

**VILLAGE OF PALATINE
INSTRUCTIONS FOR PREPARATION OF
FOOD AND BEVERAGE TAX RETURN**

Complete information concerning business name, business phone number, business location, special event title, and tax period.

Original copy is to be completed and returned to the VILLAGE OF PALATINE with your remittance after completion of event.

Attach a copy of the Illinois Department of Revenue Form ST-1/ST-2 for reporting Retailer's Occupation Taxes to the completed Village of Palatine Food and Beverage Tax Return.

Line 1. Enter total receipts from sales of food and beverage (other than package-goods sales of beer, wine, and liquor) subject to the Village of Palatine Food and Beverage Tax. DO NOT include state and local sales tax, transportation tax, county liquor tax, or the Village of Palatine Food and Beverage tax collections.

Line 2. Enter total receipts from sales of packaged-goods sales of beer, wine and liquor. DO NOT include state and local sales tax, transportation tax, county liquor tax, or the Village of Palatine Food and Beverage tax collections.

Line 3. Add the amount on lines 1 and 2. This is the Village of Palatine Food and Beverage Tax Base.

Line 4. Multiply the amount on line 3 by 1% (0.01). Make check payable to the Village of Palatine for this amount.

Mail to: Village of Palatine
 Food and Beverage Tax
 200 E Wood St
 Palatine IL 60067