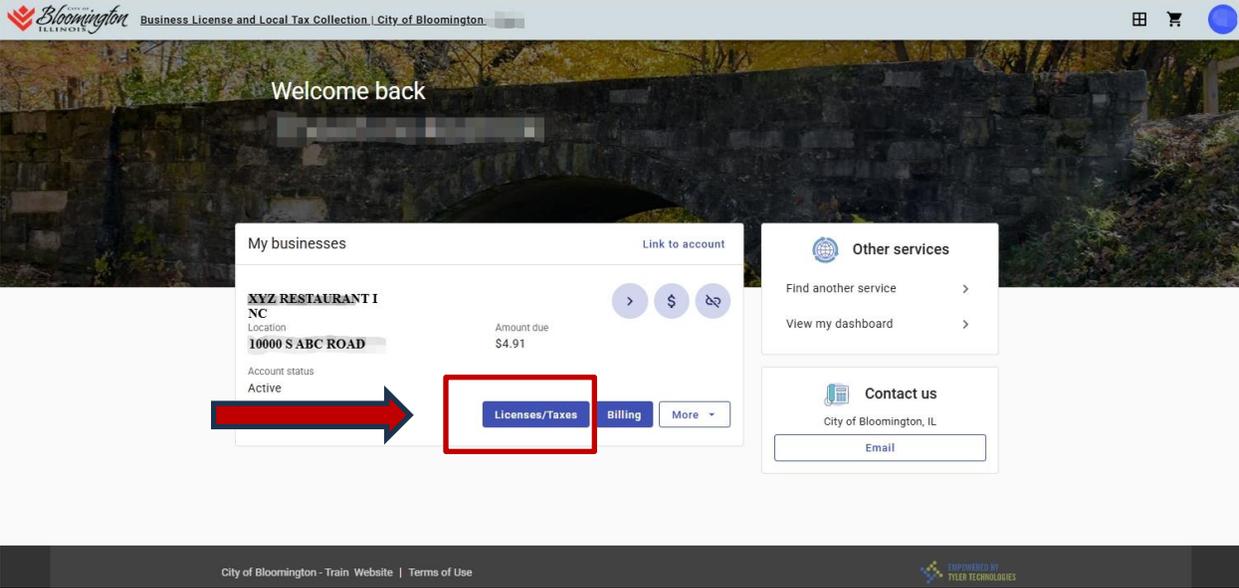


# File a Local Tax Return in Resident Access {R/A}

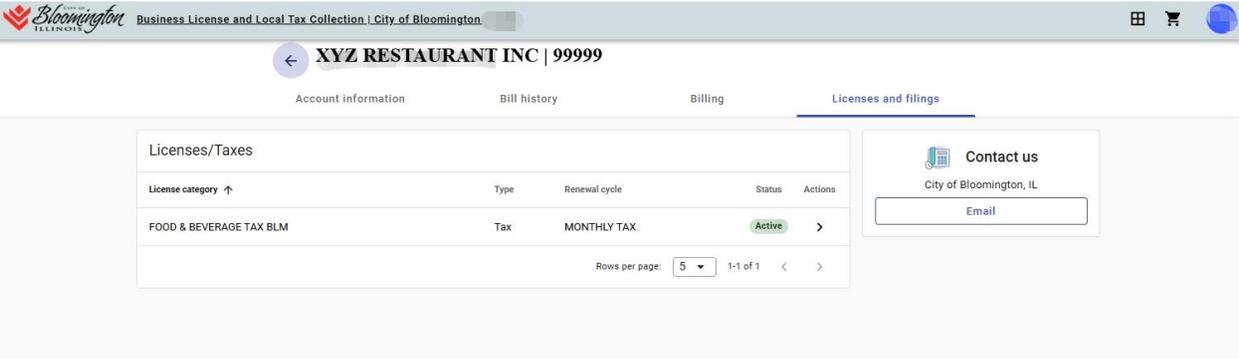
**1** From your dashboard select the blue “Licenses/Taxes” icon...

\*\*Tax Webpage: [Business License and Local Tax Collection | City of Bloomington](#)



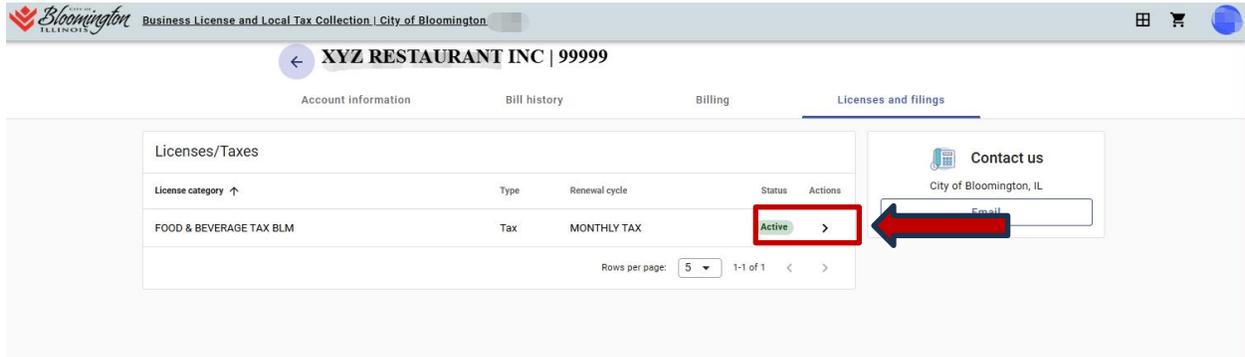
**2** Now you should see all applicable taxes for your business.

