



# *informational*

## *Bulletin*

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## Illinois Liquor License renewal notices will no longer be mailed

### To: All licensees under the Illinois Liquor Control Act

In an effort to reduce paper and streamline the liquor license renewal process, the Illinois Liquor Control Commission (ILCC) will no longer mail a renewal notice to licensees.

This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.

#### For information or forms

Visit our website at:  
[ILCC.illinois.gov](http://ILCC.illinois.gov)

Call us at:  
312 814-2206 or  
217 782-2136

#### How do I renew my liquor license?

ILCC encourages all licensees to renew their license online through our MyTax Illinois, our online account management system.

1. Log into your MyTax Illinois account by visiting [mytax.illinois.gov](http://mytax.illinois.gov) on the web.
2. Under your "Accounts" tab, click on the LCC account hyperlink for the license you need to renew.
3. Click on the "Renew" link next to the license period under your license number.
4. Enter the required information and provide attachments as requested (the option to add attachments is on the left sidebar menu).
5. Pay the license fee with an electronic debit or by credit card (MasterCard, Discover, American Express, or Visa). **Note:** The credit card service provider will assess a convenience fee.



Processing times may vary, but in most cases an online renewal can be reviewed and processed within two days. Renewals received on a state holiday or weekend may require additional time.

Once your renewal is processed, you will be able to view and print your new license from the "Correspondence" tab of your MyTax Illinois account.

#### How will I know when it's time to renew my liquor license?

You will receive an email reminder from ILCC 45 days prior to the expiration date on your liquor license.

#### Are there benefits for my business if I renew online?

Yes. For most liquor licenses you will receive a reduced fee by renewing online.

**What if I don't want to renew my liquor license online?**

You can renew your liquor license using a paper renewal application form in one of two ways:

***If you have a MyTax Illinois account***

1. Log into your MyTax Illinois account and click on your "Correspondence" tab.
2. Open the "LCC Renewal Application"
3. Print the renewal form; update and provide any necessary information

***If you do not have a MyTax Illinois account***

1. Visit our website at [ILCC.illinois.gov](http://ILCC.illinois.gov)
2. Under "Forms/Applications" click on "License Applications"
3. Download the appropriate license form(s) for your business
4. Complete the fillable PDF form and print

For either paper option, once the form is complete mail to the ILCC or take to one of the locations listed on the form.

**What is MyTax Illinois?**

MyTax Illinois is an online account management system that you may use to renew your liquor license, submit brand registrations, and manage your ILCC accounts online. MyTax Illinois also may be used to register a new business, file returns, make tax payments, and manage your tax accounts with the Illinois Department of Revenue (IDOR) and your unemployment insurance account with the Illinois Department of Employment Security (IDES).

**Don't have a MyTax Illinois account?**

Visit [mytax.illinois.gov](http://mytax.illinois.gov) and click the "Sign up Now!" button to create your MyTax Illinois account. For full activation information, click on the ***Guide to Creating a MyTax Illinois Account*** for additional help. If you need additional assistance, please call 217 785-3707.

**What other functions are available in MyTax Illinois?**

With MyTax Illinois, liquor licensees will be able to do the following online:

- Check the status of a liquor license renewal.
- Submit brand registrations.
- Register and apply for a Special Event Liquor License.
- Make payments.
- View copies of ILCC correspondence mailed in reference to a liquor license.
- Print a liquor license.
- View and manage your ILCC account.

**How do I access MyTax Illinois for ILCC accounts if I already have an account set up for IDOR taxes?**

If you already have a MyTax Illinois account and you are the "master user," but do not have your ILCC access set up, follow these steps:

1. Log into your MyTax Illinois account by visiting [mytax.illinois.gov](http://mytax.illinois.gov) on the web.
2. Click "Manage My Web Profile" located on the left side of the page.
3. Click the "Manage Logons" tab.
4. Click on "Access to My Accounts".
5. Click on the "Access Level" listed for the ILCC license.
6. At the "Access Level" screen, complete the required fields and click "Ok" to submit the change.

After the process completes, your MyTax Illinois home screen will show the ILCC license along with your IDOR taxes.