



Village of Skokie Local Fuel Tax Return Instructions

The Village of Skokie's Local Fuel Tax Return must be filed with the Village of Skokie on the same filing dates as are established for filing of the required sales and use tax returns (Form ST-1) with the Illinois Department of Revenue. (Sec. 98-254 (f))

Instructions

Line 4 – Enter the due date required by the Illinois Department of Revenue for form ST-1 for the same reporting period .

Line 5b – Enter the total of all gallons reported to the Illinois Department of Revenue on form ST-1, Schedule A, Section 2, lines 17a, 18a, 19a, 20a, and 21a. A copy of the ST-1 Worksheet for Line 2 must be attached to the Village's Local Fuel Tax Return as supporting documentation for the total gallons entered on Line 5b.

NOTE for Line 5b: If the ST-1 Worksheet for Line 2, lines 7a, 7c, 7e, 7g, and 7i, reports quantities sold for locations both within and outside of the Village of Skokie, please attach a schedule that lists quantities sold in the Village of Skokie and outside of the Village which then total to the quantities reported in ST-1 Worksheet for Line 2, on lines 7a, 7c, 7e, 7g, and 7i

Line 5d – Multiply the number of gallons entered on Line 5b by \$.03 and enter the product on Line 5d. This is the total of the Village's Local Fuel Tax which was required to be collected. (Sec. 98-254 (a))

Line 5f – ONLY if the Village's Local Fuel Tax is remitted when due, multiply the amount on Line 5d by 1% (or .01). This is the commission to which you are entitled provided that the Village's Local Fuel Tax is being remitted when due. (Sec. 98-255)

Line 5h – If you have received a notice by the Village of penalties, interest, or charges for unearned commissions, please enter the total of all notices, bills, etc. and attach copies of each notice or bill.

Line 5j – Enter Lines 5d minus 5f plus 5h. This is the amount you owe to the Village of Skokie.

Mail your check payable to the **Village of Skokie**, the Village's Local Fuel Tax Return and all supporting documentation to:

Village of Skokie
Local Fuel Tax
5127 Oakton Street
Skokie, IL 60077

Be sure to sign the Village's Local Fuel Tax Return.

Should you have any questions, please call 847/933-8247



Village of Skokie Local Fuel Tax Return

1. IBT No _____ Liability Month/Year _____

2. Business Name and Address (as registered with the Village of Skokie)

Name: _____

Address: _____

City/State/Zip _____

4. Due Date: ____/____/____ (same due date as Form ST-1)

5. Determination of Amount Due:

5a. Add Lines 17a, 18a, 19a, 20a, & 21a from ST-1 Schedule A, Section 2 and enter the total number of gallons 5b. _____

A COPY OF THE ST-1 SCHEDULE A, SECTION 2 OF THE ST-1 SALES AND USE TAX and E911 SURCHARGE RETURN MUST BE ATTACHED AS SUPPORTING DOCUMENTATION FOR LINE 5b

5c. Total Local Fuel Tax, Multiply line 5b by \$.03 5d. \$ _____

5e. Commission: Multiply Line 5d by 1% (.01) (See Note Below) 5f. \$ _____

NOTE: No Commission is allowed if correct remittance is not made when due.

5g. Penalties, Interest, Unearned Commission 5h. \$ _____
(as billed by the Village)

5i. **Total Amount Due** (Line 5d minus 5f plus 5h) 5j. \$ _____

Checks, payable to the Village of Skokie, must be sent to:

**Village of Skokie
Local Fuel Tax
5127 Oakton Street
Skokie, IL 60077**

Under penalties provided under the Skokie Village Code, I state that I have examined this return, Form ST-1 and ST-1 Worksheet for Line 2 each as are prescribed by the Illinois Department of Revenue, and, to the best of my knowledge and belief, it is true and correct.

Taxpayer Signature

Phone Number

Date