Note> If you have more than one business you can toggle between business accounts from this screen as well using the dropdown menu at the top titled Switch Accounts.



# File a Local Tax Return in Resident Access {R/A}

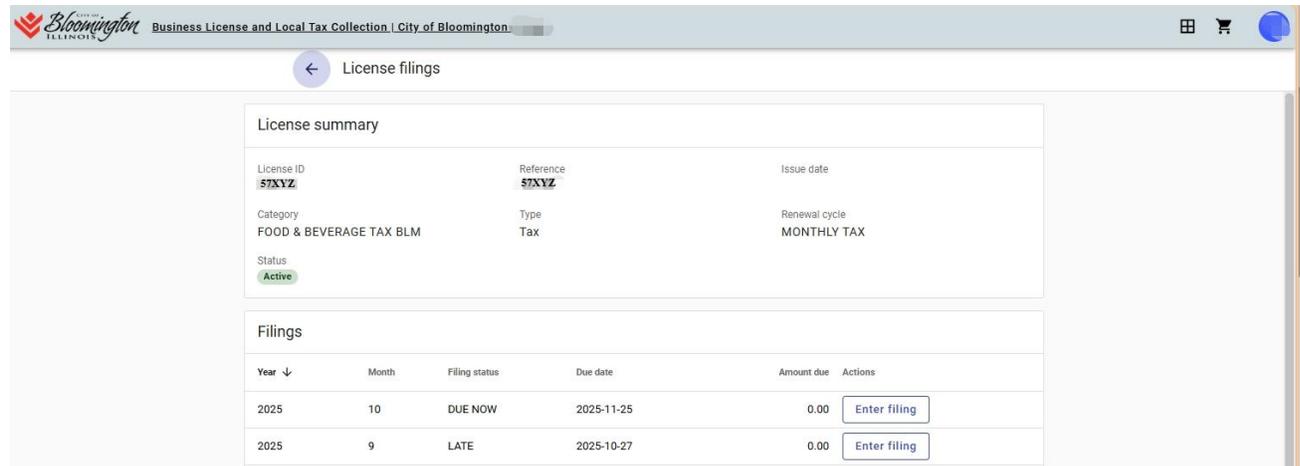
**3** Select the little “right facing arrow” under “Actions” for the tax you wish to Report/File.



# File a Local Tax Return in Resident Access {R/A}

**4** Select “Enter Filing” for the Tax Liability Month for which you need to file.

**\*\* Note**> Depending on when you file the “Due Now” might show a month for which taxes are not yet due.... PLEASE IGNORE filing for tax months which aren’t due.



The screenshot shows the 'License filings' page in the City of Bloomington's Business License and Local Tax Collection system. The page header includes the City of Bloomington logo and the text 'Business License and Local Tax Collection | City of Bloomington'. Below the header, there is a navigation breadcrumb 'License filings' with a back arrow. The main content area is divided into two sections: 'License summary' and 'Filings'.

**License summary**

License ID	Reference	Issue date
57XYZ	57XYZ	
Category	Type	Renewal cycle
FOOD & BEVERAGE TAX BLM	Tax	MONTHLY TAX
Status		
Active		

**Filings**

Year ↓	Month	Filing status	Due date	Amount due	Actions
2025	10	DUE NOW	2025-11-25	0.00	<a href="#">Enter filing</a>
2025	9	LATE	2025-10-27	0.00	<a href="#">Enter filing</a>

