

## **CITY OF ALTON FOOD AND BEVERAGE TAX**

Dear Business Owner/Operator:

Thank you for choosing Alton for your new business. On November 1, 1991, the Alton City Council passed the following ordinance establishing a Food and Beverage Tax with the endorsement of the Greater Alton Twin Rivers Convention & Visitors Bureau, now The Great Rivers & Routes Tourism Bureau.

*The City of Alton charges one-half percent (1/2%) of the selling price of "food and/or beverages prepared for immediate consumption without further preparation".*

*The tax is payable to the City of Alton monthly with a report provided by the City Treasurer's Office and a copy of the ST-1 form sent to the state.*

\* The above information is derived from Alton City Code section 4-3-8 (Ord. 5599). The entire ordinance can be found online at [www.cityofaltonil.gov](http://www.cityofaltonil.gov) by selecting "View Ordinances" from the menu, or a copy can be requested from the City Clerk's Office.

### Tax Remittance Information:

- ❖ **The current sales tax rate for a food service establishment is 8.35 percent (7.85 percent is to be remitted to the State of Illinois and .5 percent is to be remitted to the City of Alton).**
- ❖ **Food and Beverage taxes are due the last day of the month following the period in which the tax is collected, for example May taxes are due June 30<sup>th</sup>. Payments made after due date are subject to penalties and interest (Ord. 7582).**
- ❖ **Future tax forms and correspondence will be mailed to the address listed on your tax registration form, unless we are otherwise notified.**
- ❖ **All filings require a copy of the ST-1 form that is submitted to the State of Illinois with your Illinois Revenue Tax Payment. Businesses with multiple locations are required to submit a ST-2 form.**
- ❖ **Businesses that file quarterly or annually with the State of Illinois should notify this office and we will adjust your payment schedule accordingly.**
- ❖ **If no business was conducted during the month of billing, please indicate this on the tax return form and return it to the City Treasurer's Office.**

Taxes should be remitted directly to the City of Alton, either in person or via mail to:

Alton City Treasurer  
101 E. Third St., Rm 102  
Alton, IL 62002

Payments can also be made online. Please contact the City Treasurer's Office for more information regarding online payments.

If you have any questions, please feel free to contact us at (618) 463-3540.

*Sincerely,*

*Alton City Treasurer*

Attachments



# CITY OF ALTON

## FOOD AND BEVERAGE TAX REGISTRATION

### BUSINESS INFORMATION

\_\_\_\_\_  
NAME OF BUSINESS (DBA) (\_\_\_\_\_)\_\_\_\_\_  
TELEPHONE

\_\_\_\_\_  
BUSINESS LOCATION ADDRESS CITY STATE ZIP  
(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
COMPANY/CORPORATE NAME (IF DIFFERENT FROM DBA) TELEPHONE

\_\_\_\_\_  
MAILING ADDRESS (COMPANY/CORPORATE) CITY STATE ZIP  
(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
NAME OF OWNER/MANAGER TELEPHONE

\_\_\_\_\_  
OWNER/MANAGER EMAIL ADDRESS STATE OF ILLINOIS TAX ID #  
(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
NAME OF TAX RETURN PREPARER (IF APPLICABLE) TELEPHONE

\_\_\_\_\_  
MAILING ADDRESS (TAX PREPARER) CITY STATE ZIP  
(\_\_\_\_\_)\_\_\_\_\_

\_\_\_\_\_  
EMAIL ADDRESS FAX

FREQUENCY OF ILLINOIS DEPARTMENT OF REVENUE FORM ST-1 FILING: \_\_\_\_ MONTHLY \_\_\_\_ QUARTERLY \_\_\_\_ ANNUALLY

PREFERRED METHOD TO RECEIVE TAX RETURN FORMS: \_\_\_\_ EMAIL \_\_\_\_ POSTAL MAIL

\_\_\_\_ I HAVE RECEIVED A FOOD AND BEVERAGE INTRODUCTION PACKET

\_\_\_\_ I HAVE APPLIED FOR A BUSINESS REGULATORY/ LIQUOR LICENSE

\_\_\_\_ I HAVE REGISTERED WITH THE ILLINOIS DEPARTMENT OF REVENUE

DATE BUSINESS IS SCHEDULED TO OPEN: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED BEFORE YOUR LICENSE CAN BE APPROVED**