

**CITY OF BURBANK
BURBANK VEHICLE FUEL TAX MONTHLY RETURN
(FOR DISTRIBUTORS)**

Tax Period: _____
Month Year

Business Name: _____

Address: _____
City State Zip

Telephone Number: _____ FEIN: _____

Illinois Department of Revenue MFT Distributor License Number: _____

REPORT IN GALLONS

- | | | |
|-----|---|-----------|
| 1. | Vehicle fuel delivered in the City (as itemized on attached schedule) | _____ |
| 2. | Deductions | |
| | a) Sales to other distributors in the City | _____ |
| | b) Sales to local governments | _____ |
| | c) Other deductions authorized by law
(itemize on separate schedule) | _____ |
| 3. | Total deductions (add 2a through 2c) | (_____) |
| 4. | Total taxable gallons | _____ |
| 5. | Tax (Line 4 X \$.05) | \$_____ |
| 6. | Less credit for commission - 1% of Line 5 | \$(_____) |
| 7. | Net tax (Line 5 minus Line 6) | \$_____ |
| 8. | Penalty for late payment (10% of Line 5) | \$_____ |
| 9. | Penalty for late filing (10% of Line 5) | \$_____ |
| 10. | Interest for late payment (2% per month of Line 5) | \$_____ |
| 11. | Total tax, penalty and interest (Line 7 or the sum of Lines 5, 8, 9 & 10) | \$_____ |
| 12. | Credit (attach credit letter from City Clerk) | \$(_____) |
| 13. | Amount Due | \$_____ |

INSTRUCTIONS

WHO MUST FILE A RETURN

A return must be filed by all persons who produce, refine, blend, compound or manufacture vehicle fuel in the City or transport or have transported vehicle fuel to any location in the City or receive in the City vehicle fuel upon which the Burbank Vehicle Fuel Tax has not been paid, or sell vehicle fuel to a retail dealer for resale in the City. This excludes persons who transport fuel into the City for their own use.

REMITTING THE TAX

The distributor of vehicle fuel who sells to any retailer or purchaser in the City of Burbank shall collect the tax and remit the same to the City Clerk on a monthly basis. The tax is due by the last day of the month following the month in which the sale is made. A completed return must accompany each remittance of tax and must be mailed in sufficient time to be postmarked on or before the due date. Any tax paid late shall first be applied to penalty for said period, then to interest due for said period and the remainder to tax for said period.

PENALTY AND INTEREST FOR LATE PAYMENT

Any tax not paid or remitted when due shall bear interest at the rate of 2% per month or a fraction of a month until the tax is paid. In addition to any interest charge, any tax not paid or remitted or any tax return not filed when due shall be subject to a 10% late penalty.

LINES ON RETURN

- LINE 1. Enter the number of gallons sold for delivery to a retailer or distributor located outside the City.
- LINE 2. Deductions
- a) Enter the number of gallons sold for delivery to a retailer or distributor located outside the City.
 - b) Enter the number of gallons sold to local governments.
 - c) Enter total gallons sold to transportation agencies as defined in the Regional Transportation Authority Act, as amended, which are subsidized or operated by the Regional Transportation Authority.
 - d) Enter the number of gallons sold which are not taxable under the United States or Illinois Constitution, or gallons sold and used for purpose other than operating or propelling a vehicle or otherwise deductible as provided by law. (Itemize any such deductions in detail on a separate schedule and attach it to this return.)
- LINE 3. Add Line 2a through 2d to determine the total deductions.
- LINE 4. Subtract Line 3 from Line 1 to compute the total gallons subject to tax.
- LINE 5. To compute the tax, multiply Line 4 by the tax rate of \$.05 per gallon, effective November 1, 2011.
- LINE 6. Credit for commission - Enter 1% of Line 5 if paid when due.
- LINE 7. Subtract Line 6 from Line 5.
- LINE 8. If the payment is late, compute a penalty of 10% of the total tax due (Line 5).
- LINE 9. If the return is late, compute a penalty of 10% of the total tax due (Line 5).
- LINE 10. If the payment is late, compute interest at the rate of 2% per month or fraction of a month from date payment is due until payment is made (Line 5 X \$.02).
- LINE 11. Enter Line 7 if tax is paid when due or add Lines 5, 8, 9 & 10.
- LINE 12. For any tax credit granted by the Department of Revenue, a letter issued by the Department must be attached to the tax return.
- LINE 13. Subtract Line 12 from Line 11 to obtain the net amount due. Please make your check payable to the City of Burbank.