

Step 3 (continued from previous page):

6 Have all your tax returns been filed?

Yes

No. If no, describe the reason. _____

For this petition to be considered, all required tax returns must be filed.

7 Are you requesting a temporary restraining order (TRO) to stop the Illinois Department of Revenue from continuing collection activity for this debt, until a decision has been made about this petition?

Yes No

Please note: The issuance of a TRO is not guaranteed, but instead is provided at the discretion of the Chairman of the Board. A TRO does not stop the Department from filing a lien, offsetting refunds or other payments due, assessing personal liability penalty, or taking other actions associated with high-risk indicators on an account. Additional information may be requested.

8 Describe the reasons why you think this petition is appropriate and should be decided in your favor. If additional space is needed, include attachments.

9 If this petition is on behalf of a business, complete the following.

a Write the date you began business activity in Illinois.

a ____/____/____
Month Day Year

b If this business activity is discontinued, write the date it was discontinued.

b ____/____/____
Month Day Year

10 Tell us if you are requesting a hearing at the Board of Appeals by checking the applicable box (or boxes) below.

No, I am not requesting a hearing about this petition. Please issue a decision based solely on this written petition and the documentation I have provided.

Yes, please schedule a hearing about this petition. I request that the hearing be conducted

in person at the Chicago office

in person at the Springfield office

by telephone

