

# MY LOCAL TAX

New Online Portal for Local Government Accounts



Search...

Individuals ▾ Businesses ▾ Tax Professionals ▾ **Local Governments** ▾ Forms ▾ Research ▾

Revenue ▸ Local Governments ▸ Local Tax Allocation

## Local Tax Allocation

- Most Frequently Used Links
- Research and Statistics
- Tax Rate Changes

### Distribution Information

- Monthly Detailed Disbursement Amounts
- Tax Types Distributed to Local Governments
- Changes in Disbursements

### Resources

- Forms and Agreements
- Taxpayer Location Verification by Local Governments
- Rebate Sharing
- Local Government Workshops
- Electronic Deposit
- Contacts
- Links to Local Official Organizations

#### LOCAL TAX ALLOCATION

- Frequently Used Links
- Research and Statistics
- Tax Rate Changes



## LTAD HOME PAGE

- THERE IS A LINK FOR MY LOCAL TAX ON OUR HOME PAGE.
- THERE WILL ALSO BE TRAINING MATERIALS POSTED THERE.



☰ ITS MyLocalTax

🏠 Home

🔒 Log In

Username

Password

Logon

[Forgot Password?](#)

[Forgot Username?](#)

[Don't Have a Logon? Register Here](#)

📄 Forms and Agreements

[Reciprocal Agreement](#)

[Sample Ordinances](#)

➔ Quick Links

[Retailer Verification by Local Governments](#)

[Tax Rate Database](#)

[Monthly Disbursements](#)

[View Contacts](#)

[Search for Rebate Sharing Agreements](#)

## MLT LOGON PAGE

- LINKS
- FORGOT PASSWORD
  - Requires the answer to your security question
  - The link emailed to you can only be used once and is only valid for 30 minutes
- FORGOT USERNAME
  - Distribution Location # (123-4567)
  - Local Taxing Dist. # (0123456789)
  - Ordinance Location #(123-4567-8)
  - E-Mail Address
- DON'T HAVE A LOGON? REGISTER HERE

Activate MyLocalTax

Home > Request

1. Activation Request 2. Review and Submit

### Activation Request

This activation request is only for local government officials. If you are an individual or business requesting access, please visit [MyTax Illinois](#).

#### Logon Information

Username

Secret Question  Required

Secret Answer

#### Authentication Information

Wireless Country

Wireless Carrier

Wireless Phone

Authentication Email

#### Contact Information

Name

Phone Country

Phone Type

Phone Number

Email

Confirm Email

#### Access Information

What type of information are you requesting?  Confidential  Basic

#### Jurisdiction Information

Ordinance Location Number

Local Taxing District Number

Cancel

# REGISTRATION

- **USERNAME**
  - Cannot Be Duplicated
- **WIRELESS INFORMATION**
  - Needed to text authentication code on first use
  - This can be received via email rather than text
- **CONTACT INFORMATION**
  - Use office information
  - Name should be the user's first & last name
- **ACCESS INFORMATION**
  - Confidential access is only granted to those with reciprocal agreements
  - If you are not on both the Sales Tax and Telecom Agreement, your Confidential access request will be denied.
  - Confidential access is needed to view confidential information and receive allocation remittance reports. These are the only differences from a Basic account.
  - Basic users can order taxpayer listing reports and view other non-confidential information.

### Review and Submit

This Activate MyLocalTax request is ready to submit.

This activation request is only for local government officials. If you are an individual or business requesting access, please visit [MyTax Illinois](#).

#### Logon Information

Username

Secret Question

Secret Answer

#### Authentication Information

Wireless Country

Wireless Carrier

Wireless Phone

Authentication Email

#### Contact Information

Name

Phone Country

Phone Type

Phone Number

Email

Confirm Email

#### Access Information

What type of information are you requesting?  Confidential  Basic

#### Jurisdiction Information

Ordinance Location Number

Local Taxing District Number

# REGISTRATION

- AFTER CLICKING NEXT, YOU WILL SEE THE SAME SCREEN TO GIVE YOU THE OPPORTUNITY TO REVIEW YOUR REQUEST BEFORE CLICKING SUBMIT
- IF YOUR JURISDICTION IS IN MORE THAN ONE COUNTY, YOU WILL HAVE TO CREATE AN ACCOUNT FOR EACH COUNTY.
  - You'll have to order reports for each account to get the complete report.
- IF YOU DO NOT KNOW YOUR ORDINANCE LOCATION NUMBER OR LOCAL TAXING DISTRICT NUMBER
  - Found using the tax rate database
  - Included on tax location verification letter
- YOU WILL RECEIVE A MESSAGE TO RE-CERTIFY YOUR RECIPROCAL AGREEMENT LIST THROUGH MYLOCALTAX.
  - Message will be received one month prior to your re-certification date.
  - If you do not re-certify your list timely, all users from your local government will have their access locked until re-certification has been completed.

## Confirmation

---

You have successfully submitted your request to Activate MyLocalTax.

Your request can take several days to process. You will not see the change in your MyLocalTax account until processing is completed.

Your confirmation number is 1-860-867-488.

Request submitted on: 3/2/2020 3:42:40 PM (Central Time)

Request Type: Activate MyLocalTax

If you have questions, please visit our website at [www2.illinois.gov/rev/LocalGovernments](http://www2.illinois.gov/rev/LocalGovernments) or call us at 217 785-6518. Reference the confirmation number provided above.

You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page. However, a record of your request will remain available under the 'Requests' tab.

Printable Confirmation

OK

## CONFIRMATION

- PRINT FOR YOUR RECORDS
- USE CONFIRMATION NUMBER WHEN CONTACTING US WITH QUESTIONS
- WHEN YOU CLICK NEXT ON THE PRIOR SCREEN, YOU ARE GIVEN THE OPPORTUNITY TO REVIEW YOUR REGISTRATION.
- ONCE YOU CLICK SUBMIT, YOU SHOULD RECEIVE THIS CONFIRMATION.
- IF YOU DO NOT, CONTACT LTAD AT 217-785-6518

## MyLocalTax Account Access Request



TESTING LETTER - Do Not Mail  
#BWNKMGV  
#CNXX X152 9591 4X86#  
CITY CLERK OF TAYLORVILLE  
ATTN: AARON ALLEN  
115 N MAIN ST STE 2  
TAYLORVILLE IL 62568-2272

August 29, 2019



Letter ID: CNXXX15295914X86  
Taxpayer ID: 011-0001-7

### MyLocalTax Account Access Request

You are receiving this letter because you recently requested access to your tax account information using MyLocalTax at MyTax Illinois, our free online account management program for local government officials. The Letter ID printed on this letter will be required to log into your MyLocalTax account.

#### Logging into your MyLocalTax account is easy!

- Go to MyLocalTax at [mytax.illinois.gov/MyLocalTax](http://mytax.illinois.gov/MyLocalTax) and Log In.
- Use the username chosen upon submission and the Letter ID printed on this letter to login.

Your Letter ID is: CNXXX15295914X86

If you did **not** request to receive this letter, contact us immediately at the telephone number listed below.

**Note:** Your account automatically defaults so that you will receive correspondence only electronically through MyLocalTax. You will not receive paper correspondence from IDOR. To change from this default, access your MyLocalTax profile settings.

If you have any questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or contact us either directly through MyLocalTax, or using the information listed below.

LOCAL TAX ALLOCATION DIVISION MC 3-500  
ILLINOIS DEPARTMENT OF REVENUE  
101 WEST JEFFERSON  
SPRINGFIELD IL 62702  
[rev.localtax@illinois.gov](mailto:rev.localtax@illinois.gov)

217 785-6518 phone  
217 785-6527 fax

# ACTIVATION LETTER

- THE LETTER ID ON THIS LETTER WILL BE USED AS YOUR PASSWORD THE FIRST TIME YOU LOG IN TO MY LOCAL TAX.
  - It doesn't state that on the letter. You will receive an activation email that will state that this letter ID is the password.
- YOU CANNOT LOG INTO YOUR ACCOUNT UNTIL THIS LETTER HAS BEEN RECEIVED.
- ALL LETTERS WILL BE SENT TO THE OFFICE ADDRESS ON FILE.
- PLEASE CONTACT LTAD IF YOU RECEIVE LETTERS TO THE ATTENTION OF SOMEONE OUTSIDE OF YOUR LOCAL GOVERNMENT.
- IF YOUR MUNICIPALITY IS IN MORE THAN ONE COUNTY USE THE TAXPAYER ID IN THE UPPER-RIGHT CORNER TO DETERMINE WHICH LOCATION THE LETTER IS FOR.

## Authorization

[Home](#) > [Authorization](#)

### Confirm Identification

The browser you are logging on with is not recognized.

An authorization code will need to be sent in order to verify your identity.

[Send Authorization Text](#)

An authorization code will be texted to:

+1 (\*\*\*) \*\*\*-\*\*\*11

[Send Authorization Email](#)

An authorization code will be emailed to:

a\*\*\*\*\*n@illinois.gov

### Why is this required?

You're using a new browser that hasn't logged into your account before.

You have switched browsers or deleted your cookies.

# CONFIRMATION

- YOU WILL SEE THIS SCREEN THE FIRST TIME YOU LOG IN.
- THE AUTHORIZATION CODE IS SENT TO THE NUMBER OR EMAIL PROVIDED WHEN REGISTERING

**From:** MyTax Illinois

**Sent:** Monday, April 1, 2019 9:30 AM

**Subject:** MyLocalTax Authentication Code requested for Aaron Allen

Your MyLocalTax authentication code is **b284j9** and is required for logon.

[Click to login](#)

## **AUTHENTICATION EMAIL**

- CAN ONLY BE USED ONCE
- FOLLOW PROMPTS IF YOU HAD TO NAVIGATE AWAY FROM THE PAGE

## Authorization

[Home](#) > [Authorization](#)

### Authorization Code

An authorization code was sent to:

a\*\*\*\*\*n@illinois.gov

Authorization Code

Required

Trust This Browser

 No Yes

Logon

[Didn't receive an authorization code?](#)

## AUTHENTICATION CODE

- SELECT YES FOR “TRUST THIS BROWSER” SO YOU DON’T HAVE TO COMPLETE THE AUTHENTICATION PROCESS EVERY TIME YOU LOG IN
- THIS CODE IS A SECURITY MEASURE FOR IDOR. IF SOMEONE ELSE OBTAINS YOUR USERNAME AND PASSWORD AND LOGS IN ON A DIFFERENT COMPUTER, THEY’LL HAVE TO COMPLETE THIS PROCESS AND THE CODE WILL BE SENT TO YOUR EMAIL/PHONE.

