Illinois Department of Revenue

EDA-154 Audit Email Authorization

As part of our auditing procedures, prior to sending confidential information through Internet email, we must obtain your authorization.

Step 1: Your information

Account ID: _____

Taxpayer name: _____

Step 2: Authorization and password set up

If you would like to receive audit reports or other files regarding your business through Internet email, please indicate your preference.

☐ I do not authorize delivery of reports or files through Internet email.

☐ I authorize delivery of reports or files through Internet email.

Email address:_____

For additional security, the files can be password protected. If you would like the files to be password protected, please indicate the password to be used. _____

Step 3: Authorized representative

Name:_____

Title:_____

Date:_____

Step 4: Return instructions

Please complete and return to your auditor. We recommend that you email the completed form as an attachment to your auditor. If it is returned electronically, type in the required information.

Disclosure of this information is voluntary.