

**Cook County  
Department of Revenue**



**SWEETENED BEVERAGE TAX  
CLOSE-OUT PROCESS**

NOVEMBER 2017

Dear Sweetened Beverage Distributors/Retailers,

Recently, the Cook County Board repealed the Sweetened Beverage Tax Ordinance. That repeal will be effective December 1, 2017, and the last tax returns/payments will be due on December 20, 2017. The Department of Revenue understands that on December 1, 2017, there may be unsold product on which tax was previously remitted. Accordingly, both distributors and retailers may need to request a credit or refund. Below you will find an explanation of the process that should be followed in those situations.

The credit/refund process is governed by the Uniform Penalties, Interest and Procedures Ordinance (UPIP), Chapter 34, Article III, Section 34-90. For purposes of the Sweetened Beverage Tax, tax remitters and collectors will be eligible for a credit and/or refund, depending on their circumstances.

1. **Retailers who are not registered with the Department and paid tax to a distributor:** These retailers must apply for a credit/refund from their distributors. Distributors should require documentation to substantiate a retailer's claim.
2. **Distributors who credited/refunded tax to a retailer:** After providing a credit/refund to a retailer, the distributor can then take a credit on their final tax return or apply for a refund from the Department. Should the distributor credit/refund any retailers prior to submitting the final tax return, they may take a credit on that final return on the "Other Deductions" line. Supporting documentation must be attached and retained by the distributor. If a distributor provides a credit/refund to a retailer after submitting its final tax return, it must apply for a refund using the regular refund application located on the Department's website and supply supporting documentation.
3. **Retailers who are registered with the Department pursuant to Sweetened Beverage Tax Regulations 2017-1 and 2017-4:** These retailers can take a credit on their final tax return on the "Other Deductions" line or apply for a refund. Documentation supporting the credit/refund request must be submitted.
4. **Retailers who remitted floor tax to the Department:** Retailers that have in their inventory specific products on which tax was paid via the floor tax return and have not been sold must submit a refund application, located on the Department's website, to the Department. Supporting documentation must show that these specific products have remained in inventory and are the same products for which the floor tax was originally remitted.

The Department has developed new forms that can be used to assist with the credit/refund process. The forms are included with this letter and should be used in the following manner:

1. **2017 Sweetened Beverage Retailer Inventory Credit Request Form and Schedule A:** This form is not mandatory, but can be used by retailers to record the product information on which they are requesting a credit/refund from their distributor. This form is not meant to replace a distributor's established credit/refund process. If a distributor requires more information than is captured by this form, the retailer must submit all information required by the distributor.

2. **Sweetened Beverage Tax Distributor Credit Form Schedule:** This form documents the retailers who have gotten credits/refunds from a distributor along with the amounts of said credits/refunds. Distributors **must** complete and submit this form to the Department along with the final tax return (in case of a credit) or refund application.

The Department may request additional documentation from the business seeking a credit/refund. If the claim cannot be substantiated by adequate books and records, it will not be allowed. Any documents that record the basis for a credit/refund should be retained by retailers and distributors for seven years per UPIP (Section 34-77).

We are hopeful that with these forms and continued communication, businesses will have a clear process to obtain credits/refunds. 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) 603-6961. For more information or to make a payment online, please visit our website at [www.cookcountyil.gov/revenue](http://www.cookcountyil.gov/revenue).

**Cook County Department of Revenue**



**2017 SWEETENED BEVERAGE  
RETAILER INVENTORY CREDIT REQUEST FORM**

(Please contact your Sweetened Beverage Distributor for additional information. Retailers can use this form and submit the credit request to their distributors. Retailers must complete a different form for each registered sweetened beverage distributor in order to properly request a credit.)

<b>A) NAME OF BUSINESS:</b>	
<b>B) STOREFRONT ADDRESS:</b>	
<b>C) CONTACT PERSON AND TITLE:</b>	
<b>D) IBT NUMBER</b>	
<b>E) EMAIL:</b>	
<b>F) DISTRIBUTOR/SUPPLIER</b>	

<b>PLEASE SEE INSTRUCTIONS ON THE BACK</b>	<b>BOTTLED SWEETENED BEVERAGE</b>	<b>SYRUP AND POWDER SWEETENED BEVERAGE</b>
<b>1. November 30, 2017 Taxed Ending Inventory Available for Sale (report in ounces)</b>		
<b>2. Tax Rate</b>	<b>\$0.01 Per Ounce</b>	<b>\$0.01 Per Ounce</b>
<b>3. Calculated Tax (For each Column, multiply Line 1 by Line 2)</b>		
<b>4. Tax Reduction Rate for Syrup/Powder</b>		<b>.05</b>
<b>5. Tax Reduction Amount for Syrup/Powder (see instructions)</b>		
<b>6. Tax Credit (Col. 1—Line 5 equals Line 3; Col. 2 - Subtract Line 5 from Line 3)</b>		
<b>7. Total Tax Credit (Sum total of each column on Line 6)</b>		

**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. Please retain a copy of this form for your record.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**FULL NAME**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CONTACT NUMBER**

**2017 SWEETENED BEVERAGE  
RETAILER INVENTORY CREDIT REQUEST FORM INSTRUCTIONS**

Use Schedule A to report all taxed ending inventory sweetened beverages products available for sale on November 30, 2017. Please use a different credit request form and schedule for each distributor.

- Line 1 -** Enter total number of ounces of taxed sweetened beverage product available for sale as of November 30, 2017. For syrup and powder, calculate whole ounces based on largest volume that can be produced. The totals on Line 1 should correspond with the total on Schedule A.
- Line 2 -** Sweetened beverage tax rates.
- Line 3 -** Enter calculated tax credit for each sweetened beverage type by multiplying Line 1 and Line 2.
- Line 4 -** Tax Reduction Rate for Syrup/Powder
- Line 5 -** Calculate tax reduction amount for syrup and powder sweetened beverages only. Multiply Line 3, Col. 2 (Syrup and Powder) by 5.00% (.05).
- Line 6 -** Enter amount of tax due. Column 1 (Bottled Sweetened Beverage) Line 6 equals Line 3. Column 2 (Syrup and Powder) subtract Line 5 from Line 3.
- Line 7 -** Enter total amount of tax due by adding all values on Line 6.

**REGISTERED SWEETENED BEVERAGE DISTRIBUTOR**

If you are a registered sweetened beverage distributor with the Cook County Department of Revenue, please **disregard** this form. The credit request form is only applicable to sweetened beverage retailers that are **not** registered with the Department.

**RECORDS RETENTION**

This Retailer Inventory Credit Request Form must be kept on the premise of the underlying business for a period of at least 90 calendar days after the due date. However, this form should be kept with the business for the time period defined in Chapter 34, Section 77, of the Uniform Penalties, Interest and Procedures Ordinance found in the Cook County Code of Ordinances.

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) 603-6961 or via [revenuecompliance@cookcountyil.gov](mailto:revenuecompliance@cookcountyil.gov). For more information, please visit our website at <https://www.cookcountyil.gov/agency/department-revenue>.



