



# Illinois Department of Revenue

## Subscription for State Tax Lien Registry Information

Complete this form if you would like to purchase a subscription to information appearing in the Illinois State Tax Lien Registry. The Illinois Department of Revenue (IDOR) will make available to you an electronic file containing registry information for a period of one year from the date of the subscription. Registry information may not be used for survey, marketing, or solicitation purposes.

### Step 1: Applicant Information

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact person: \_\_\_\_\_

### Step 2: Payment and subscription information

Select the appropriate checkbox. **NOTE: Fees are non-refundable.**

- Subscription - Subscriptions are for a period of one year from the point of approval. **Subscription Fee: \$500.00**
- Renewal - Renewals can only be made by current subscribers and are for a period of one year from the point of approval. Renewals must be made within three months after your current subscription's expiration date or a new subscription will be required. **Renewal Fee: \$50.00**

Make checks or money orders payable to: **Illinois Department of Revenue**. Write "Lien Registry Subscription" on your payment and attach the payment to this form. Mail form and payment to:

FINANCIAL CONTROL BUREAU, MC 1-231  
ILLINOIS DEPARTMENT OF REVENUE  
101 W JEFFERSON ST  
SPRINGFIELD IL 62702

### Step 3: Sign below

State tax lien registry information, regardless of how it is accessed, may not be used for survey, marketing, or solicitation purposes. Survey, marketing, or solicitation purpose does not include any action by the IDOR or its authorized agent to collect a debt represented by a tax lien appearing in the registry. The Attorney General may bring an action in any court of competent jurisdiction to enjoin the unlawful use of registry information for survey, marketing, or solicitation purposes and to recover the cost of such action, including reasonable attorney's fees.

By completing and submitting this form along with the subscription fee, you understand and agree that you will not use registry information for survey, marketing, or solicitation purposes. You also agree to abide by all applicable rules and regulations in regard to the Illinois State Tax Lien Registry.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Title, if applicable

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## Subscription for State Tax Lien Registry Information

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### General Information

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#### What information is on the file?

All lien data that is contained in the Illinois State Tax Lien Registry will be provided on the file.

#### When will my subscription start/end?

Your subscription will begin once your application is approved and security is established. Subscriptions are valid for one year. An email will be sent to the email address provided on this application confirming your start and end dates. The email will also provide details for retrieving the electronic file.

#### How will I receive the registry data?

The Illinois Department of Revenue (IDOR) will provide you instructions on how to pick up the electronic file through secure means.

#### What is the file format that will be utilized?

IDOR uses .TXT format that is comma delimited for State Tax Lien Registry data files.

#### How often will the data be available?

IDOR will create and make available an electronic file weekly. The file will be available until overridden by an updated file.

#### Is the data an update file, or a complete file of the lien Registry?

The file will contain all the data on the State Tax Lien Registry at the time it is created. The file will not identify any changes from prior versions since it will contain all the most current lien information.

#### What if I fail to pick up a file?

You are not required to retrieve every file. Any missed file will not be replaced because IDOR only provides current data files. Furthermore, if you failed to pick up a file, your subscription will not be extended. However, if you missed a file, retrieving the latest file that IDOR has available ensures that you have the most current lien information, since every file released is a complete file.

#### Will the data provide the type of lien release (e.g., paid in full, filed in error)?

No, the file will only identify if the lien was fully released if applicable. The release reason will need to be researched on the lien registry.

#### Can I get a partial year subscription?

No, subscriptions are for one year and are non-refundable.

#### What if I don't renew within three months of expiration?

If you fail to renew your subscription within three months after the expiration and you want to continue to retrieve the lien registry data, a new subscription must be applied for and a new subscription fee of \$500 must be paid.

#### Can I sign up for an auto renewal?

No, auto renewal is not currently available.

#### Will I receive a notice when my subscription is expiring?

IDOR will send an acknowledgement email confirming the start and end dates of your subscription at the start of your subscription. IDOR will **not** notify you when your subscription is due to expire. A notice of expiration is not available at this time.

#### What happens when my subscription ends?

After the expiration date of your subscription, you will no longer have access to retrieve the lien registry data file. If you would like to continue to retrieve lien registry data files, you may renew your subscription within three months after the subscription has ended.

#### Who do I contact if I have questions or problems?

Questions or problems should be emailed to [Rev.lien@illinois.gov](mailto:Rev.lien@illinois.gov).