



HOW TO REMIT THE SINGLE-USE BAG TAX

Northbrook's Single-Use Bag Tax is intended to address the impacts and costs of single-use bags in the community and encourage the use of reusable bags. To inspire change in consumer behavior, retailers are required to charge customers \$0.10 for each single-use bag used at checkout.

The tax became effective January 1, 2024. Starting February 2024, and each month thereafter, retail stores must submit a monthly report and remittance to the Village on or before the 20th of each month. The report will contain an itemized count of single-use bags issued to customers and a remittance tax equal to 50% of total bag tax collected. No part of the single-use bag tax may be reported as revenue for the purpose of calculating sales tax.

All bag tax returns are due on or before the 20th day of the month for prior month collections (i.e. January tax is due by February 20th). If payment is submitted after that date, a late penalty of 2% per month will be applied on the unremitted tax. Violators may also be subject to administrative citations of \$150 and/or business license revocation.

Steps for Remitting the Single-Use Bag Tax:

1. Establish a POS system to charge for and count single-use bags.
2. At the end of each month, pull data to determine number of bags sold.
3. Determine amount of bag tax collected per month. This should equal the numbers of bags sold multiplied by \$0.10 per bag.
4. Multiply the amount under #3 above by 50% – this is the amount owed to the Village (\$0.05 per bag). The retailer retains the other 50%.
5. Choose one of the filing options available:

- **File Online:**

We are using an online portal for payments. Visit www.northbrook.il.us/BagTax and click the "Remit Bag Tax" button which will link to the portal. Enter the required information along with your payment (credit/debit card or electronic check).

- **File by Mail:**

Complete the paper form available to print at www.northbrook.il.us/BagTax, including the number of bags and amount of tax owed. Send this form and payment to: Village of Northbrook, Attn: Cashier, 1225 Cedar Lane, Northbrook, IL 60062. Please do not send cash.

- **File in Person:**

Complete the paper form available at www.northbrook.il.us/BagTax, including number of bags and amount of tax owed. Bring the form and payment to the Finance Department office located on the first floor of Village Hall, 1225 Cedar Lane, Northbrook, IL 60062.

Contact Us: For general questions and comments, please email sustainability@northbrook.il.us.

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