



Village of Plainfield  
Monthly Self Storage Tax Return

Collection Period: Month \_\_\_\_\_ Year: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone #: \_\_\_\_\_

Illinois Business Tax (IBT) Number: \_\_\_\_\_ FEIN: \_\_\_\_\_

**Tax and return is due by the 15<sup>th</sup> day of each month to avoid penalties**

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**Computation of Tax Liability**

- 1) Gross Monthly Rental or Lease Amount \$ \_\_\_\_\_
- 2) Village of Plainfield Self Storage Tax Calculation \$ \_\_\_\_\_  
(Line 1 x \$0.05= Tax Rate of 5%)
- 3) Late Payment Fee: Interest charge of 2% per month \$ \_\_\_\_\_
- 4) Total tax and penalty due (add Lines 2 and 3) \$ \_\_\_\_\_

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**Remittance Instructions**

Please remit the amount indicated on line 4 above. Payments can be mailed to the Village of Plainfield at 24401 W. Lockport Street, Plainfield IL 60544 or can be accepted at the Village of Plainfield Village Hall during normal business hours. If a facility is required to submit the Illinois Department of Revenue Sales & Use Tax Return (ST-1 or ST-2), a copy of said form must be filed with the Village at the same time the monthly tax return is filed.

The Village must receive your remittance by the 15<sup>h</sup> of the month following the calendar month when the taxes were collected. If the 15<sup>th</sup> of the month falls on a Sunday or holiday when the Village Hall is closed, payment must be received by the next business day. However, a payment sent by mail must be postmarked no later than the 15<sup>th</sup> of the month. If the 15<sup>th</sup> of the month falls on a Sunday or national holiday when the U.S. Postal Service is closed, the remittance must be postmarked by the next business day.

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**Affirmation:** Under penalties provided by the Village of Plainfield Ordinance No. 3669, I hereby affirm that the statements contained herein are taken from the books and records of the business and are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Preparer                      Date                      Phone No.

\_\_\_\_\_  
Signature of Taxpayer                      Date                      Phone No.

**Village of Plainfield  
24401 W. Lockport Street  
Attn: Finance Dept., Self-Storage Tax  
Plainfield, IL 60544  
Phone: 815-609-6106  
Fax: 815-436-1950**