## ≡ Password Reset

Home > Authorization > Password Reset

### Reset Password

New Password

Confirm Password

Reset

#### Password Rules

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

Cancel

# RESET PASSWORD

- AFTER THE FIRST LOGON USING THE LETTER ID AS A PASSWORD, A PROMPT TO SET A NEW PASSWORD WILL APPEAR
- PASSWORD RULES
- USE THIS PASSWORD MOVING FORWARD



[IDOR Home](#) [Local Tax Home](#) [Contact](#) [Privacy Policy](#)

ITS MyLocalTax

Welcome, Aaron Allen [Settings](#) [Log Off](#)

[Home](#)

[Logon](#)

Aaron Allen  
aaron.allen@illinois.gov  
Last logged on 5/28/2019

[Alerts](#)

There are 49 unread letters

[I Want To](#)

[Send a Message](#)

[Accounts](#) [Requests](#) [Correspondence](#) [Names and Addresses](#)

[Accounts](#)

[View All...](#) [Filter](#)

Account Type	Account ID	Name
<a href="#">Allocation</a>	21040-39328	TAYLORVILLE CITY TREASURER
<a href="#">Business District</a>	03458-59040	TAYLORVILLE BUSINESS DISTRICT NO. 1
<a href="#">Personal Property Replacement Tax</a>	09942-75456	TAYLORVILLE CITY

3 Rows

# HOME PAGE

- LINKS
- SETTINGS
- LOG OFF
- HOME
- LOGON
- ALERTS
  - Unread Letters
  - Unread Messages
  - Saved Requests
- I WANT TO
- ACCOUNTS
  - Allocations
  - Business Districts
  - PPRT
- REQUESTS
- CORRESPONDENCE
- NAMES AND ADDRESSES

> Aaron Allen  
aaron.allen@illinois.gov

Access: Account Manager

Authentication  
Carrier: AT&T  
+1 (111) 111-1111

aaron.allen@illinois.gov

✓ There are no alerts

 Change Password

 Cancel My Logon

## SETTINGS - PROFILE

- PROFILE
- ACCESS
- E-CORRESPONDENCE
- ACTIVITY
- LOGON
  - EDIT – You can only change your secret question
- ALERTS
- I WANT TO
  - CHANGE PASSWORD
  - CANCEL MY LOGON

# SETTINGS - ACCESS

The screenshot displays the 'Settings - Access' page. At the top, there is a dark green header with a hamburger menu icon, the text 'Settings', and user information: 'Welcome, Aaron Allen', a gear icon for 'Settings', and a lock icon for 'Log Off'. Below the header is a breadcrumb trail: 'Home > Settings'. A secondary navigation bar contains 'Profile', 'Access' (highlighted), 'e-Correspondence', and 'Activity'. The main content area is titled 'Access Settings' with a gear icon. It features a search filter box containing the text 'Filter'. Below the filter is a dark grey header for the selected account: 'CITY CLERK OF TAYLORVILLE - 011-0001-7'. The main content is a table with the following data:

General Access		Account Manager	
Business District	03458-59040	Authorized Government Employee	All Periods
Allocation	21040-39328	Authorized Government Employee	All Periods
Personal Property Replacement T	09942-75456	Authorized Government Employee	All Periods

- THIS TAB LISTS YOUR ACCOUNTS AND YOUR ACCESS LEVEL FOR EACH
  - Everyone is listed as an account manager for general access – this is different than MyTax.

# SETTINGS- E-CORRESPONDENCE

Settings

Welcome, Aaron Allen Settings Log Off

Home > Settings

Profile Access **e-Correspondence** Activity

e-Correspondence

Go Paperless I Want Paper

Filter

CITY CLERK OF TAYLORVILLE - 011-0001-7

General Correspondence	011-0001-7	<a href="#">Paperless</a>
Allocation	21040-39328	<a href="#">Paperless</a>
Business District	03458-59040	<a href="#">Paperless</a>
Personal Property Replacement Tax	09942-75456	<a href="#">Paperless</a>

- PAPERLESS IS THE DEFAULT
- YOU CAN CHANGE YOUR SETTING FOR ONE ACCOUNT BY CLICKING THE BLUE HYPERLINK
- YOU CAN CHANGE YOUR SETTING FOR ALL WITH THE BUTTONS
  - GO PAPERLESS
  - I WANT PAPER
- IF ONE USER IN YOUR JURISDICTION SELECTS PAPER, LETTERS WILL BE MAILED

Settings Welcome, Aaron Allen Settings Log Off

Home > Settings

Profile Access e-Correspondence **Activity**

**Activity**

Filter

**Friday, Jun 7, 2019**

06:42 PM Logged On

02:48 PM Logged On

**Tuesday, May 28, 2019**

07:07 PM	Verify Tax Locations	Allocation	21040-39328
07:06 PM	Verify Tax Locations	Allocation	21040-39328
07:01 PM	Respond to Tax Location Verification	Allocation	21040-39328
06:51 PM	Logged On		
01:36 PM	Logged On		
07:51 AM	Logged On		
07:46 AM	Logged On		

# SETTINGS-ACTIVITY

- TRACK YOUR ACTIVITY WHEN USING MLT
- USE AS A REMINDER FOR WHAT TASKS YOU STILL NEED TO COMPLETE
- PROVE TO THE VOTERS HOW MUCH TIME YOU SPEND ON THE JOB FOR THEM!

**MyLocalTax**

IDOR Home Local Tax Home Contact Privacy Policy

ITS MyLocalTax Welcome, Aaron Allen Settings Log Off

Home

**Logon**  
Aaron Allen  
aaron.allen@illinois.gov  
Last logged on 5/28/2019

**Alerts**  
There are 49 unread letters

**I Want To**  
Send a Message

**Accounts** Requests Correspondence Names and Addresses

**Accounts** View All... Filter

Account Type	Account ID	Name
Allocation	21040-39328	TAYLORVILLE CITY TREASURER
Business District	03458-59040	TAYLORVILLE BUSINESS DISTRICT NO. 1
Personal Property Replacement Tax	09942-75456	TAYLORVILLE CITY

3 Rows

# RETURN HOME

- USE MY LOCAL TAX LOGO
- USE THE HOME LOGO ON THE UPPER LEFT

ITS MyLocalTax Welcome, Aaron Allen [Settings](#) [Log Off](#)

---

[Home](#)

---

**Logon**
 **Alerts**
 **I Want To**

---

➤ Aaron Allen  
aaron.allen@illinois.gov  
Last logged on 6/7/2019
 There are 50 unread letters
[Send a Message](#)

---

Accounts
Requests
Correspondence
Names and Addresses

---

**Started but not Filed**
 **Waiting to be Processed**
 **Processed**
[View Requests](#)

---

None need attention
None have been submitted

[Verify Tax Locations](#)  
[Verify Tax Locations](#)  
[Respond to Tax Location Verification](#)

# REQUESTS TAB

- **STARTED BUT NOT FILED**
  - Save Button on Tasks
- **WAITING TO BE PROCESSED**
  - Submitted but Waiting for IDOR
- **PROCESSED**
  - Completed Tasks
  - Files Received from IDOR (if approved)
- **VIEW BUTTON(S)**

ITS MyLocalTax Welcome, Aaron Allen Settings Log Off

Home

---

Logon
 Alerts
 I Want To

➤ Aaron Allen  
aaron.allen@illinois.gov  
Last logged on 6/7/2019
 There are 50 unread letters
Send a Message

---

Accounts
Requests
**Correspondence**
Names and Addresses

---

Messages
 **Unread Letters**

No unread messages
[View Messages](#)
[View Letters](#)

- MyLocalTax Account Access Request
- Bus. Dist Address Verification
- Tax Location Verification
- Annual Txpyr Addr List
- Tax Location Verification
- Tax Location Verification
- Tax Location Verification
- Bus. District Taxpayer Listing
- Tax Location Verification
- Bus. Dist Address Verification
- Bus. Dist Address Verification
- Tax Location Verification

# CORRESPONDENCE TAB

- ONLY UNREAD MESSAGES/ LETTERS WILL APPEAR ON THIS SCREEN
- BLUE HYPERLINKS WILL TAKE YOU TO THE UNREAD MESSAGES/ LETTERS
- VIEW MESSAGES BUTTON WILL TAKE YOU TO ALL OF YOUR MESSAGES
- VIEW LETTERS BUTTON WILL TAKE YOU TO ALL OF YOUR LETTERS

All

Letters

[View Multiple](#)

Filter

Sent	Type	For	Id	Name	Period
6/4/2019	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
5/3/2019	Bus. District Taxpayer Listing	Business District	03458-59040	TAYLORVILLE BUSI...	
5/1/2019	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
4/1/2019	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
3/25/2019	Bus. Dist Address Verification	Business District	03458-59040	TAYLORVILLE BUSI...	3/31/2019
3/2/2019	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
2/2/2019	Annual Txpyr Addr List	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
2/2/2019	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
1/2/2019	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
12/4/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
11/19/2018	Bus. District Taxpayer Listing	Business District	03458-59040	TAYLORVILLE BUSI...	
11/1/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
10/29/2018	Bus. Dist Address Verification	Business District	03458-59040	TAYLORVILLE BUSI...	1/31/2019
10/15/2018	Bus. Dist Address Verification	Business District	03458-59040	TAYLORVILLE BUSI...	1/31/2019
10/2/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
9/11/2018	Taxpayer Listing Request	Allocation	21040-39328	TAYLORVILLE CITY...	
9/4/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
8/1/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
7/2/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
6/1/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
5/2/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
4/2/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	
3/2/2018	Tax Location Verification	Ordinance Location Nu...	011-0001-7	CITY CLERK OF TA...	

