



# 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 %

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

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

### STEP 1: NAMES, ADDRESSES, AND CONTACTS

- Owner/Corporate Name - Provide the name, address, contact, email and telephone number of the corporate office if different than the business physical retail location.
- DBA Business Name - Provide the name, address, contact, email and telephone number of the retail facility located Bloomington/Normal.
- 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.
- Enter your ST-1 State Account ID [aka Illinois Business Tax Number (IBT)]
  - Check the box whether this return is the last for the Taxpayer/Owner
  - 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,

- Monthly net register detail report
- 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 25<sup>th</sup> of the month after you collected taxes.