



City of Rockford Consolidated Local Sales Tax Return

DUE DATE: This tax return form must be filed monthly no later than the end of the month following the month of sales reported. Failure to comply may result in fines, penalties and additional enforcement action.

 If any information regarding your business has changed, you must complete and return to us an updated Local Sales Tax Business Registration Form. The form is available on the City's website or you can call (779) 348-7165 to request a copy.

Business Name & Location: (REQUIRED)

DBA >> Legal Name >>	[Empty box for Business Name & Location]	Sales Reported For Period Ending (mm/dd/yy) (REQUIRED)	[Empty box for Sales Reported For Period]
		City Assigned Business Number (5 digits) (REQUIRED)	[Empty box for City Assigned Business Number]

> Section 1 - FOOD & BEVERAGE (round all figures to the nearest whole dollar)

1 Sales of FOOD & NON-ALCOHOLIC BEVERAGES - (less any taxes)	(1)	+	\$ _____	
2 Sales of ALCOHOLIC BEVERAGES - (less any taxes)	(2)	+	\$ _____	
3 Total Taxable SALES - Food & Beverage	(1) + (2)	=	\$ _____	
4 FOOD & BEVERAGE TAX Due (line 3 x 1%)	(METRL) <small>(official use only)</small>	x 1% =	\$ _____	(A)

> Section 2 - PACKAGE LIQUOR (round all figures to the nearest whole dollar)

1 Sales of PACKAGE BEER - (less any taxes)	(1)	+	\$ _____	
2 Sales of PACKAGE WINE - (less any taxes)	(2)	+	\$ _____	
3 Sales of PACKAGE LIQUOR - (less any taxes)	(3)	+	\$ _____	
4 Total Taxable SALES - Package Liquor	(1) + (2) + (3)	=	\$ _____	
5 PACKAGE LIQUOR TAX Due (line 4 x 1%)	(METPK) <small>(official use only)</small>	x 1% =	\$ _____	(B)

> Section 3 - HOTEL/MOTEL (round all figures to the nearest whole dollar)

1 Gross sales from ROOM RENTALS - (less any taxes)	(1)	+	\$ _____	
2 Less sales for PERMANENT GUESTS (same room for more than 30 consecutive days) - (less any taxes)	(2)	-	\$ _____	
3 Total Taxable SALES - Hotel/Motel	(1) - (2)	=	\$ _____	
4 HOTEL/MOTEL (Sales) TAX Due (line 3 x 1%)	(METMH) <small>(official use only)</small>	x 1% =	\$ _____	
5 HOTEL/MOTEL (Tourism) TAX Due (line 3 x 5%)	(METTOR) <small>(official use only)</small>	x 5% =	\$ _____	
6 Total HOTEL/MOTEL TAX Due (line 4 plus line 5)			\$ _____	(C)

Total TAXES Due With This Return - (A) plus (B) plus (C).....PLEASE PAY \$ _____

DO NOT TEAR...RETURN ENTIRE FORM WITH YOUR PAYMENT.

> *If your business is active but has no sales this month, a return is still required. Report all amounts as \$-0- in that case.

> *If your business has closed or been sold and this is a final return, check the box and complete a Local Sales Tax Business Registration Form.

***Keep a copy of this return for your records.**

Final Return

The undersigned certifies that this return is true and accurate to the best of his/her knowledge and belief and is taken from the books and records of the business for which this return is filed.

Signature: _____ Printed Name: _____ Title: _____ Date: _____

Return ENTIRE form and payment to:

CITY OF ROCKFORD
 LOCAL TAX COLLECTION DEPT.
 425 EAST STATE STREET
 ROCKFORD, ILLINOIS 61104