# VIEW LETTERS

- LETTERS WILL APPEAR IN DATE ORDER (NEWEST FIRST)
- YOU CAN SORT BY DATE, TYPE, FOR, ID, NAME, AND PERIOD
- LETTERS CAN BE PRINTED

# NAMES AND ADDRESSES TAB

ITS MyLocalTax Welcome, Aaron Allen Settings Log Off

Home

Logon Alerts I Want To

Aaron Allen  
aaron.allen@illinois.gov  
Last logged on 6/7/2019

There are 50 unread letters

Send a Message

Accounts Requests Correspondence Names and Addresses

Local Taxing District Customer Names & Addresses

011-0001-7

CITY CLERK OF TAYLORVILLE  
115 N MAIN ST STE 2  
TAYLORVILLE IL 62568-2272

Legal Name CITY CLERK OF TAYLORVILLE

Mailing Address ATTN: JULIE LILLY  
115 N MAIN ST STE 2  
TAYLORVILLE IL 62568-2272

- USE THE “SEND A MESSAGE” HYPERLINK IF THIS INFORMATION NEEDS UPDATED

Send Message

Customer

011-0001-7 - CITY CLERK OF TAYLORVII

Account

21040-39328 - Allocation

Filing Period

Message Category

Correspondence

You would like to respond to a letter.

Message Type

Required

Required

Subject

Required

Message

Required

# SEND A MESSAGE

- ACCOUNT
  - Allocation
  - Business District
  - PPRT
- FILING PERIOD
- MESSAGE CATEGORY
  - Correspondence
  - Customer Maintenance
- MESSAGE TYPE - CORRESPONDENCE
  - Different Letter Types
  - Other
- MESSAGE TYPE – CUSTOMER MAINT.
  - Address, Contact, District, E-Mail, or Phone Number Changes
- SUBJECT
  - Use Letter ID as Subject if Responding



**Logon**

Aaron Allen  
aaron.allen@illinois.gov  
Last logged on 5/28/2019

**Alerts**

There are 49 unread letters

**I Want To**

[Send a Message](#)

**Accounts**

[Requests](#) [Correspondence](#) [Names and Addresses](#)

**Accounts**

[View All...](#) [Filter](#)

Account Type	Account ID	Name
Allocation	21040-39328	TAYLORVILLE CITY TREASURER
Business District	03458-59040	TAYLORVILLE BUSINESS DISTRICT NO. 1
Personal Property Replacement Tax	09942-75456	TAYLORVILLE CITY

3 Rows

# RETURN HOME

- ONCE AGAIN, USE THE MY LOCAL TAX LOGO OR THE HOME LOGO

**Account**  
 CITY CLERK OF TAYLORVILLE  
 011-0001-7  
 Allocation  
 TAYLORVILLE CITY TREASURER  
 21040-39328

**Account Alerts**  
 There is 1 unread letter

**I Want To**  
 Enter or Amend Rebate Sharing Agreements  
 Request Allocation Remittance Report  
 Request Taxpayer Listing Report  
 Respond to Tax Location Verification  
 Search for Rebate Sharing Agreements  
 Verify Tax Locations

Recent Periods Requests Correspondence Names and Addresses

Recent Periods View All... Filter

Period	Message
3/31/2019	Allocations Available
2/28/2019	Allocations Available
1/31/2019	Allocations Available
12/31/2018	Allocations Available
11/30/2018	Allocations Available
10/31/2018	Allocations Available
9/30/2018	Allocations Available
8/31/2018	Allocations Available
7/31/2018	Allocations Available
6/30/2018	Allocations Available
5/31/2018	Allocations Available
4/30/2018	Allocations Available

# ALLOCATION ACCOUNT

- ACCOUNT
- ACCOUNT ALERTS
- I WANT TO
  - Enter or Amend Rebate Sharing Agreements
  - Request Allocation Remittance Report
  - Request Taxpayer Listing Report
  - Respond to Tax Location Verification
  - Search for Rebate Sharing Agreements
  - Verify Tax Locations
- RECENT PERIODS
  - View All
  - Message
- REQUESTS
- CORRESPONDENCE
- NAMES AND ADDRESSES

# SELECT A PERIOD

☰ 1/31/2019 Welcome, Aaron Allen  Settings  Log Off

🏠 Home > Allocation: 21040-39328 > 1/31/2019

---

 **Period**  **Period Alerts**  **I Want To**

CITY CLERK OF TAYLORVILLE  
011-0001-7

[Allocation](#)  
TAYLORVILLE CITY TREASURER  
21040-39328

➤ 1/31/2019

 **Summary**  **Period Activity**

There has been no financial activity There has been no activity

[View Allocations](#)

- PERIOD
- PERIOD ALERTS
- “I WANT TO”
  - View Allocations
- SUMMARY
- PERIOD ACTIVITY

Allocations List Welcome, Aaron Allen Settings Log Off

Home > Allocation: 21040-39328 > 1/31/2019 > Allocations List

Filter

Allocation Type	Amount
Video Gaming Tax	22,520.03
State Tax - Local Portion	316,582.22
Income Tax	67,592.08
Non-Home Rule Municipal	147,438.58
Local Use	40,642.39
Non-Home Rule Municipal	55.41
Local Tax - Telecommunications	21,341.50
State Tax - Local Portion	75.00
8 Rows	616,247.21

# VIEW ALLOCATIONS

- SORT BY ALLOCATION TYPE OR AMOUNT
- FINAL AMOUNTS AFTER ADMIN FEES

Account

CITY CLERK OF TAYLORVILLE  
011-0001-7

> Allocation  
TAYLORVILLE CITY TREASURER  
21040-39328

Account Alerts

There is 1 unread letter

I Want To

- Enter or Amend Rebate Sharing Agreements
- Request Allocation Remittance Report
- Request Taxpayer Listing Report
- Respond to Tax Location Verification
- Search for Rebate Sharing Agreements
- Verify Tax Locations

Recent Periods **Requests** Correspondence Names and Addresses

Started but not Filed

None need attention

Waiting to be Processed

None have been submitted

Processed [View Requests](#)

None have been processed

# ALLOCATION REQUESTS TAB

- REQUESTS SPECIFIC TO THE ALLOCATION ACCOUNT
- THE HOME SCREEN REQUESTS TAB INDICATES REQUESTS FOR ALL ACCOUNTS

Account

CITY CLERK OF TAYLORVILLE  
011-0001-7

> Allocation  
TAYLORVILLE CITY TREASURER  
21040-39328

Account Alerts

There is 1 unread letter

I Want To

Enter or Amend Rebate Sharing Agreements

Request Allocation Remittance Report

Request Taxpayer Listing Report

Respond to Tax Location Verification

Search for Rebate Sharing Agreements

Verify Tax Locations

Recent Periods

Requests

Correspondence

Names and Addresses

Messages

No unread messages

View Messages

Unread Letters

Taxpayer Listing Request

View Letters

# ALLOCATIONS CORRESPONDENCE

- CORRESPONDENCE SPECIFIC TO THE ALLOCATION ACCOUNT
- THE HOME SCREEN REQUESTS TAB INDICATES CORRESPONDENCE FOR ALL ACCOUNTS

Account  
CITY CLERK OF TAYLORVILLE  
011-0001-7  
Allocation  
TAYLORVILLE CITY TREASURER  
21040-39328

Account Alerts  
There is 1 unread letter

- I Want To
- Enter or Amend Rebate Sharing Agreements
  - Request Allocation Remittance Report
  - Request Taxpayer Listing Report
  - Respond to Tax Location Verification
  - Search for Rebate Sharing Agreements
  - Verify Tax Locations

Recent Periods Requests Correspondence Names and Addresses

Recent Periods View All... Filter

Period	Message
3/31/2019	Allocations Available
2/28/2019	Allocations Available
1/31/2019	Allocations Available
12/31/2018	Allocations Available
11/30/2018	Allocations Available
10/31/2018	Allocations Available
9/30/2018	Allocations Available
8/31/2018	Allocations Available
7/31/2018	Allocations Available
6/30/2018	Allocations Available
5/31/2018	Allocations Available
4/30/2018	Allocations Available

# RETURN TO RECENT PERIODS

- “I WANT TO’S” ARE LISTED ALPHABETICALLY
- “I WANT TO” ENTER OR AMEND REBATE SHARING AGREEMENTS

1. Enter or Amend Agreement

### Enter or Amend Agreement

Municipality/County Name

Taylorville - Christian County

Are you amending an existing agreement?

Yes

No

Enter the Rebate ID of the Rebate Sharing Agreement you would like to amend.

0



Save

Cancel

Next >

# ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 1

- YOU WILL NEED THE REBATE ID TO AMEND. THIS CAN BE FOUND USING THE “SEARCH FOR REBATE SHARING AGREEMENTS” LINK, WHICH WILL BE ADDRESSED LATER.

Enter or Amend Rebate Sharing Agreements Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Allocation: 21040-39328 > Request

1. Enter or Amend Agreement **2. Business Information**

### Business Information

Municipality/County Name  
Taylorville - Christian County

**Business Information**

Business Name  
 Required

ID Type  
 Required

Account ID

Location Address(es)

Click on "Add a Record" to add an address.

**Addresses** Add a Record

Street	
Unit Type	
Unit Number	
City	
State	
Zip Code	

Does the business maintain additional locations in the state other than the one(s) you have previously listed?

←

Save Cancel < Previous Next >

# ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 2

- BUSINESS NAME
- ID TYPE
  - Account ID
  - FEIN
- ADD A RECORD
  - Verify Address
- DOES THE BUSINESS MAINTAIN  
ADDITIONAL LOCATIONS?

Enter or Amend Rebate Sharing Agreements Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Allocation: 21040-39328 > Request

1. Enter or Amend Agreement   2. Business Information   **3. Terms of Agreement**

### Terms of Agreement

Terms of Agreement

Enter the manner in which the amount of any retailers' occupation tax to be shared, rebated, or refunded is to be determined each year for the duration of the agreement.