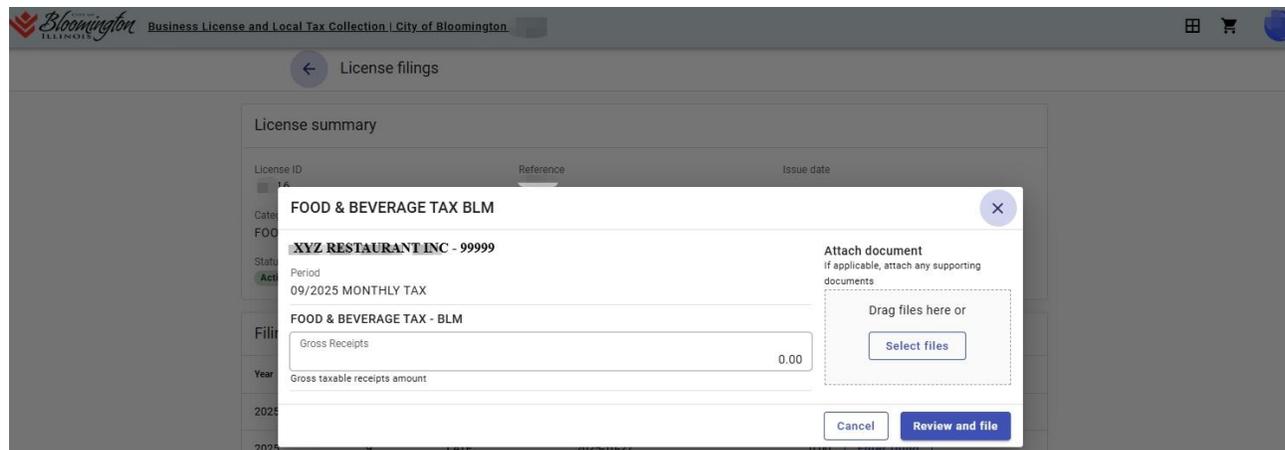
# File a Local Tax Return in Resident Access {R/A}

**5** Enter the following information.....

**[a] TOTAL TAXABLE SALES.**

**[b] UPLOAD Multiple Files using the “Select files” icon.**

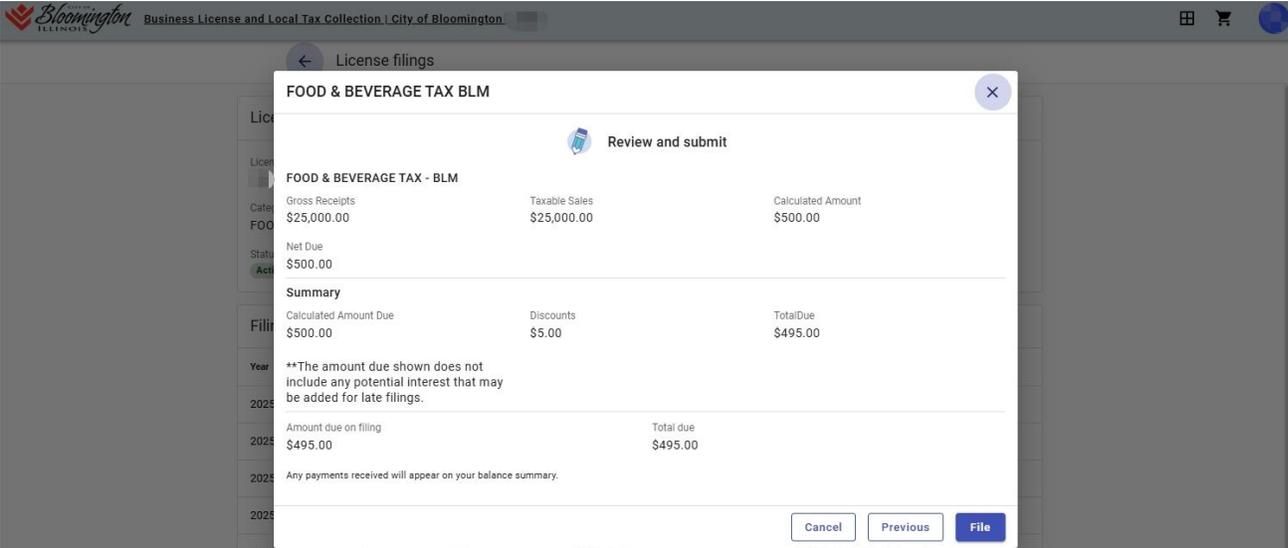
**[c] Select the blue “Review and file” icon.**



TAX	Documents to Upload
Food & Beverage Tax	[a] City Tax Form <b>AND</b> [b] Either the ST-1 or ST-2 ** Note> For the ST-1/ST-2... Use the Form which best matches taxable sales on the City Tax Form.
Hotel Tax	[a] City Tax Form <b>AND</b> [b] RHM-1 and RHM-2
Dealership Vehicle Use Tax	[a] City Tax Form <b>AND</b> [b] <b>Merge</b> into a single file all ST-556 Forms
Package Liquor Tax	[a] City Tax Form <b>AND</b> [b] POS Net Register/Sales Detail Report
Amusement Tax	[a] City Tax Form
Short-term Rental Tax	[a] City Tax Form <b>AND</b> [b] Booking agent documents.
Local Motor Fuel Tax	[a] City Tax Form <b>AND</b> [b] City Local Motor Fuel Tax Detail Form

# File a Local Tax Return in Resident Access {R/A}

**6** After you review the information you may select “File” to remit the data to the City.



You will receive confirmation that filing was successful and have the opportunity to either “Pay” at this time, or select “OK” to pay later.

