



informational

Bulletin

Constance Beard, Director
Illinois Department of Revenue

Chimaobi Enyia, Executive Director
Illinois Liquor Control Commission

Illinois Liquor License renewal notices will no longer be mailed

To: All licensees under the Illinois Liquor Control Act

In an effort to reduce paper and streamline the liquor license renewal process, the Illinois Liquor Control Commission (ILCC) will no longer mail a renewal notice to licensees.

This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.

For information or forms
Visit our website at:
ILCC.illinois.gov

Call us at:
312 814-2206 or
217 782-2136

How do I renew my liquor license?

ILCC encourages all licensees to renew their license online through MyTax Illinois, our online account management system.

1. Log into your MyTax Illinois account by visiting mytax.illinois.gov on the web.
2. Under your "Accounts" tab, click on the LCC account hyperlink for the license you need to renew.
3. Click on the "Renew" link next to the license period under your license number.
4. Enter the required information and provide attachments as requested.
5. Pay the license fee with an electronic debit or by credit card (MasterCard, Discover, American Express, or Visa). **Note:** The credit card service provider will assess a convenience fee.



Processing times may vary, but in most cases an online renewal can be reviewed and processed within two days. Renewals received on a state holiday or weekend may require additional time.

Once your renewal is processed, you will be able to view and print your new license from the "Correspondence" tab of your MyTax Illinois account.

How will I know when it's time to renew my liquor license?

You will receive an email reminder from ILCC 45 days prior to the expiration date on your liquor license.

Are there benefits for my business if I renew online?

Yes. For most liquor licenses you will receive a reduced fee by renewing online.

What if I don't want to renew my liquor license online?

You can renew your liquor license using a paper renewal application form available on your MyTax Illinois account:

1. Log into your MyTax Illinois account and click on your "Correspondence" tab.
2. Open the "LCC Renewal Application"
3. Print the renewal form; update and provide any necessary information

Once the form is complete mail or take the form to the ILCC at one of the following locations:

Springfield

101 W. Jefferson St., 3-525
Springfield, IL 62702

Chicago

100 W. Randolph St., 7-801
Chicago, IL 60601

What is MyTax Illinois?

MyTax Illinois is an online account management system that you may use to renew your liquor license, submit brand registrations, and manage your ILCC accounts online. MyTax Illinois also may be used to register a new business, file returns, make tax payments, and manage your tax accounts with the Illinois Department of Revenue (IDOR) and your unemployment insurance account with the Illinois Department of Employment Security (IDES).

Don't have a MyTax Illinois account?

Visit mytax.illinois.gov and click the "Sign up Now!" button to create your MyTax Illinois account. For full activation information, click on the *Guide to Creating a MyTax Illinois Account* for additional help. If you need additional assistance, call 217 785-3707 to contact IDOR's Central Registration Division.

What other functions are available in MyTax Illinois?

With MyTax Illinois, liquor licensees will be able to do the following online:

- Check the status of a liquor license renewal
- Submit and view brand registrations
- Register and apply for a Special Event Liquor License
- Pay liquor license renewal fees
- View copies of ILCC correspondence mailed in reference to a liquor license
- Print a copy of your liquor license
- View and manage your ILCC account

**How do I access MyTax Illinois for ILCC accounts if I already have an account set up for IDOR taxes?**

If you already have a MyTax Illinois account and you are the master user for your MyTax Illinois account, then you can grant yourself Full Access user rights for your LCC account to view correspondence from the ILCC in MyTax Illinois.

Begin by logging into your MyTax Illinois account at mytax.illinois.gov. If "LCC" is visible in your list of account types, you can click the LCC account hyperlink and grant yourself "Full Access" under Account Settings on the Confirm Access page. If "LCC" is not visible in your list of account types, call 217 785-3707 to contact IDOR's Central Registration Division for assistance in setting yourself up with LCC Full Access user rights.

Note: You must have Full Access user rights for your LCC account to view correspondence from the ILCC in MyTax Illinois. If you are not the master user for your MyTax logon, you must contact the master user to grant you full access.