

Cook County Department of Revenue



NEW MOTOR VEHICLE 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 # \_\_\_\_\_

Dealer's 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.

	COLUMNS	1	2	3
	1. Total Number of New Vehicles Sold *			
Type of Vehicle		No. of Units Sold	Tax Per Unit	Total Tax
	2. Two Wheel Motor Vehicles		\$7.50	
	3. Three Wheel Motor Vehicles		\$11.25	
	4. Four Wheel Motor Vehicles (Including Recreational Vehicles)		\$15.00	
	5. Trucks, Truck Tractors, Trailer Semi-Trailers or Pole Trailers		\$22.50	
	6. Total Taxable Vehicles (Add Lines 2 thru 5)			
	7. Total Exempt New Vehicles Sold in Cook County			
	8. Tax Due (Add Column 3, Lines 2, 3, 4 and 5)			
	9. Penalty for Late Payment (10% of Line 8, See Instructions)			
	10. Interest for Late Payment (See Instructions)			
	11. Total Tax, Penalty and Interest Due (Add Lines 8, 9, and 10)			

\* For the purpose of this Ordinance, a trailer or semi-trailer with shipping weight of one thousand pounds or under shall be taxed at a rate of \$7.50 per vehicle

**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 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

**DO NOT DETACH COUPON**  
 COOK COUNTY  
 NEW MOTOR VEHICLE 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](http://www.cookcountyil.gov/revenue).

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

RETURN TYPE - «RETURN TYPE»

DUE ON OR BEFORE -

«DUE DATE»

ACCOUNT NO. - «REGISTRATION»

LINE NO. - «LINE #»

ALLOCATION CODE - «ALLOC CODE»

INVOICE NO. - «INVOICE NUMBER»

AMOUNT DUE

DOC TYPE - «TYPE»

AMOUNT ENCLOSED

\$
\$

«SCANLINE»

## NEW MOTOR VEHICLE TAX RETURN INSTRUCTIONS

\*Note: For the Purpose of this ordinance, trailers or semi-trailers designed with a shipping weight of 1,000 pounds or under shall be taxed at a rate of \$7.50 per vehicle

- Line 1** - Enter the total number of new vehicles sold at your dealership located in Cook County (include both taxable and non-taxable sales)
- Line 2** - Column 1, enter the total number of two-wheel vehicles sold, then multiply Column 1 by the Column 2 tax rate, and enter this amount in Column 3
- Line 3** - Column 1, enter the total number of three-wheel vehicles sold, then multiply Column 1 by the Column 2 tax rate, enter this amount in Column 3
- Line 4** - Column 1, enter the total number of four-wheel vehicles sold, then, multiply Column 1 by the Column 2 tax rate, enter this amount in Column 3
- Line 5** - Column 1, enter the combined total number of trucks, truck tractors, trailers, semi-trailers and pole trailers sold, then multiply Column 1 by the Column 2 tax rate, enter this amount in Column 3
- Line 6** - Enter the total number of taxable vehicles sold by adding Column 1, Lines 2 thru 5
- Line 7** - Enter the total number of exempt or non-taxable vehicles
- Line 8** - Enter total amount of tax due by adding Column 3, Lines 2, 3, 4 and 5
- Line 9** - If payment is remitted after the due date, multiply Line 8 by 10% (.10) and enter this Amount in Column 3
- Line 10** - If payment is made after the due date, compute applicable interest amount by multiplying Line 8 by 1.00% (.0100), then multiply the result by the number of months late, enter this amount in Column 3
- Line 11** - If the tax is timely remitted, enter total from Line 8; if remitted after the due date, enter total liability in Column 3 by adding Lines 8, 9 and 10

### **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 34-72 failure to file no liability return penalty. Any incomplete, incorrect or late tax return or payment remitted, shall be subject to the penalties and fees noted in sections 34-68, 34-69, 34-70, 34-71, 34-73 and 34-74 of the Uniform Penalties and Interest Ordinance. Incomplete or incorrect, includes but is not limited to the following:

- Detached tax form or payment coupon
- 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](http://www.cookcountyil.gov/revenue).