*Required*

**Required**

Agreement Start Date Agreement End Date

*Required*   *Required*

Enter the name of any business that is or is not a party to the agreement but directly or indirectly receives a share, refund, or rebate of the retailer's occupation tax.

Supporting Documentation

Use the Add button below to add documentation

**Attachments** **Add**

Type	Name	Description	Size

**Save**   **Cancel**   **< Previous**   **Next >**

# ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 3

- ALL INFORMATION ON THIS PAGE IS REQUIRED
- TERMS OF THE AGREEMENT
  - Manner the ROT is shared
  - Start Date
  - End Date
  - Others that receive a share
  - Attach the agreement

## Select a file to attach



Type

Copy of Rebate Sharing Agreement



Description

ABC Agreement

Choose File

No file chosen

Save

Cancel

## ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 4

- ATTACH THE AGREEMENT
- CHOOSE THE FILE LOCATED ON YOUR DEVICE
- SAVE IT TO MY LOCAL TAX

Enter or Amend Rebate Sharing Agreements Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Allocation: 21040-39328 > Request

1. Enter or Amend Agreement    2. Business Information    **3. Terms of Agreement**

### Terms of Agreement

Terms of Agreement

Enter the manner in which the amount of any retailers' occupation tax to be shared, rebated, or refunded is to be determined each year for the duration of the agreement.

10% of the ROT will be refunded to the ABC Company on an annual basis

Agreement Start Date: 1/1/2010    Agreement End Date: 12/31/2020

Enter the name of any business that is or is not a party to the agreement but directly or indirectly receives a share, refund, or rebate of the retailer's occupation tax.

Aaron's Store

Supporting Documentation

Successfully Attached

**Attachments** **Add**

Type	Name	Description	Size
Copy of Rebate Sharing /	Untitled.png	ABC Agreement	5 Remove

Save    Cancel    < Previous    Next >

# ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 5

- AFTER ATTACHING THE FILE, REVIEW THE TERMS OF THE AGREEMENT
- CLICK NEXT

- 1. Enter or Amend Agreement
- 2. Business Information
- 3. Terms of Agreement
- 4. Preparer Information

### Preparer Information

#### Preparer Information

Preparer Name

Required

Preparer Phone

Preparer Email

#### Contact Information

Contact Name

Contact Phone

Contact Email

Save

Cancel

< Previous

Submit

# ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 6

- COMPLETE THE PREPARER INFORMATION AND CONTACT INFORMATION
- THIS ALLOWS US TO CONTACT THE CORRECT PERSON IF ANY ISSUES ARE FOUND OR QUESTIONS ARISE

# AMENDING REBATE SHARING AGREEMENTS

- First you must “Search for Rebate Sharing Agreements” to get the Rebate ID Number
  - If you cannot find your rebate sharing agreement through the search function, you never submitted your rebate sharing agreement to LTAD
  - You will need to enter your amended rebate sharing agreement as if it were new
- Once you have found your agreement, nothing is editable on the first screen. Your only option is to make a choice from the drop-down menu
- Editable fields are determined by your choice from the drop-down menu

# AMENDING REBATE SHARING AGREEMENTS

Enter or Amend Rebate Sharing Agreements Welcome, Aaron Allen Settings Log Off

Home > Allocation: 21040-39328 > Request

1. Enter or Amend Agreement   2. Existing Agreement   **3. Business Information**

### Business Information

Municipality/County Name  
Taylorville - Christian County

Business Information

Business Name  
ALDI INC

ID Type  
Account ID

Account ID  
0433-5910

Location Address(es)

Click on "Add a Record" to add an address.

Addresses	
Street	
Unit Type	
Unit Number	
City	
State	
Zip Code	

[Add a Record](#)

- By selecting “Business Information Change,” the Business Information fields on the second page become editable
- You will have to add the address regardless of what you select from the drop-down menu on the previous page
- If you selected “Business Information Change,” nothing will be editable on the third page

# AMENDING REBATE SHARING AGREEMENTS

Enter or Amend Rebate Sharing Agreements Welcome, Aaron Allen Settings Log Off

Home > Allocation: 21040-39328 > Request

1. Enter or Amend Agreement 2. Existing Agreement 3. Business Information 4. Terms of Agreement

### Terms of Agreement

Terms of Agreement

Enter the manner in which the amount of any retailers' occupation tax to be shared, rebated, or refunded is to be determined each year for the duration of the agreement.

*Required*

Agreement Start Date: 6/2/2010 Agreement End Date: 6/2/2025 Required

Enter the name of any business that is or is not a party to the agreement but directly or indirectly receives a share, refund, or rebate of the retailer's occupation tax.

Supporting Documentation

Use the Add button below to add documentation

**Attachments** Add

Type	Name	Description	Size
------	------	-------------	------

Save Cancel < Previous Next >

- By selecting “Change in Terms of Agreement” or “Incorrect Information Entered,” the third page will be editable
- You will have to attach the new agreement for LTAD to review

# AMENDING REBATE SHARING AGREEMENTS

Enter or Amend Rebate Sharing Agreements Welcome, Aaron Allen Settings Log Off

Home > Allocation: 21040-39328 > Request

1. Enter or Amend Agreement **2. Existing Agreement**

## Existing Agreement

Choose reason for amending this agreement.

Other:  Required

Please review the existing version of the agreement below.

### Business Information

Business Name

ID Type

Account ID

### Location Address(es)

Addresses

- By selecting “Other,” you are required to enter your “other” reason
- The editable fields are the same when selecting “Other” as they are for “Change in Terms of Agreement” and “Incorrect Information Entered”

Home > Allocation: 21040-39328

Account  
CITY CLERK OF TAYLORVILLE  
011-0001-7  
Allocation  
TAYLORVILLE CITY TREASURER  
21040-39328

Account Alerts  
There is 1 unread letter

- I Want To
- Enter or Amend Rebate Sharing Agreements
  - Request Allocation Remittance Report
  - Request Taxpayer Listing Report
  - Respond to Tax Location Verification
  - Search for Rebate Sharing Agreements
  - Verify Tax Locations

Recent Periods Requests Correspondence Names and Addresses

Recent Periods View All... Filter

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10/31/2018	Allocations Available
9/30/2018	Allocations Available
8/31/2018	Allocations Available
7/31/2018	Allocations Available
6/30/2018	Allocations Available
5/31/2018	Allocations Available
4/30/2018	Allocations Available

# RETURN TO ALLOCATION ACCOUNT

- USE THE ALLOCATION ACCOUNT NUMBER NEXT TO THE HOME ICON
- “I WANT TO” REQUEST ALLOCATION REMITTANCE REPORT

Request Allocation Remittance Report Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Allocation: 21040-39328 > Request

**1. Remittance Report**

### Remittance Report

Choose the Period and Report Length that you would like an allocation remittance report for below.

NOTE: When requesting the 3-month or 12-month remittance report, the Allocation Period that you select will be the LAST period in the report. For example, selecting 12/31/2018 and 12-months would result in a report that covers 01/01/2018 through 12/31/2018.

The sales tax agreement entitles a municipality or county to request information regarding the amount of sales tax they received from a taxpayer registered to report sales tax within the municipality's or county's taxing jurisdiction.

The sales tax agreement also entitles a municipality or county to request information regarding the amount of automobile rental tax they received from a taxpayer registered to report ART or ACT within the municipality's or county's taxing jurisdiction.

The telecommunications tax agreement entitles a municipality to request information regarding the amount of telecommunications tax they received from a telecommunications provider registered to report telecommunications tax within the municipality's taxing jurisdiction.

Allocation Period

Months of Allocation Detail 

1 Month	3 Months	12 Months
---------	----------	-----------

Required

Cancel Submit

# REQUEST ALLOCATION REMITTANCE REPORT STEP 1

- CHOOSE THE PERIOD
  - Allocation Period = Collection Period
- CHOOSE THE MONTH(S) OF THE REPORT
- IF YOU CHOOSE THE 3 OR 12 MONTH REPORT, THE PERIOD YOU CHOOSE WILL BE THE LAST PERIOD OF THE REPORT

Account

CITY CLERK OF TAYLORVILLE  
011-0001-7  
Allocation  
TAYLORVILLE CITY TREASURER  
21040-39328

Account Alerts

There is 1 unread letter

I Want To

- Enter or Amend Rebate Sharing Agreements
- Request Allocation Remittance Report
- Request Taxpayer Listing Report
- Respond to Tax Location Verification
- Search for Rebate Sharing Agreements
- Verify Tax Locations

Recent Periods Requests Correspondence Names and Addresses

Started but not Filed

None need attention

Waiting to be Processed

Request Allocation Remittance Report

Processed View Requests

None have been processed

# REQUEST ALLOCATION REMITTANCE REPORT STEP 2

- YOUR REQUEST IS NOW WAITING TO BE PROCESSED
- THE REQUEST WILL BE COMPLETED IN OUR NIGHTLY PROCESS
- THE FILE(S) WILL BE RECEIVED WITHIN TWO BUSINESS DAYS

# REQUEST ALLOCATION REMITTANCE REPORT STEP 3

The screenshot shows the ITT MyLocalTax user interface. At the top, there is a dark green header with the text "ITT MyLocalTax" on the left and "Welcome, Aaron Allen" followed by "Settings" and "Log Off" on the right. Below the header is a white navigation bar with "Home" and a house icon. The main content area is divided into three sections: "Logon", "Alerts", and "I Want To". The "Logon" section shows the user's name "Aaron Allen", email "aaron.allen@illinois.gov", and "Last logged on 3/11/2019". The "Alerts" section has a flag icon and a message "There is 1 unread message". The "I Want To" section has a clipboard icon and a "Send a Message" link. Below these sections is a horizontal menu with "Accounts", "Requests", "Correspondence", and "Names and Addresses". The "Correspondence" tab is selected. Underneath, there is a "Messages" section with a speech bubble icon, a "View Messages" button, and an "Unread Letters" section with an envelope icon and a "View Letters" button. The "Unread Letters" section shows "No unread letters".

