



December 19, 2018

Village President
Diane McGinley

RE: Food and Beverage Tax

Trustees
Bill Enright
Gary Fasules
John Kenwood
Pete Ladesic
Craig Pryde
Mark Senak

Dear Business Owner/Manager:

Village Manager
Mark T. Franz

The Village of Glen Ellyn enacted a Food and Beverage Tax Ordinance establishing a one and a half percent (1.5%) municipal food and beverage tax, **effective March 1, 2019**. A copy of the approved ordinance is enclosed with this letter for your reference. You are receiving this letter as your business has been identified as likely to sell items subject to this tax.

Village Attorney
Gregory S. Mathews

About the Tax

In general, the tax is imposed on food and beverages prepared for immediate consumption on and/or off the premises of prepared food facilities and includes drive-thru and carryout sales. Prepared food includes any and all solids, semi-solids, liquid, powder, alcoholic beverages, and non-alcoholic beverages that have been prepared for immediate consumption. The food and beverage tax also applies to packaged liquor sales purchased at retail.

Civic Center
535 Duane Street
Glen Ellyn, IL 60137

Administration
630-469-5000

Finance
630-547-5235

Planning and Development
630-547-5250

A detailed list of exemptions is included in the attached ordinance. The tax levied shall not apply to: (i) general grocery items (except those defined as prepared food), (ii) sales of food and beverages which are exempt from tax under provisions of the Retailers Occupation Tax (35 ILCS 120/1 et seq.). The tax is also not applied to hermetically sealed beverages such as sealed soda or juice.

Police
65 South Park Boulevard
Glen Ellyn, IL 60137
630-469-1187

Tax Registration Form Deadline

Enclosed you will find a Food and Beverage Tax registration form. Any retailer which sells prepared food and beverages or packaged liquor must register **before March 1, 2019** or before opening for business. This is a one-time registration that will remain effective unless there are changes of business ownership, management or location. In the event a business is sold or closes, the seller must notify the Village of Glen Ellyn of the last sale date. The new owner will be required to re-register the location. Business owners must register each retail location separately. Please complete and return the registration form to the address listed. **The form may also be completed online at www.glenellyn.org.**

Public Works
30 South Lambert Road
Glen Ellyn, IL 60137
630-469-6756

The Village Links
485 Winchell Way
Glen Ellyn, IL 60137
630-469-8180

Informational Meetings

The Village will be holding two informational meetings for businesses to provide information on filing returns and other frequently asked questions.

The information meetings will be held January 8, 2019 at 2 p.m. and January 9, 2019 at 9 a.m. Both meetings will be held at the Glen Ellyn Police Department Community Room at 65 S. Park Boulevard. Businesses who attend the meetings will receive a packet of information on filing the returns. Packets for those businesses who do not attend will be mailed directly after the meetings.

If you have any questions regarding the Food and Beverage tax, please contact Meredith Hannah, Economic Development Coordinator, at (630) 547-5345 or mhannah@glenellyn.org.

Sincerely,

A handwritten signature in black ink, appearing to read 'Christina Coyle', written in a cursive style.

Christina Coyle
Finance Director

cc. Meredith Hannah, Economic Development Coordinator
Megan Plahm, Communications Coordinator
Mark Franz, Village Manager