



David Harris, Director

informational

Bulletin

New Online Portal for Local Government Accounts

To: Municipal and County Government Officials and their Authorized Representatives

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:
tax.illinois.gov

Call us at:
217 785-6518

On June 3, 2019, MyLocalTax will be available at mytax.illinois.gov/MyLocalTax. MyLocalTax is an online account management program that provides a centralized location on the Illinois Department of Revenue (IDOR) website to verify tax locations, view/print prior correspondence, request/receive reports, submit inquiries, and request updates to your accounts.

Who can use MyLocalTax?

Users may include Clerks, Treasurers, and other local officials who interact with IDOR and the Local Tax Allocation Division. In addition, other persons who are directly involved in the financial operations of the municipality or county, such as attorneys or accountants retained by the municipality or county, may be granted access. There are two different access level roles available, Authorized (confidential information) and Government Employee (basic information). Authorized access will only be granted to individuals currently listed on your local government's Reciprocal Agreement for Exchange of Confidential Information with IDOR.

What am I able to do using MyLocalTax?

Both Authorized and Government Employee roles are able to

- enter, amend, and search for Rebate Sharing Agreements;
- view correspondence received from IDOR;
- verify tax locations;
- view contacts;
- request updates to accounts; and
- view taxpayer listings for your jurisdiction.

Only Authorized users are able to

- request an allocation remittance report;
- view confidential financial information; and
- view confidential correspondence received from IDOR.

Will I still be able to use the eServices web application for Tax Location Verification and Rebate Sharing Agreements?

No. MyLocalTax will replace the Tax Location Verification and Rebate Sharing Agreement eServices. MyLocalTax will offer more accessibility to your account.

How do I access MyLocalTax?

To access MyLocalTax, go to mytax.illinois.gov/MyLocalTax.

New users: Beginning June 3, 2019, request access to your tax account information using MyLocalTax, our free online account management program for local government officials.

When you are ready to activate, click on the “Don’t Have a Logon? Register Here” hyperlink, complete all required fields, and then click “Submit.” If your request is approved, we will mail you an Account Access request letter through USPS. The Letter ID printed on that letter will be required to log into your MyLocalTax account. If you have trouble activating your MyLocalTax account, call us at **217 785-6518**.

Note: Once activated, your account automatically defaults so that you will only receive correspondence electronically through MyLocalTax. You will no longer receive paper correspondence from IDOR. To change from this default, access your MyLocalTax profile settings.

What if I have already activated a MyTax Illinois account?

MyLocalTax is a separate system from MyTax Illinois. Activation will be required to access MyLocalTax.

Should I expect any other changes with MyLocalTax?

Yes. With MyLocalTax, IDOR is putting more control of your accounts into your hands. Look for more information on future updates at tax.illinois.gov and on the home screen for MyLocalTax.

Note: Upon implementation, MyLocalTax will become the sole source for you to receive your Allocation Remittance Reports. IDOR will no longer be mailing media to report allocations to your municipality or county on a tri-annual basis.

Are there any helpful tips that will make using MyLocalTax easier?

MyLocalTax has several features that will make use easier. The following are just a few items that are especially important to remember.

- **Hyperlinks** — Use hyperlinks (words in blue font) to go directly to the page where the stated action can take place.
- **Tabs** — Tabs are used in MyLocalTax to display additional information on each page. Familiarize yourself with each of the tabs and sub-tabs and the information displayed under each one.

Are there any new terms I need to know that will make using MyLocalTax easier?

- **Requests Tab** — Each action you authorize on your MyLocalTax account (such as requesting a business district taxpayer listing report) is considered a “web request”. This tab will show all actions taken and will be your “record keeping” location for MyLocalTax actions only.
- **Correspondence Tab** — This tab is similar to an email inbox. IDOR will use this feature to send one-way communications to you, and this tab will serve as your inbox for these communications. You can also view letters that were received from IDOR in this tab. You cannot reply to these messages. If you need to send a message to IDOR, you must go to the ‘I want to’ section on your MyLocalTax account Home screen and select ‘Send a message.’
- **Settings** — “Settings” will take you to your **Profile**. This will be used to view your MyLocalTax profile, e-Correspondence, activity, change your password, and cancel logon.

Where can I look for more information about MyLocalTax?

Go to www2.illinois.gov/rev/LocalGovernments to access the [Local Tax Allocation Page](#) and

- view the training material, or
- register to attend a Local Government workshop:
 - June 4, 2019 - Naperville, IL
 - June 5, 2019 - Chicago, IL
 - June 12, 2019 - Lakewood, IL
 - June 13, 2019 - Moline, IL
 - June 19, 2019 - Minooka, IL
 - June 20, 2019 - Bloomington, IL
 - June 26, 2019 - Belleville, IL
 - June 27, 2019 - Mt. Vernon, IL

Check our website for updated listings of workshops.