- AN UNREAD MESSAGE APPEARS ALERTING YOU THAT YOU HAVE RECEIVED YOUR REPORT(S)
- THERE WILL BE ONE FILE FOR EACH TAX TYPE YOU IMPOSE

Remittance Report 0-511-651-744 Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Messages > Message

---

**Message** [I Want To](#)  
Delete

CITY CLERK OF SPRINGFIELD  
084-0001-6

[Allocation](#)  
SPRINGFIELD CITY TREASURER  
04507-19808

> Message

---

**Remit Report**

From: Illinois Department of Revenue  
To: Aaron Allen (AAllen1)  
Date: Tuesday, May 28, 2019 8:49:26 AM  
Subject: Remittance Report 0-511-651-744

The Remittance Report is attached for the following location: 08400016. If you have questions, please visit our website at [www2.illinois.gov/rev/LocalGovernments](http://www2.illinois.gov/rev/LocalGovernments) or call us at 217 785-6518. Reference the confirmation number 0-511-651-744.

---

**Attachments**

Name	Description	Size (Kb)	Sent
<a href="#">12/31/2018BDSTAllocationRemittance.csv</a>	Description	2	5/28/2019 8:49:26 AM
<a href="#">12/31/2018HMRAllocationRemittance.csv</a>	Description	502	5/28/2019 8:49:26 AM
<a href="#">12/31/2018MTAllocationRemittance.csv</a>	Description	524	5/28/2019 8:49:26 AM
<a href="#">12/31/2018MTTAllocationRemittance.csv</a>	Description	42	5/28/2019 8:49:26 AM

4 Rows



# REQUEST ALLOCATION REMITTANCE REPORT STEP 4

- CLICK THE BLUE HYPERLINK(S) AND DOWNLOAD THE FILE(S) TO YOUR DEVICE

AutoSave Off 12\_31\_2018MTAllocationRemittance.csv - Saved Allen, Aaron

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri, 11, Bold, Italic, Underline, Text Color, Background Color

Alignment: Wrap Text, Merge & Center

Number: General, Currency, Percentage, Decimals

Styles: Normal, Bad, Good, Neutral, Calculation, Check Cell, Explanatory..., Input, Linked Cell, Note

Cells: Insert, Delete, Format

Editing: AutoSum, Fill, Clear, Sort & Filter, Find & Select

WebEx: Share This File

Formula Bar: I26

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	Location Code	Location Name	Tax Type	Account Number	Account Type	Site ID	Type	SIC	Business Name	Street	Street2	City	01/31/2018	02/28/2018	03/31/2018	04/30/2018	05/31/2018	06/30/2018	07/31/2018	08/31/2018	09/30/2018	10/31/2018	11/30/2018	12/31/2018		
2	01100017	Taylorville	MT	1234-5678	ST1	0	PL	5311	ABC STORE	999 FIRST STREET		TAYLORVILLE	0	0	0.88	0	0	0	0	0	0	0	0	0	0	11059.47
3	01100017	Taylorville	MT	2345-6789	ST1	0	PL	5311	AARON'S STORE	9999 FIRST STREET		TAYLORVILLE	177.55	254.06	190.88	319.33	363.34	329.82	227.95	344.07	319.88	516.34	778.64	601.99		
4																										
5																										
6																										
7																										
8																										

# ALLOCATION REMITTANCE REPORT FILE

- THE FILE IS A CSV FILE THAT CAN OPEN INTO EXCEL

Account

CITY CLERK OF TAYLORVILLE  
011-0001-7

> Allocation  
TAYLORVILLE CITY TREASURER  
21040-39328

Account Alerts

There is 1 unread letter

I Want To

Enter or Amend Rebate Sharing Agreements

Request Allocation Remittance Report

Request Taxpayer Listing Report

Respond to Tax Location Verification

Search for Rebate Sharing Agreements

Verify Tax Locations

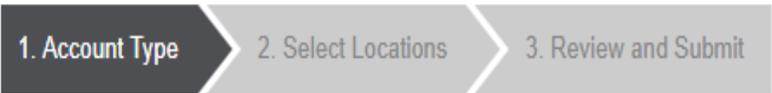
Recent Periods Requests Correspondence Names and Addresses

Recent Periods View All... Filter

Period	Message
3/31/2019	Allocations Available
2/28/2019	Allocations Available
1/31/2019	Allocations Available
12/31/2018	Allocations Available
11/30/2018	Allocations Available
10/31/2018	Allocations Available
9/30/2018	Allocations Available
8/31/2018	Allocations Available
7/31/2018	Allocations Available
6/30/2018	Allocations Available
5/31/2018	Allocations Available
4/30/2018	Allocations Available

# RETURN TO ALLOCATION ACCOUNT

- USE THE ALLOCATION ACCOUNT NUMBER NEXT TO THE HOME ICON
- "I WANT TO" REQUEST TAXPAYER LISTING REPORT



### Account Type

Account Type   Required

# REQUEST TAXPAYER LISTING STEP 1

- ACCOUNT TYPE OPTIONS
  - ART-1 Automobile Rental Tax
  - Sales/Use Tax & E911 Surcharge
  - Telecommunications Excise Tax

# REQUEST TAXPAYER LISTING STEP 2

Request Taxpayer Listing Report Welcome, Aaron Allen Settings Log Off

Home > Allocation: 21040-39328 > Request

1. Account Type **2. Select Locations** 3. Review and Submit

### Select Locations

Choose the locations that you would like taxpayer listings for below. The department will review your request and, if appropriate, send a file containing the information to your MyLocalTax account.

If you are a municipality, you may request a list for a bordering jurisdiction or for the county government in which you are incorporated. For a municipality having a similar name to your own (For example: Wilmington located in Greene County could request a copy of the list produced for Wilmington in Will County, or Palos Park could request a copy of the report produced for Palos Heights or Palos Hills), please contact the Local Tax Allocation Division at (217) 785-6518. If you are a county government, you may request lists for all municipalities incorporated within your county, as well as bordering jurisdictions.

Location	Location Code	Entire County?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

- CHOOSE AS MANY LOCATIONS AS YOU WISH
- SELECT ENTIRE COUNTY, IF NEEDED
- LTAD WILL REVIEW REQUESTS FOR LOCATIONS BESIDES YOUR OWN
  - Same guidelines as current requests
  - Must be contiguous
  - For counties requesting municipalities, they must be in your county
  - For municipalities requesting counties, you must touch an unincorporated part of the county.

# REQUEST TAXPAYER LISTING STEP 3

Allocation Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Allocation: 21040-39328

Account	Account Alerts	I Want To
CITY CLERK OF TAYLORVILLE 011-0001-7 Allocation TAYLORVILLE CITY TREASURER 21040-39328	There is 1 unread letter	Enter or Amend Rebate Sharing Agreements Request Allocation Remittance Report Request Taxpayer Listing Report Respond to Tax Location Verification Search for Rebate Sharing Agreements Verify Tax Locations

Recent Periods **Requests** Correspondence Names and Addresses

Started but not Filed	Waiting to be Processed	Processed	View Requests
None need attention	Request Taxpayer Listing Report	None have been processed	

- LISTED AS WAITING TO BE PROCESSED
- SINCE LTAD HAS TO REVIEW, ALLOW TIME FOR PROCESSING
- THERE WILL BE A MESSAGE WHEN EACH RESPONSE IS RECEIVED
- A SEPARATE FILE IS PROVIDED FOR EACH TAX TYPE AND LOCATION THAT YOU ORDER
- CSV FILE THAT CAN BE OPENED IN EXCEL

AutoSave Off 5\_10\_19TaxpayerListing.csv - Saved Allen, Aaron

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing WebEx

E18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Location	Account Number	Account Type	Site ID	Type	SIC	Business Name	DBA	Street	Street2	City	State	Zip														
2	Taylorville	1234-5678	ST1	0	PL	5311	ABC STORE		999 FIRST STREET		TAYLORVILLE	IL	62568-1944														
3	Taylorville	2345-6789	ST1	0	PL	5311	AARON'S STORE		9999 FIRST STREET		TAYLORVILLE	IL	62568-1944														
4																											
5																											
6																											

# TAXPAYER LISTING FILE

- THE FILE IS A CSV FILE THAT CAN OPEN INTO EXCEL

Account

CITY CLERK OF TAYLORVILLE  
011-0001-7

> Allocation  
TAYLORVILLE CITY TREASURER  
21040-39328

Account Alerts

There is 1 unread letter

I Want To

Enter or Amend Rebate Sharing Agreements

Request Allocation Remittance Report

Request Taxpayer Listing Report

Respond to Tax Location Verification

Search for Rebate Sharing Agreements

Verify Tax Locations

Recent Periods Requests Correspondence Names and Addresses

Recent Periods View All... Filter

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10/31/2018	Allocations Available
9/30/2018	Allocations Available
8/31/2018	Allocations Available
7/31/2018	Allocations Available
6/30/2018	Allocations Available
5/31/2018	Allocations Available
4/30/2018	Allocations Available

# RETURN TO ALLOCATION ACCOUNT

- USE THE ALLOCATION ACCOUNT NUMBER NEXT TO THE HOME ICON
- “I WANT TO” RESPOND TO TAX LOCATION VERIFICATION

# RESPOND TO TAX LOCATION VERIFICATION STEP 1

☰ Respond to Tax Location Verification Welcome, Aaron Allen ⚙ Settings 🔒 Log Off

🏠 Home > Allocation: 21040-39328 > Request

1. Search Businesses **2. Business List** 3. Review and Submit

## Search Businesses

Months Available

- ROLLING 13 MONTHS AVAILABLE
- IF THERE IS NOTHING OUTSTANDING FOR THE MONTH YOU SELECT, A MESSAGE WILL APPEAR: "THERE ARE NO LOCATIONS FOR THE SEARCH CRITERIA PROVIDED."

1. Search Businesses

2. Business List

3. Review and Submit

## Business List

**Note:** The following locations have been verified by the Local Tax Allocation Division. If a discrepancy is found, click "Disagree" on the applicable record. After submission, the records with a "Disagree" status will be available to update in the "Verify Tax Locations" web request. The updated records will be submitted to the Department for further review. Records with an "Agree" status will be reported to the Department, and no further action is required.

