
Form ST-7 General Information

Who must file Form ST-7?

If you make sales from more than one site that is located in a Metropolitan Pier and Exposition Authority (MPEA) territory, you must complete this form and attach it to your Form ST-4, Metropolitan Pier and Exposition Authority Food and Beverage Tax Return.

How do I report my sales?

You must report your sales of qualifying food, alcoholic beverages, or soft drinks for each of the sites printed on this form. See Form ST-4 for a definition of "qualifying."

What if I add or discontinue one of my sites or change locations?

If you are doing business from a site that is not printed on this form, write the name and address of the site and report your qualifying sales.

To add a site and obtain your correct location code and tax rate, you must contact the Central Registration Division by calling 217 785-3707 or writing us at:

CENTRAL REGISTRATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19030
SPRINGFIELD IL 62794-9030

It is important to keep your registration information updated so your returns will include the correct tax rates.

What if I need help or additional forms?

If you need a preprinted form, call our Central Registration Division at 217 785-2889 or 217 785-3707. For forms that are not preprinted, you may call our 24-hour Forms Order Line at 1 800 356-6302. For additional information, call our Taxpayer Assistance Division at 1 800 732-8866 or 217 782-3336; or call our TDD-telecommunications device for the deaf at 1 800 544-5304. You may also visit our web site at tax.illinois.gov.

Can I computer-generate my own form?

In general, you must use forms prescribed by the Illinois Department of Revenue. Separate statements not on forms provided or approved by the department will not be accepted and you will be asked for appropriate documentation.

You must have our approval before you can use any form other than the one we send you. Failure to comply with this requirement may result in the delay of processing your return or generating any credit. If you would like to computer generate your own form, send a sample to:

OFFICE OF PUBLICATION MANAGEMENT (3-375)
ILLINOIS DEPARTMENT OF REVENUE
101 WEST JEFFERSON
SPRINGFIELD IL 62702

Specific Instructions

Note: When completing this form, please round to the nearest dollar by dropping amounts less than 50 cents and increasing amounts of 50 cents or more to the next higher dollar.

Site where the taxable sales were made

Write any information that is missing. If you need to add additional sites, write the location code, name, and address of each site.

Figure the tax due for each site

Note: This schedule must be completed properly to ensure that Metropolitan Pier and Exposition Authority Food and Beverage Tax, if due, is allocated properly.

Line 3

For each site, write the taxable receipts (after deductions) subject to the Metropolitan Pier and Exposition Authority Food and Beverage Tax.

Line 4

Multiply each amount on Line 3 by the percentage printed on Line 4.

Page Totals

Line 3

Add the amounts you wrote on Line 3 for each site. Write the sum on the corresponding page total line printed at the bottom of the page. If your Form ST-7 has more than one page of sites, complete the page totals for each page. The amount of the combined ST-7 page totals for Line 3 must equal the amount on Line 3 of your Form ST-4.

Line 4

Add the amounts you wrote on Line 4 for each site. Write the sum on the corresponding page total line printed at the bottom of the page. If your Form ST-7 has more than one page of sites, complete the page totals for each page. The amount of the combined ST-7 page totals for Line 4 must equal the amount on Line 4 of your Form ST-4.