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Phone: 847/392-6000
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Village of Mount Prospect

50 S. Emerson Street, Mount Prospect, Illinois 60056

Dear Business Owner:

A one percent (1%) municipal food and beverage tax is applied to all prepared foods and alcoholic liquor purchased at retail in the Village of Mount Prospect. A copy of the Article from the Mount Prospect Village Code pertaining to the tax is enclosed.

As a retailer of prepared food and/or liquor, you should immediately begin collecting the municipal food and beverage tax at a rate of one percent (1%) as provided in the ordinance. A return and the tax due for each calendar month must be filed with the Village on or before the 20th of the following month.

Tax remittances should be submitted online using Localgov, a secure file and pay platform. Visit our website at <https://www.mountprospect.org/departments/finance-department/taxes-and-service-fees> for more information to set up your account today at: <https://lata.localgov>.

State law requires all municipalities to establish a Taxpayers' Bill of Rights. A copy of the Article from the Mount Prospect Village Code pertaining to the Bill of Rights is enclosed. The Taxpayers' Bill of Rights establishes the legal amount of interest and penalties that municipalities can impose for the late payment of taxes. This information is provided to inform you of the law provisions which could affect you, as the operator of a business in Mount Prospect.

While we know our business community makes every attempt to comply with established deadlines, if a food and beverage tax return and payment are not remitted on time, the State has established certain rates for interest and penalties. Under the law, the Village is entitled to assess interest of one percent (1%) per month for any taxes that are not paid by the due date. In addition, a 5% penalty for failure to file a tax return and a five percent (5%) penalty for failure to pay the tax itself can also be assessed. The Village intends to impose and collect all interest and penalties provided by the law if the food and beverage taxes are not paid on time.

If you have any questions concerning the food and beverage tax, please contact the Finance Department at 847-392-6000.

Sincerely,

A handwritten signature in black ink that reads "Amit R. Thakkar". The signature is written in a cursive, flowing style.

Amit R. Thakkar
Director of Finance