



**City of Rockford Consolidated Local Sales Tax Return**

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

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*If any information regarding your business has changed, you must complete and return to us an updated Local Sales Tax Business Registration Form. Visit us at [rockfordil.gov/276/Local-Sales-Tax](http://rockfordil.gov/276/Local-Sales-Tax) or you can contact us at (779) 348-7165 or email [LocalSalesTax@rockfordil.gov](mailto:LocalSalesTax@rockfordil.gov)*

<b>Business Name &amp; Location: (REQUIRED)</b>		<b>Sales Reported for Period Ending (REQUIRED)</b>	<input style="width:100px; height:20px;" type="text"/>
DBA >>	<input style="width:300px; height:20px;" type="text"/>	(mm/yyyy)	
Legal Name >>	<input style="width:300px; height:20px;" type="text"/>		
Address >>	<input style="width:300px; height:20px;" type="text"/>	<b>City Assigned Business Number (REQUIRED)</b>	<input style="width:100px; height:20px;" type="text"/>
		(5 digits)	

**> Section 1 - FOOD & BEVERAGE (DO NOT round figures)**

1	Gross sales of <b>FOOD &amp; BEVERAGES</b> (includes alcohol)	\$ _____	1
2	Less sales of <b>FOOD &amp; BEVERAGES</b> through Marketplace Facilitators	\$ _____	2
3	Total Taxable SALES for Food & Beverage	(1) - (2) = \$ _____	3
4	<b>FOOD &amp; BEVERAGE TAX Due</b> (MFB) (official use only)	(3) x 1% = \$ _____	4 (A)

**> Section 2 - PACKAGE LIQUOR (DO NOT round figures)**

5	Gross sales of <b>PACKAGE LIQUOR</b>	\$ _____	5
6	Less sales of <b>PACKAGE LIQUOR</b> through Marketplace Facilitators	\$ _____	6
7	Total Taxable SALES for Package Liquor	(5) - (6) = \$ _____	7
8	<b>PACKAGE LIQUOR TAX Due</b> (MPLIQ) (official use only)	(7) x 1% = \$ _____	8 (B)

**> Section 3 - HOTEL/MOTEL (DO NOT round figures)**

9	Gross sales from <b>ROOM RENTALS</b>	\$ _____	9
10	Less sales for <b>PERMANENT GUESTS</b> (same room for more than 30 consecutive days)	\$ _____	10
11	Total Taxable SALES for Hotel/Motel	(9) - (10) = \$ _____	11
12	<b>HOTEL/MOTEL (Sales) TAX Due</b> (MHM) (official use only)	(11) x 1% = \$ _____	12
13	Gross sales from <b>ROOM RENTALS</b>	\$ _____	13
14	Less sales for <b>PERMANENT GUESTS</b> (same room for more than 30 consecutive days)	\$ _____	14
15	Less sales of <b>ROOM RENTALS</b> through Marketplace Facilitators (OTCs)	\$ _____	15
16	Total Taxable SALES for Hotel/Motel	(13) - (14) - (15) = \$ _____	16
17	<b>HOTEL/MOTEL (Tourism) TAX Due</b> (MTOUR) (official use only)	(16) x 5% = \$ _____	17
18	<b>Total HOTEL/MOTEL TAX Due</b>	(12) + (17) = \$ _____	18 (C)

**Total TAXES Due With This Return - (A) plus (B) plus (C)..... AMOUNT DUE**  19  
**DO NOT TEAR...RETURN ENTIRE FORM WITH YOUR PAYMENT.**

**\*\*\*\* REMINDERS \*\*\*\***

- \*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 and Notice of Changes 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/belief and information provided is taken from the books and records of the business for which this return is filed.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
 Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_