


On-line File and Payment Guide

Welcome to the Rental Housing Support Program Surcharge guide. This guide will introduce you to the screens used and the steps necessary to utilize this secured, quick and easy on-line filing and payment system.

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SCREEN 1 - WELCOME



Rental Housing Support Program Surchage

Welcome


Our Rental Housing Support Program Surchage (RHSPS) filing program is a quick and easy way to file and pay the surcharge.

[Who must file and pay the RHSPS?](#) [What do I need before I begin?](#) [Is the RHSPS filing program secure?](#) [Frequently asked questions \(FAQ\)](#)

When you are ready to start, click "**Start**".

The Welcome screen consists of help topics and the start and exit buttons. To access the system, click "Start".

SCREEN 2 – LOGIN



Rental Housing Support Program Surchage

Login

Enter your IBT no. or license no. and your PIN, then click "**Next**".

Enter your IBT no.: (9999-9999)

Enter your license no.: (RE-99999)

Enter your PIN: (9999)

[Contacts](#)
[Email](#)

You will need two pieces of information to access the secured filing system, either your Illinois Business Tax number and your Personal Identification Number or, your license number and your Personal Identification Number. Once you have entered these numbers click "Next" to proceed.

SCREEN 3 – PERIOD

The screenshot shows a web interface for the 'Rental Housing Support Program Surcharge'. At the top, there is a blue header with the program name. Below this is a dark blue bar with the text 'Reporting Period'. Underneath, there are three light blue boxes containing the values '1234-5678', 'RE-01234', and 'Any County', with labels 'IBT no.', 'License no.', and 'County name' respectively. A section titled 'Choose the appropriate reporting month and year' contains a 'Reporting Period:' label and two dropdown menus: 'Month' (set to 'AUG - August') and 'Year' (set to '2005'). At the bottom, there are four buttons: 'File & Pay', 'File', 'Pay', and 'Exit'. On the left side, there are two links: 'Contacts' and 'Email'.

On this screen you will be completing two steps:

The first step is selecting the Reporting Period and the second is selecting the type of on-line transaction you would like to accomplish.

To select the reporting period simply use the pull-down menu to select the month and year.

In the next step you have four options; 1) File and Pay, 2) File, 3) Pay, and 4) Exit.

“File and Pay” allows you to accomplish both in one on-line session. You will first file the necessary information on the “Recorded Documents” screen, to file, and then be directed to the “Direct Debit” screen, to pay.

The “File” button allows you to file now and pay at a later on-line session. This will take you to the “Recorded Documents” screen.

The “Pay” button allows you to pay a previously filed return. This will take you to the “Direct Debit” screen for payment.

And “Exit”, exits your secured on-line transaction.

SCREEN 4 – RECORDED DOCUMENTS



Rental Housing Support Program Surcharge

Recorded Documents

Enter the number of documents for which the Rental Housing Support Surcharge was collected in August 2005, then click **"Next"** .

RHSPS real estate recorded documents:

[Contacts](#)
[Email](#)

Enter the number of documents for which the Rental Housing Support Surcharge was collected during the reporting period you selected.
Click "Next" to proceed.

SCREEN 5 - DIRECT DEBIT

Rental Housing Support Program Surcharge

Direct Debit

Personal Size Check

Timothy Taxpayer
1040 Square
Lincoln Land, IL 12345
Per to THE ORDER OF \$ DOLLARS
9876
Routing number 1234567891 Account number 9101112131415 Do not include your check number 9876

Business Size Check

XYZ COMPANY, INC.
12345 State Street
Springfield, Illinois 01000
CHECK NO. 1100100
Pay
Do not include check number Routing number Account number Date Amount
TO THE ORDER OF 0001100100 123456789 9101112131415

August 2005

Reporting period

56

Recorded documents

504.00

Payment amount
(56 X 9.00)

Enter the name that appears on the account.

Select the type of account which will be debited (must select one).

- Personal Checking Business Checking
 Personal Savings Business Savings

Enter your routing number. This number must be nine digits. The first two digits must be 01 through 12 or 21 through 32.

Enter your account number. Your account number can be up to 17 characters and could include both numbers and letters. Include hyphens, but omit spaces and special symbols. Do not include check number.

[Contacts](#)
[Email](#)

Previous

Next

Exit

The "Direct Debit" screen has three areas. The first is an illustration on where to locate routing and account numbers on both personal and business checks.

The second lists the recorded documents you reported and the amount due. And, the third contains the input fields you need to complete to process payment.

On this screen, enter the name that appears on the account. Select the type of account that will be debited. You may only select one.

Enter the routing number. This number is located on a personal check in the lower left. For business checks, the routing number is located in the lower center. The first two digits must be 01 through 12 or 21 through 32. There are only nine digits in a routing number.

And finally, enter the account number. Once complete, click "Next".

SCREEN 6 - VERIFICATION

 **Rental Housing Support Program Surcharge**

Verification

Please verify the information you have provided.

IBT no.	1234-5678	License no.	RE-01234	County name	Any County
Reporting period:	August 2005				
RHSPS real estate recorded documents:	56				
Payment amount: (56 X 9.00)	504.00				
Name on account:	John Q. Public				
Type of account:	PERSONAL CHECKING				
Routing number:	123456789				
Account number:	123456789				

If you need to correct any information, click "**Previous**" to return to the appropriate page for corrections.

If all of your information is correct and you want to print a copy of your return, choose the print command from your browser before you click "**Next**".


ATTENTION: If you click "**Next**" you will not be allowed to make any corrections to this information. In addition you will not be able to go back and print your return.

[Contacts](#)
[Email](#)

Previous	Next	Exit
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The Verification page provides you with the opportunity to verify the information is correct. If not, click the previous button to go back and make corrections. If you want a printed copy of this document, do so now. You may print this document from your browser menu. Once you have finished, click "Next".

SCREEN 7 - CONFIRMATION



Rental Housing Support Program Surcharge

Confirmation

The Illinois Department of Revenue confirms receipt of your filed Rental Housing Support Program Surcharge. The confirmation number below is your proof of filing.

Write this number down or choose the print command from your browser to print this page. You will need to refer to this number when communicating with the Department about your return.

Your confirmation number is: IDOR 123456789

[Contacts](#)
[Email](#)

The Illinois Department of Revenue confirms receipt of your Rental Housing Support Program Surcharge with a confirmation number. Write this number down or print a copy of this screen for your records. You will need to refer to this number when communicating with the department about your return. When you are finished on this screen, click exit to exit the secured system.

Assistance

Email:

For RHSPS questions email us at excisetaxefp@revenue.state.il.us

For technical support questions email us at iidtech@revenue.state.il.us

US mail

Rental Housing Support Program Surcharge
Illinois Department of Revenue
PO Box 19019
Springfield IL 62794-9019

Telephone

Phone: 217 782-6045 or 217 524-2764