Business List	Record 1	Record 2	
Business ID	Site Name	Business Address	
 2089-0230	TREAT STORE	815 W SPRESSER ST TAYLORVILLE IL 62568-1830	Agree
 3567-2595	TAYLORVILLE HOME SOURCE	919 W SPRESSER ST TAYLORVILLE IL 62568-1831	Agree

2 Rows

Save

Cancel

< Previous

Next >

# RESPOND TO TAX LOCATION VERIFICATION STEP 2

- YOU CAN CLICK ON THE BUSINESS ID OR THE RECORD # TAB
- BY CLICKING NEXT, YOU MOVE ON TO THE NEXT RECORD

Respond to Tax Location Verification Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Allocation: 21040-39328 > Request

1. Search Businesses **2. Business List** 3. Review and Submit

### Business List

**Note:** The following locations have been verified by the Local Tax Allocation Division. If a discrepancy is found, click "Disagree" on the applicable record. After submission, the records with a "Disagree" status will be available to update in the "Verify Tax Locations" web request. The updated records will be submitted to the Department for further review. Records with an "Agree" status will be reported to the Department, and no further action is required.

Business List	Record 1	Record 2
<b>Record 1</b>		
Business ID	2089-0230	
Site Name	TREAT STORE	
Business DBA Name		
Business Address	815 W SPRESSER ST TAYLORVILLE IL 62568-1830	
Sequence Number	003	
County	Christian	
The above information is correct.	<input type="button" value="Agree"/> <input checked="" type="button" value="Disagree"/>	

Save Cancel < Previous Next >

# RESPOND TO TAX LOCATION VERIFICATION STEP 3

- YOU CANNOT CHANGE ANYTHING IN THIS QUEUE. YOUR ONLY OPTIONS ARE AGREE OR DISAGREE.
- IF YOU SELECT AGREE, ONCE SUBMITTED, THE RECORD WILL DROP FROM THIS QUEUE AND LTAD WILL BE NOTIFIED.
- IF YOU DISAGREE, THE RECORD WILL BECOME AVAILABLE IN THE VERIFY TAX LOCATIONS TASK (COVERED LATER).

# RESPOND TO TAX LOCATION VERIFICATION STEP 4

1. Search Businesses   2. Business List   **3. Review and Submit**

## Review and Submit

This Respond to Tax Location Verification request is ready to submit.

Business ID	Site Name	Business Address	
2089-0230	TREAT STORE	815 W SPRESSER ST TAYLORVILLE IL 62568-1830	Disagree
3567-2595	TAYLORVILLE HOME SOURCE	919 W SPRESSER ST TAYLORVILLE IL 62568-1831	Agree

2 Rows

**Save**   **Cancel**   **< Previous**   **Submit**

- REVIEW BEFORE SUBMISSION
- STATUS IS LISTED ON THE RIGHT
- IF INCORRECT, SELECT PREVIOUS UNTIL YOU GET TO THE INCORRECT RECORD
- IF YOU AGREE WITH YOUR FINAL REVIEW, SUBMIT

Account

CITY CLERK OF TAYLORVILLE  
011-0001-7

> Allocation  
TAYLORVILLE CITY TREASURER  
21040-39328

Account Alerts

There is 1 unread letter

I Want To

Enter or Amend Rebate Sharing Agreements

Request Allocation Remittance Report

Request Taxpayer Listing Report

Respond to Tax Location Verification

Search for Rebate Sharing Agreements

Verify Tax Locations

Recent Periods Requests Correspondence Names and Addresses

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9/30/2018	Allocations Available
8/31/2018	Allocations Available
7/31/2018	Allocations Available
6/30/2018	Allocations Available
5/31/2018	Allocations Available
4/30/2018	Allocations Available

# RETURN TO ALLOCATION ACCOUNT

- USE THE ALLOCATION ACCOUNT NUMBER NEXT TO THE HOME ICON
- “I WANT TO” SEARCH FOR REBATE SHARING AGREEMENTS

Select the appropriate criteria to view its rebate sharing agreements.

Municipality Name

Agreement Type

Search

# REBATE SHARING AGREEMENT SEARCH STEP 1

- ALL MUNICIPALITIES LISTED
- AGREEMENT TYPE
  - Active
  - All
  - Expired
  - Future

Select the appropriate criteria to view its rebate sharing agreements.

Municipality Name

Agreement Type

Note: State law requires local governments to report rebate sharing agreements to the Department of Revenue. The local governments filing the reports are solely responsible for their content. The Department cannot verify the accuracy or completeness of the reports that are submitted. Any questions about the information contained in the reports should be directed to the local government filing the report. (See Public Act 97-976).

[View Agreements List](#) Record 1

Municipality/County Name	Business Name	Begin Date	End Date
Taylorville - Christian County	ALDI INC.	6/2/2010	6/2/2025

# REBATE SHARING AGREEMENT SEARCH STEP 2

- SELECT THE RECORD YOU WANT TO VIEW
- YOU CAN FIND THE REBATE ID WITHIN THIS RECORD. THIS IS NEEDED TO AMEND AN AGREEMENT

Select the appropriate criteria to view its rebate sharing agreements.

Municipality Name

Agreement Type

Note: State law requires local governments to report rebate sharing agreements to the Department of Revenue. The local governments filing the reports are solely responsible for their content. The Department cannot verify the accuracy or completeness of the reports that are submitted. Any questions about the information contained in the reports should be directed to the local government filing the report. (See Public Act 97-976).

**Record 2**

Municipality/County Name

Rebate ID

Business Information

Business Name

Addresses

This business maintains additional locations in the state other than the one(s) you have previously listed.

Yes  No

Terms Of Agreement

Enter the manner in which the amount of any retailers' occupation tax to be shared, rebated, or refunded is to be determined each year for the duration of the agreement.

Agreement Start Date

Agreement End Date

Enter the name of any business that receives a share, refund, or rebate of the retailer's occupation tax.

# REBATE SHARING AGREEMENT SEARCH STEP 3

- ONCE SELECTING THE RECORD, YOU CAN SEE THE REBATE ID. THIS ID IS NEEDED TO AMEND A REBATE SHARING AGREEMENT.

Account

CITY CLERK OF TAYLORVILLE  
011-0001-7

> Allocation  
TAYLORVILLE CITY TREASURER  
21040-39328

Account Alerts

There is 1 unread letter

I Want To

Enter or Amend Rebate Sharing Agreements

Request Allocation Remittance Report

Request Taxpayer Listing Report

Respond to Tax Location Verification

Search for Rebate Sharing Agreements

Verify Tax Locations

Recent Periods Requests Correspondence Names and Addresses

Recent Periods View All... Filter

Period	Message
3/31/2019	Allocations Available
2/28/2019	Allocations Available
1/31/2019	Allocations Available
12/31/2018	Allocations Available
11/30/2018	Allocations Available
10/31/2018	Allocations Available
9/30/2018	Allocations Available
8/31/2018	Allocations Available
7/31/2018	Allocations Available
6/30/2018	Allocations Available
5/31/2018	Allocations Available
4/30/2018	Allocations Available

# RETURN TO ALLOCATION ACCOUNT

- USE THE ALLOCATION ACCOUNT NUMBER NEXT TO THE HOME ICON
- “I WANT TO” VERIFY TAX LOCATIONS

# VERIFY TAX LOCATIONS STEP 1

Verify Tax Locations Welcome, Aaron Allen Settings Log Off

Home > Allocation: 21040-39328 > Request

1. Search Businesses **2. Business List** 3. Review Business Information

### Search Businesses

Business Type  New/Reinstated  Discontinued Required

Months Available  Required

Account Number

- BUSINESS TYPE
  - New/Reinstated
  - Discontinued
- ROLLING 13 MONTHS AVAILABLE
- ACCOUNT NUMBER IS NOT REQUIRED

Verify Tax Locations Welcome, Aaron Allen Settings Log Off

Home > Allocation: 21040-39328 > Request

1. Search Businesses **2. Business List** 3. Review Business Information

### Business List

**Note:** This includes any business that has notified us of changes to their registration information.

Show Errors 1 - 5 of 5

Verify?	Business ID	Business Name	Business DBA Name	Business Address
<input type="radio"/>	4309-3620	ELSA RESTAURANT AND BAR	ELSA RESTAURANT AND BAR	1510 W SPRINGFIELD RD STE B TAYLORVILLE IL
<input type="radio"/>	2111-9864	P B I		1001 N CHENEY ST TAYLORVILLE IL 62568-2742
<input type="radio"/>	4268-5591	G.Y.M. INC		512 N WEBSTER ST TAYLORVILLE IL 62568-1571
<input type="radio"/>	4167-9199	ORPHEUM THEATRE	TAYLORVILLE CINEMA	117 W MAIN CROSS ST TAYLORVILLE IL 62568-22
<input type="radio"/>	2519-6995	READERS WORLD MAGAZINES		206 W MARKET ST TAYLORVILLE IL 62568-2233

5 Rows

Save Cancel < Previous Next >

# VERIFY TAX LOCATIONS STEP 2

- SELECT THE VERIFY BUTTON NEXT TO THE RECORD YOU WANT TO VERIFY
- CLICK NEXT

# VERIFY TAX LOCATIONS STEP 3

Verify Tax Locations Welcome, Aaron Allen Settings Log Off

[Home](#) > Allocation: 21040-39328 > Request

### Review Business Information

Business ID  
4309-3620

Business Name  
ELSA RESTAURANT AND BAR

Business DBA Name  
ELSA RESTAURANT AND BAR

Business Address  
1510 W SPRINGFIELD RD STE B TAYLORVILLE IL 62568-2764

Business Sequence  
001

Is this address within your corporate limits?  
 Yes  No

Is this address within Christian county?  
 Yes  No

Provide the city or county where this address is located in the comments area below.

- IF YOU CHOOSE NO TO EITHER OF THE FOLLOWING QUESTIONS, THE COMMENT FIELD BECOMES REQUIRED
  - Is the address within your corporate limits?
  - Is the address within Christian (in this example) County?
- AFTER ENTERING THE CORRECT LOCATION, CLICK SUBMIT.
- LTAD WILL REVIEW YOUR SUBMISSION AND MAKE THE UPDATES BASED ON YOUR SUBMISSION.

