

Cook County Department of Revenue



USE TAX RETURN

FOR THE MONTH OF «MONTH» «YEAR»

RETURN TYPE - «RETURN TYPE»

ACCOUNT NO. - «REGISTRATION»

ALLOCATION CODE - «ALLOC CODE»

INVOICE NO. - «INVOICE NUMBER»

DOC TYPE - «TYPE»

LINE NO. - «LINE #»

DUE ON OR BEFORE - «DUE DATE»

I.B.T# _____

IL Dealer License # _____

Billing Address:

«PARENT NAME»
 «PARENT ADDRESS 2»
 «PARENT ADDRESS 1»
 «PARENT CITY», «PARENT STATE»

Customer Address:

«CUSTOMER NAME»
 «CUSTOMER ADDRESS 2»
 «CUSTOMER ADDRESS 1»
 «CITY», «STATE» «ZIP»

READ INSTRUCTIONS ON THE REVERSE SIDE BEFORE PREPARING THIS RETURN.

1.	Titled Personal Property registered to a Cook County address only (See Instructions):		1.	\$
	A.	Taxable Sales transactions (Schedule A) \$ _____		
	B.	Taxable Lease transactions (Schedule B) \$ _____		
	C.	Additional taxable amounts from lease transactions (Schedule C) \$ _____		
	D.	Total Amount Subject to Tax (Add Lines 1A thru 1C) _____		
2.	Exemptions:			
	A.	Titled Personal Property sales to exempt organizations \$ _____		
	B.	Titled Personal Property sales and leases registered outside Cook County \$ _____		
	C.	Total exemptions (Add Lines 2A and 2B) \$ _____		
3.	Tax Rate (1%)		3.	.01
4.	Tax Due (Multiply Line 1D by Line 3)		4.	\$
5.	Penalty for Late Payment (10% of Line 4, See Instructions)		5.	\$
6.	Interest for Late Payment (See Instructions)		6.	\$
7.	Total Tax, Penalty and Interest Due (Add Lines 4, 5, and 6)		7.	\$

Certification: Under penalties as provided by law, which include a fine or imprisonment or both, the undersigned certifies that the information set forth in this return and corresponding schedules is true and accurate to the best of his or her knowledge and belief, and is taken from the books and records of the business for which this return is filed. This return must be signed by the owner, or officer of the company or designated agent of the taxpayer.

SIGNATURE

TITLE

DATE

CONTACT NUMBER

Mail To:
 Cook County Department of Revenue
 Use Tax
 25394 Network Place
 Chicago, IL 60673-1253

DO NOT DETACH COUPON
 COOK COUNTY
 USE TAX RETURN

Check box if payment was made online.
 Tax return **MUST** be mailed.

Please make check or money order payable to:
COOK COUNTY COLLECTOR

Take advantage of our online payment option by
 visiting www.cookcountyil.gov/revenue.

«PARENT NAME»
 «PARENT ADDRESS 2»
 «PARENT ADDRESS 1»
 «PARENT CITY», «PARENT STATE» «PARENT ZIP»

RETURN TYPE - «RETURN TYPE»
 «DUE DATE»

DUE ON OR BEFORE -

ACCOUNT NO. - «REGISTRATION»

LINE NO. - «LINE #»

ALLOCATION CODE - «ALLOC CODE»

INVOICE NO. - «INVOICE NUMBER»

AMOUNT DUE

\$

«SCANLINE»

USE TAX RETURN INSTRUCTIONS

Line 1 - Titled Personal Property registered in Cook County
Note: New Lease price calculation effective January 1st, 2015

- A.** Taxable Sales transactions - Input amount from Schedule A, Column 5, Grand Total (Attach Schedule A).
- B.** Taxable Lease transactions – Input amount from Schedule B, Column 6, Grand Total Amount Subject to Tax (Attach Schedule B). The Grand Total is equal to the summary total of Schedule B, Columns 6 and 7.
- C.** If you are a vehicle leasing company, report additional taxable amounts from all leases for the month. These additional taxable amounts include charges for excess wear and tear, excess mileage, fees to extend a lease, and lease payments not reported on the original return. This applies only to vehicles sold for lease after January 1st, 2015.
- D.** Add Lines 1A through 1C.

Line 2 - Exemptions

- A.** Enter sales of titled personal property, titled or registered under the name of exempt organizations.
- B.** Enter sales and sales for lease of vehicles titled or registered at location outside Cook County.
- C.** Enter total exemptions by adding Lines 2A and 2B.

Line 3 - Use Tax Rate

Line 4 - Multiply Line 1D by Line 3 and enter this amount.

Line 5 - If tax due is remitted after due date, multiply Line 4 by 10% (.10), enter this amount

Line 6 - If payment is remitted after the due date, compute applicable interest amount by multiplying Line 4 by 1.00% (.0100), then multiply the result by the number of months late.

Line 7 - If tax is timely remitted, enter total from Line 4, if remitted after due date, enter total tax liability by adding Lines, 4, 5, and 6

PENALTIES and FEES

Any registered tax collectors and/or taxpayers who do not file a monthly tax return on or before the due date, even when no tax due, shall be subject to the Chapter 34 Uniform Penalties, Interest and Procedures Ordinance, sec 34-69 failure to file penalty, or the sec 34-72 failure to file no liability return penalty. Any incomplete, incorrect or late tax return or payment remitted, may be subject to the penalties and fees noted in sections 34-68, 34-70, 34-71, 34-73 and 34-74 of the Uniform Penalties, Interest and Procedures Ordinance. Incomplete or incorrect, includes but is not limited to the following:

- Detached tax form or payment coupon
- Tax return without required supplemental tax return schedule
- Tax return and/or payment coupon does not contain all required information
- Photocopied/scanned tax return form remitted
- Payment without tax return or tax return without payment
- Any tax return or remittance document not issued by the Cook County Department of Revenue
- Online payment check box (if applicable) not checked or marked

If you have any questions, please contact the Department during business hours Monday through Friday from 8:30 a.m. to 4:30 p.m. at (312) 603-6328. For more information or to make a payment online, please visit our website at www.cookcountyil.gov/revenue.