Example of IDOR-50-L-1M, Tax Location Verification

Retailer Verification by Local Governments

Taxpayer Notification
Tax Location Verification

<ACS Line>

<Name>
<Street address>
<Second address - if applicable>
<City, State, ZIP>

<Month dd, yyyy>

<Letter ID barcode>

Letter ID:

Location code:

Please update your allocation information.

The Department updates registration information based on input from taxpayers, auditors, collectors and other Department employees. Because there has been activity on taxpayer accounts within your jurisdiction during the last month, we have attached a detailed list for your review. Your verification ensures that your taxing jurisdiction receives proper allocation of tax revenue.

<*(Print if applicable for business district)* **Note:** Your municipality has an established business district which applies to retailers located within a designated area. We have included the business district name when applicable.>

We encourage you to verify this information online at **mytax.illinois.gov/MyLocalTax** using the "I want to" links "Respond to Tax Location Verification" or "Verify Tax Locations." If the information for a given business is incorrect, you must manually update the information. In addition, users will be able to view/print prior correspondence, request/receive reports, submit inquiries, and request updates to their accounts.

If corrections are needed, please log in to MyLocalTax to make the corrections within 20 days from the date of this letter. Failure to respond timely could cause allocations to be incorrectly dispersed. Though MyLocalTax is preferred, you may also make the corrections on the attached list and return it to the address listed below.

Note: We include a listing of locations that have been verified by the Local Tax Allocation Division (LTAD) to be within your taxing jurisdiction. No action is required on those sites, unless a discrepancy is found. If you believe a location that we have verified is actually not within your taxing jurisdiction, please contact us immediately either directly through MyLocalTax, or at the contact information listed below.

LOCAL TAX ALLOCATION DIVISION 3-500
ILLINOIS DEPARTMENT OF REVENUE
101 WEST JEFFERSON STREET
SPRINGFIELD IL 62702
Rev.localtax@illinois.gov

217 785-6518 phone
217 785-6527 fax
Enclosure(s)

Example of IDOR-50-L-1M, Tax Location Verification

Retailer Verification by Local Governments

Letter ID:
<Month dd, yyyy>
Location code:
Jurisdiction:

Illinois Department of Revenue
New, Reinstated, or Registration Changes

Please verify the following information and provide any missing or corrected information.
Use the comment area for any information that may assist us in determining a correct taxing jurisdiction.

<*(Print if applicable - for a business district)* **Note:** Your municipality has an established business district which applies to retailers located within a designated area. We have included the business district name when applicable.>

Please identify a contact: **Name:**_____ **Telephone: (___)___-**_____

Account ID: <business name> <street address of business> <city state, ZIP of business>

Seq no.: **DBA:** **County:**

<**Business District Tax:** *(print business district name if applicable)*>

Is this address within your <corporate limits> <unincorporated areas>? ☐ Yes ☐ No If NO provide the correct taxing jurisdiction.

Comments/correct jurisdiction: _____

Account ID: <business name> <street address of business> <city state, ZIP of business>

Seq no.: **DBA:** **County:**

<**Business District Tax:** *(print business district name if applicable)*>

Is this address within your <corporate limits> <unincorporated areas>? ☐ Yes ☐ No If NO provide the correct taxing jurisdiction.

Comments/correct jurisdiction: _____

Discontinued

Account ID: <business name> <street address of business> <city state, ZIP of business>

Seq no.: **DBA:** **County:**

Comments/correct jurisdiction: _____

Example of IDOR-50-L-1M, Tax Location Verification

Retailer Verification by Local Governments

Letter ID:
<Month dd, yyyy>
Location code:
Jurisdiction:

Illinois Department of Revenue
Verified by Local Tax Allocation Division (LTAD)

Using the property tax information from the county, the following locations have been verified by LTAD to be within your taxing jurisdiction. No action is required on the sites listed below, unless a discrepancy is found. If you believe a location listed is not actually within your taxing jurisdiction, please contact us immediately at 217 785-6518.

<*(Print if applicable - for a business district)* **Note:** Your municipality has an established business district which applies to retailers located within a designated area. We have included the business district name when applicable.>

Account ID: <business name> <street address of business> <city state, ZIP of business>

Seq no.: **DBA:** **County:**

<Business District Tax: *(print business district name if applicable)***>**

Account ID: <business name> <street address of business> <city state, ZIP of business>

Seq no.: **DBA:** **County:**

<Business District Tax: *(print business district name if applicable)***>**

Account ID: <business name> <street address of business> <city state, ZIP of business>

Seq no.: **DBA:** **County:**

<Business District Tax: *(print business district name if applicable)***>**

Account ID: <business name> <street address of business> <city state, ZIP of business>

Seq no.: **DBA:** **County:**

<Business District Tax: *(print business district name if applicable)***>**