Verify Tax Locations Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Allocation: 15656-71296 > Request

1. Search Businesses   2. Business List   **3. Review Business Information**

### Review Business Information

Business ID  
4313-2014

Business Name  
ZENTOES

Business DBA Name

Business Address  
3931 LAKEVIEW CORPORATE DR EDWARDSVILLE IL 62025-2801

Business Sequence  
001

Tell us the business district this address is within:  
Required

Is this address within a township?  
 Yes    Unknown
 Required

Tell us the township this address is within:  
Required

Is this address within your corporate limits?  
 Yes    No

Is this address within Madison County?  
 Yes    No

Provide the city or county where this address is located in the comments area below.

# VERIFY TAX LOCATIONS STEP 3

- **\*\*\*TOWNSHIPS IN MADISON AND ST. CLAIR COUNTIES ONLY\*\*\***
- YOU WILL HAVE TO RESPOND IF THE ADDRESS IS WITHIN A TOWNSHIP.
- IF YOU ANSWER YES, YOU HAVE TO SELECT THE TOWNSHIP.
- IF YOU CHOOSE NO TO EITHER OF THE FOLLOWING QUESTIONS, THE COMMENT FIELD BECOMES REQUIRED
  - Is the address within your corporate limits?
  - Is the address within Christian (in this example) County?
- AFTER ENTERING THE CORRECT LOCATION, CLICK SUBMIT.
- LTAD WILL REVIEW YOUR SUBMISSION AND MAKE THE UPDATES BASED ON YOUR SUBMISSION.

# REVIEW DISCONTINUED BUSINESSES STEP 1

Verify Tax Locations Welcome, Aaron Allen  Settings  Log Off

Home > Allocation: 21040-39328 > Request

1. Search Businesses **2. Business List** 3. Review Business Information

### Search Businesses

Business Type  New/Reinstated  Discontinued

Months Available  Required

Account Number

- SELECT DISCONTINUED
- ROLLING 13 MONTHS AVAILABLE
- ACCOUNT NUMBER NOT REQUIRED

# REVIEW DISCONTINUED BUSINESSES STEP 2

Verify Tax Locations Welcome, Aaron Allen  Settings  Log Off

Home > Allocation: 21040-39328 > Request

1. Search Businesses **2. Business List** 3. Review Business Information

### Business List

Note: If any business listed below is still operating, please click on "Comment" and provide any information you may have regarding this business. If no comment is needed, click "Cancel".

Comment?	Business ID	Business Name	Business DBA Name	Business Address
<input checked="" type="radio"/>	0433-5910	O FALLON DIV	ALDI STORE #17	1303 W BURNETT TAYLORVILLE IL 62568
<input type="radio"/>	4243-7105	OLA'S DEALS ON WHEELS		2200 W SPRESSER ST TAYLORVILLE IL 62568-922
<input type="radio"/>	4089-4541	WAITT EQUIPMENT SALES INC	WAITT ILLINOIS EQUIPMENT SALES	1800 E MAIN CROSS ST TAYLORVILLE IL 62568-966

3 Rows

Save Cancel < Previous Next >

- SELECT THE COMMENT BUTTON NEXT TO THE RECORD YOU WANT TO COMMENT ON
- CLICK NEXT
- IF YOU AGREE THAT ALL OF THE LISTED BUSINESSES HAVE BEEN DISCONTINUED, NO ACTION IS NEEDED.
- CLICK CANCEL

Verify Tax Locations Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Allocation: 21040-39328 > Request

1. Search Businesses   2. Business List   **3. Review Business Information**

### Review Business Information

Business ID

Business Name

Business DBA Name

Business Address

Business County

Business Sequence

Comments:  
 Required

# REVIEW DISCONTINUED BUSINESSES STEP 3

- IF YOU BELIEVE THE BUSINESS IS STILL OPERATING, PROVIDE ANY INFORMATION YOU MAY HAVE IN THE COMMENT FIELD
- CLICK SUBMIT

# RETURN HOME

The screenshot shows the MyLocalTax website interface. At the top left is the MyLocalTax logo. To the right are navigation links: IDOR Home, Local Tax Home, Contact, and Privacy Policy. Below this is a dark green header bar with a hamburger menu icon, the text "ITS MyLocalTax", and user information: "Welcome, Aaron Allen", a settings gear icon, and a "Log Off" button with a lock icon. The main content area has a "Home" link with a house icon. Below this are three sections: "Logon" with a user profile for Aaron Allen (aaron.allen@illinois.gov, last logged on 5/28/2019), "Alerts" with a flag icon and a message "There are 49 unread letters", and "I Want To" with a clipboard icon and a "Send a Message" link. A navigation bar below these sections has tabs for "Accounts" (highlighted), "Requests", "Correspondence", and "Names and Addresses". The "Accounts" section features a table with columns "Account Type", "Account ID", and "Name". The table contains three rows: "Allocation" (21040-39328, TAYLORVILLE CITY TREASURER), "Business District" (03458-59040, TAYLORVILLE BUSINESS DISTRICT NO. 1), and "Personal Property Replacement Tax" (09942-75456, TAYLORVILLE CITY). The table has "View All..." and "Filter" buttons at the top right. Below the table, it says "3 Rows".

MyLocalTax

IDOR Home Local Tax Home Contact Privacy Policy

ITS MyLocalTax Welcome, Aaron Allen Settings Log Off

Home

Logon Alerts I Want To

Aaron Allen  
aaron.allen@illinois.gov  
Last logged on 5/28/2019

There are 49 unread letters Send a Message

Accounts Requests Correspondence Names and Addresses

Accounts View All... Filter

Account Type	Account ID	Name
Allocation	21040-39328	TAYLORVILLE CITY TREASURER
Business District	03458-59040	TAYLORVILLE BUSINESS DISTRICT NO. 1
Personal Property Replacement Tax	09942-75456	TAYLORVILLE CITY

3 Rows

- USE MY LOCAL TAX LOGO
- USE THE HOME LOGO ON THE UPPER LEFT
- SELECT THE BUSINESS DISTRICT OR PPRT ACCOUNT

Business District Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Business District: 03458-59040

**Account**

CITY CLERK OF TAYLORVILLE  
011-0001-7

Business District  
TAYLORVILLE BUSINESS DISTRICT NO.  
1  
03458-59040

**Account Alerts**

There are 4 unread letters

**I Want To**

[Request Business District Taxpayer Listing](#)

[Verify Business District Addresses](#)

[View Business District Addresses](#)

**Periods** [Requests](#) [Correspondence](#) [Names and Addresses](#)

Period	Message
3/31/2019	
1/31/2019	

2 Rows

# BUSINESS DISTRICTS

- THE SAME TABS AS THE ALLOCATIONS ACCOUNT SCREEN
- “I WANT TO”
  - Request Business District Taxpayer Listing
  - Verify Business District Addresses
  - View Business District Addresses

1. Instructions

## Instructions

Click submit to request a Business District Taxpayer Listing for all business districts located within the municipality. An Excel file showing all businesses currently registered within the business district(s) will be sent in 1-3 business days directly to your MyLocalTax account.

Cancel

Submit

# REQUEST BUSINESS DISTRICT TAXPAYER LISTING REPORT

# VERIFY BUSINESS DISTRICT ADDRESSES STEP 1

Verify Business District Addresses

Welcome, Aaron Allen Settings Log Off

Home > Business District: 03458-59040 > Request

1. Verify Addresses 2. Review and Submit

## Verify Addresses

The Business District Address Verification List must be reviewed by your municipality to ensure each address that was submitted to our office is shown correctly in the listing.

- The Address Submitted by Municipality column lists the addresses as submitted by the municipality.
- The Verified Address column lists the address submitted by municipality column in its abbreviated format to conform to United States Postal Service (USPS) standards. Addresses that are not valid USPS addresses will show NO USPS MATCH in the verified address column.

Compare the addresses in the address submitted by municipality column to the abbreviated address listed in the verified address column to ensure they are the same address. Our registration and business district systems automatically abbreviate all valid addresses to conform to USPS standards. This ensures that the business registration information can be matched to your district by our systems.

Address Verification Record 1 Record 2

Show Errors 1 - 2 of 2

Street	City	State	Zip	County	Updated?
<a href="#">123 north first street</a>	Taylorville	ILLINOIS	62568-	CHRISTIAN	
101 S MAIN	TAYLORVILLE	ILLINOIS	62568-	CHRISTIAN	Required

2 Rows

Save Cancel < Previous Next >

- THIS SCREEN LISTS ALL RECORDS THAT NEED TO BE VERIFIED FOR THE BUSINESS DISTRICT
- THESE ADDRESSES ARE ENTERED EXACTLY AS THEY HAVE BEEN SUBMITTED TO LTAD BY YOUR MUNICIPALITY
- SELECT A RECORD OR CLICK ON THE ADDRESS HYPERLINK

Verify Business District Addresses Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Business District: 03458-59040 > Request

1. Verify Addresses **2. Review and Submit**

### Verify Addresses

The Business District Address Verification List must be reviewed by your municipality to ensure each address that was submitted to our office is shown correctly in the listing.

- The Address Submitted by Municipality column lists the addresses as submitted by the municipality.
- The Verified Address column lists the address submitted by municipality column in its abbreviated format to conform to United States Postal Service (USPS) standards. Addresses that are not valid USPS addresses will show NO USPS MATCH in the verified address column.

Compare the addresses in the address submitted by municipality column to the abbreviated address listed in the verified address column to ensure they are the same address. Our registration and business district systems automatically abbreviate all valid addresses to conform to USPS standards. This ensures that the business registration information can be matched to your district by our systems.

**Address Verification** **Record 1** **Record 2**

**Record 1**

Address Submitted by Municipality		Verified Address	
Country	USA	Country	USA
Street	123 north first street	Street	NO USPS MATCH
Unit Type		Unit Type	
Unit Number		Unit Number	
City	Taylorville	City	
State	ILLINOIS	State	
Zip	62568-	Zip	
County	CHRISTIAN	County	

Does the verified address require any updates? Selecting Yes indicates that you will update the address to be the correct address for the business district.

