



Monthly Single Use Bag Fee Return

The Village of Oak Park
Finance Department
123 Madison Street
Oak Park, Illinois 60302

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www.oak-park.us

For the month of _____ 20 _____

Due on or before 25th following the liability month

Business Name _____

Business Address _____

Business Phone _____

Owner/Manager Name _____

FEIN # (if incorporated) _____

Mailing Address (if different than business address) _____

SINGLE USE BAG FEE CALCULATION

1. Number of Qualifying Bags Purchased By Customers	_____
2. Fee Imposed Per Bag	\$ 0.10
3. Total Bag Fees Collected (multiply lines 1 and 2 above)	\$.
4. Administrative Fee Deduction Per Bag	\$ (0.05)
5. Administrative Fees Retained by Business (multiply lines 1 and 4 above)	\$.
6. Total Fees Excluding Penalty	\$.
7. Late Payment Penalty 2% Per Month (multiply 2 percent per month by tax due)	\$.
8. Bag Fees Remitted to Village (Add lines 6 and 7 above)	\$.

I declare that I have examined this return and to the best of my knowledge and belief it is true and correct.

Signature _____

Title _____

Date _____

1. FEE IMPOSED: A fee is imposed on the sale of single use bags in the Village of Oak Park at retail at a rate of \$0.10 cents per bag pursuant to Section 20-14-2 of the Oak Park Village code. A retail establishment may retain an amount of money equal to \$0.05 cents per single bag of the total fee due as compensation for the collection of the fee and the remaining \$0.05 cents shall be remitted it to the Village.

2. LIABILITY FOR PAYMENT:

A. A retail establishment's customer must pay the \$0.10 cents fee to purchase a single use bag.

B. The fee shall be paid in addition to any and all other taxes and charges for the purchase of a single-use bag.

3. FILING OF RETURN: A retail establishment within the Village must file a report of all transactions subject to the fee on or before the 25th day of each month. At the time of filing, the owner or operator shall pay to the Village of Oak Park all fees due for the period to which the fee return applies.

4. PROCEEDS TO BE PAID TO FINANCE DEPARTMENT: All proceeds resulting from the imposition of the fee, including penalties, shall be paid to the Village's Finance Department and shall be credited to and deposited in the Village's Sustainability Fund.

5. FAILURE TO PAY FEE: If for any reason any fee is not paid when due, a penalty at the rate of two percent (2%) per month on the amount of the fee which remains unpaid shall be due and owing in addition to any other penalties.

6. PENALTY: Any retail establishment that fails to pay the fee or file a return in violation of the Village Code is subject to a fine of not less than \$150.00. Each day a violation occurs shall constitute a separate and distinct offense.

7. SUSPENSION OR REVOCATION OF A BUSINESS LICENSE: In addition to the penalty set forth above, the Village Manager may revoke or suspend a retail establishment's business license for failing to comply with the applicable provisions of the Village Code after notice and a hearing. The suspension or revocation of the business license shall not release or discharge the retail establishment from its liability to pay the fee or from any other penalties.
