



City of Darien
Amusement Tax – Monthly Return

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Email \_\_\_\_\_

Contact \_\_\_\_\_

Tax Collection Period \_\_\_\_\_
Month and Year

Table with 2 columns: Description and Amount. Rows include: 1. Total Gross Receipts from Rentals & Amusements, 2. Amusement Tax (3% of Line 1), 3. Penalty for Late Payment (3% of Line 2 after the 25th), 4. Net Amount due to the City of Darien (Line 2 + Line 3).

(For additional information call 1-630-353-8112)

Make Checks payable to:
CITY OF DARIEN

Send remittance to:
Finance Department
City of Darien
1702 Plainfield Road
Darien, Illinois 60561

CHECKLIST

- Fill out all Lines
Attach ST-1 -or-
Attach ST-2
Attach Check
Sign Form
Remit by the 25th

I certify under penalty as prescribed by law, that I have examined this return and to the best of my knowledge, is true and accurate.

Signature of Preparer: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

## AMUSEMENT TAX FORM ASSISTANCE

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### GENERAL INFORMATION

1. Your return is incomplete and subject to penalties and interest unless we receive:
  - a. Signed tax return
  - b. State sales tax forms and confirmation number
  - c. Payment in full
  - d. All documents remitted in-person or postmarked by the 20th of the calendar month following the previous month's tax collection period.
2. Tax data is subject to audit.
3. Failure to remit taxes can result in additional fees and legal costs.

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

1. Provide the business name, address, telephone number, email and contact person for the business.
2. Provide the month and year the return is for.

### STEP 2: TAX CALCULATIONS

Line 1. Enter taxable receipts from amusement sales

Note: Provide an explanation for any differences between the amount entered on the tax form and the amount shown on your ST-1 or ST-2

Line 2. Calculate the tax due prior to penalties.

Line 3. If the payment is made the 26th or any day after, a 3% late penalty is imposed.

Line 4. Tax Due - Make your check payable to the "City of Darien" for the amount on this line.

### STEP 3: SIGNATURES

The tax return must be signed by the representative of the business.

### STEP 4: DOCUMENT REMITTANCE

Mail or bring in copies of the (1) Signed Tax Form, (2) State Tax Forms, and Check made payable to the "City of Darien" by the 20th of the month after you collected taxes.