Yes  No Required

**Save** **Cancel** **< Previous** **Next >**

# VERIFY BUSINESS DISTRICT ADDRESSES STEP 2

- THE ADDRESS YOU SUBMITTED IS ON THE LEFT. THE USPS ADDRESS IS ON THE RIGHT.
- IN THIS CASE, THERE ISN'T A USPS MATCH TO THE ADDRESS PROVIDED.
- SELECT YES THAT THE VERIFIED ADDRESS REQUIRES UPDATES.
- IF YOU SELECT NO WHEN THERE IS NO USPS MATCH ON THE VERIFIED ADDRESS, YOU'LL RECEIVE AN ERROR MESSAGE:
  - You must select Yes if the original address submitted by the municipality does not have a U.S. Postal Service Match.

Verify Business District Addresses Welcome, Aaron Allen Settings Log Off

Home > Business District: 03458-59040 > Request

1. Verify Addresses **2. Review and Submit**

### Verify Addresses

The Business District Address Verification List must be reviewed by your municipality to ensure each address that was submitted to our office is shown correctly in the listing.

- The Address Submitted by Municipality column lists the addresses as submitted by the municipality.
- The Verified Address column lists the address submitted by municipality column in its abbreviated format to conform to United States Postal Service (USPS) standards. Addresses that are not valid USPS addresses will show NO USPS MATCH in the verified address column.

Compare the addresses in the address submitted by municipality column to the abbreviated address listed in the verified address column to ensure they are the same address. Our registration and business district systems automatically abbreviate all valid addresses to conform to USPS standards. This ensures that the business registration information can be matched to your district by our systems.

Address Verification **Record 1** Record 2

**Record 1**

Address Submitted by Municipality		Verified Address	
Country	USA	Country	USA
Street	123 north first street	Street	NO USPS MATCH
Unit Type		Unit Type	
Unit Number		Unit Number	
City	Taylorville	City	Required
State	ILLINOIS	State	Required
Zip	62568-	Zip	Required
County	CHRISTIAN	County	Required

**You must verify the address**

**Verify Address**

Does the verified address require any updates? Selecting Yes indicates that you will update the address to be the correct address for the business district.

Yes  No

Save Cancel Previous Next

# VERIFY BUSINESS DISTRICT ADDRESSES STEP 3

- AS SOON AS YOU SELECT YES, YOU ARE REQUIRED TO VERIFY THE ADDRESS THAT YOU ENTER.
- ENTER THE ADDRESS AND CLICK THE "VERIFY ADDRESS" BUTTON.

Verify Business District Addresses

Welcome, Aaron Allen Settings Log Off

Home > Business District: 03458-59040 > Request

1. Verify Addresses 2. Review and Submit

### Verify Addresses

**Address Search** [X]

Validated [Select this address](#)

115 N MAIN ST  
STE [Required]  
TAYLORVILLE IL 62568

Validated [Select this address](#)

115 N MAIN ST  
TAYLORVILLE IL 62568-2270

**Save** **Cancel**

123 north first street

Unit Type Unit Number

City State

Taylorville ILLINOIS

Zip County

62568- CHRISTIAN

---

**Verified Address**

Country

USA

Street

115 n main street

Unit Type Unit Number

City State

taylorville ILLINOIS

Zip County

62568- CHRISTIAN

**You must verify the address** **Verify Address**

Does the verified address require any updates? Selecting Yes indicates that you will update the address to be the correct address for the business district.

**Yes** **No**

---

**Save** **Cancel** **< Previous** **Next >**

# VERIFY BUSINESS DISTRICT ADDRESSES STEP 4

- ONCE YOU'VE ENTERED THE ADDRESS AND CLICKED "VERIFY ADDRESS," YOU WILL BE GIVEN AT LEAST ONE VERIFIED ADDRESS TO SELECT IF YOU HAVE PROVIDED A VALID USPS ADDRESS.
- SELECT THE ADDRESS AND CLICK SAVE.

Verify Business District Addresses Welcome, Aaron Allen [Settings](#) [Log Off](#)

Home > Business District: 03458-59040 > Request

1. Verify Addresses **2. Review and Submit**

### Verify Addresses

The Business District Address Verification List must be reviewed by your municipality to ensure each address that was submitted to our office is shown correctly in the listing.

- The Address Submitted by Municipality column lists the addresses as submitted by the municipality.
- The Verified Address column lists the address submitted by municipality column in its abbreviated format to conform to United States Postal Service (USPS) standards. Addresses that are not valid USPS addresses will show NO USPS MATCH in the verified address column.

Compare the addresses in the address submitted by municipality column to the abbreviated address listed in the verified address column to ensure they are the same address. Our registration and business district systems automatically abbreviate all valid addresses to conform to USPS standards. This ensures that the business registration information can be matched to your district by our systems.

Address Verification Record 1 Record 2

**Record 2**

Address Submitted by Municipality		Verified Address	
Country	USA	Country	USA
Street	101 S MAIN	Street	101 S MAIN ST
Unit Type		Unit Type	
Unit Number		Unit Number	
City	TAYLORVILLE	City	TAYLORVILLE
State	ILLINOIS	State	ILLINOIS
Zip	62568-	Zip	62568-2229
County	CHRISTIAN	County	CHRISTIAN
Does the verified address require any updates? Selecting Yes indicates that you will update the address to be the correct address for the business district.			
Yes		No	
Required			

Save Cancel < Previous **Next** >

# VERIFY BUSINESS DISTRICT ADDRESSES STEP 5

- **SELECT THE NEXT RECORD TO VERIFY.**
  - If you click next instead of selecting the next record, you'll receive an error message that says, "This step must be corrected or completed before moving on."
- **IN THIS CASE, THE VERIFIED ADDRESS DOES NOT REQUIRE ANY UPDATES. YOU WILL SELECT NO, THEN CLICK NEXT.**

Verify Business District Addresses Welcome, Aaron Allen [Settings](#) [Log Off](#)

[Home](#) > [Business District: 03458-59040](#) > [Request](#)

1. Verify Addresses **2. Review and Submit**

### Review and Submit

This Verify Business District Addresses request is ready to submit.

Street	City	State	Zip	County	Updated?
115 N MAIN ST	TAYLORVILLE	ILLINOIS	62568-1944	CHRISTIAN	Yes
101 S MAIN ST	TAYLORVILLE	ILLINOIS	62568-2229	CHRISTIAN	No

2 Rows

[Save](#) [Cancel](#) [Previous](#) [Submit](#)

# VERIFY BUSINESS DISTRICT ADDRESSES STEP 6

- YOU CAN THEN REVIEW THE ADDRESSES THAT YOU VERIFIED.
- THE UPDATED COLUMN TELLS YOU IF YOU MADE CHANGES TO THE VERIFIED ADDRESS.
- IF YOU AGREE WITH THE ADDRESSES ON THIS SCREEN, CLICK SUBMIT. IF YOU DO NOT AGREE, CLICK PREVIOUS AND RETURN TO THE RECORD(S) THAT YOU NEED TO CORRECT.

Addresses List	Welcome, Aaron Allen	Settings	Log Out
Home > Business District: 03458-59040 > Addresses List			
Filter			
1 of 3 1 - 100 of 264			
Address			
111 W PARK ST TAYLORVILLE IL 62568-1546			
520 N CHENEY ST TAYLORVILLE IL 62568-1139			
1526 W SPRINGFIELD RD TAYLORVILLE IL 62568-2756			
216 S MAIN ST TAYLORVILLE IL 62568-2240			
927 W SPRESSER ST TAYLORVILLE IL 62568-1831			
315 N WEBSTER ST TAYLORVILLE IL 62568-1555			
119 E BIDWELL ST TAYLORVILLE IL 62568-1359			
213 W MAIN CROSS ST TAYLORVILLE IL 62568-2247			
630 W SPRESSER ST TAYLORVILLE IL 62568-1850			
120 N MAIN ST TAYLORVILLE IL 62568-1945			
1091 E 1500 NORTH RD TAYLORVILLE IL 62568-9500			
115 W BIDWELL ST TAYLORVILLE IL 62568-1314			
1531 W SPRINGFIELD RD TAYLORVILLE IL 62568-2700			
714 W SPRINGFIELD RD TAYLORVILLE IL 62568-1219			
1010 N WEBSTER ST TAYLORVILLE IL 62568-1277			
301 E MAIN CROSS ST TAYLORVILLE IL 62568-2653			
116 W MARKET ST TAYLORVILLE IL 62568-2222			
115 W POPLAR ST TAYLORVILLE IL 62568-1508			
1210 N CHENEY ST TAYLORVILLE IL 62568-2709			

# VIEW BUSINESS DISTRICT ADDRESSES

- THIS TASK DOES NOT CREATE A SEPARATE FILE

# PPRT

Personal Property Replacement Tax

Welcome, Aaron Allen Settings Log Off

Home > Personal Property Replacement Tax: 09942-75456

**Account** Account Alerts

CITY CLERK OF TAYLORVILLE  
011-0001-7

Personal Property Replacement Tax  
TAYLORVILLE CITY  
09942-75456

There are no alerts

Periods Requests Correspondence Names and Addresses

Periods View All... Filter

Period	Message
7/31/2019	Allocations Available

- SAME TABS
- YOU CAN ONLY VIEW ALLOCATIONS (STARTING WITH THE JULY 2019 PAYMENT) AND CORRESPONDENCE FOR PPRT
- IF YOU NEED TO UPDATE INFORMATION, SEND A MESSAGE FROM THE HOME SCREEN
- ONLY FOR MUNIS & COUNTIES - OTHER PPRT DISTRICTS ARE NOT IN MLT AT THIS TIME

# LOCAL TAX ALLOCATION DIVISION

- TELEPHONE: (217) 785-6518
- FAX: (217) 785-6527
- E-MAIL: REV.LOCALTAX@ILLINOIS.GOV
- WEBSITE:  
<https://www2.illinois.gov/rev/localgovernments/LocalTaxAllocation/Pages/default.aspx>



# MY LOCAL TAX QUESTIONS??