a on ST-2) \$ _____

Explain any difference from ST-1 Line3 or ST-2 Line 4a

2. Amount of Tax (Multiply Line 1 x 1.25%) \$ _____

3. Penalty for Late Payment (3% of Line 2 after the 20th) \$ _____

4. Net Amount due to the City of Darien (Line 2 + Line 3) \$ _____

(For additional information call 1-630-353-8112)

Make Checks payable to:
CITY OF DARIEN

Send remittance to:
Finance Department
City of Darien
1702 Plainfield Road
Darien, Illinois 60561

CHECKLIST

- Fill out all Lines
Attach ST-1 -or-
Attach ST-2
Attach Check
Sign Form
Remit by the 20th

I certify under penalty as prescribed by law, that I have examined this return and to the best of my knowledge, is true and accurate.

Signature of Preparer: _____

Title: _____

Date: _____ Phone: _____

FOOD & BEVERAGE 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 20th 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 additional fees and legal costs.

STEP 1: NAMES, ADDRESSES, AND CONTACTS

1. Provide the business name, address, telephone number, email and contact person for the business.
2. Provide the month and year the return is for.

STEP 2: TAX CALCULATIONS

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

Note: 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 2. Calculate the tax due prior to penalties.

Line 3. If the payment is made the 21st or any day after, a 3% late penalty is imposed.

Line 4. Tax Due - Make your check payable to the "City of Darien" for the amount on this line.

STEP 3: SIGNATURES

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

STEP 4: DOCUMENT REMITTANCE

Mail or bring in copies of the (1) Signed Tax Form, (2) State Tax Forms, and Check made payable to the "City of Darien" by the 20th of the month after you collected taxes.