



LTAD Newsletter

April 2022

Inside this Issue

Workshop Information	1
Increases in Allocations.....	1
MyLocalTax Tips	1
Important Dates.....	2
IDOR News & Updates.....	2

This newsletter is written to inform you of recent updates or news provided by the Local Tax Allocation Division.

For information or forms:

Visit our website at:
tax.illinois.gov

Contact us at:

Local Tax Allocation Division 3-500
Illinois Department of Revenue
101 W. Jefferson Street
Springfield, IL 62702
Phone: 217 785-6518
REV.LocalTax@illinois.gov



Workshop Information

Once again, the Local Tax Allocation Division (LTAD) will be holding its annual Local Government Workshop virtually this year. The workshop will be held on June 15, 2022, from 9:00 a.m. to 12:00 p.m.

This year's workshop will focus on correspondence that is sent by LTAD and how local government officials should respond, reports that LTAD makes available and how you can order and utilize them, and information we make available on the IDOR website to assist local government officials.

To register, please email us at REV.LocalTax@illinois.gov with your name, title, email address, and phone number.

Increases in Allocations

Both Business Income Tax (BIT) and Individual Income Tax (IIT) receipts have increased, some of which can be attributed to genuine growth, while some can be attributed to legislative changes. In turn, this has led to an increase in both income tax allocations and personal property replacement taxes (PPRT) allocations.

MyLocalTax Tips

The following are some frequent areas of frustration for [MyLocalTax](#) users and some solutions to these issues.

- During the initial registration process, you are never asked to create a password. An activation letter will be mailed to the address on file for your local government. The Letter ID from this letter **must** be used as the password the first time you log on to your account. At this time, you will be asked to create your own password. Until you have finished creating your username and password, the "Forgot username or password" function **will not** work.
- You should not share your log on information. All MyLocalTax users should register for their own account. Also, you have to register for an account; one is not automatically created for you when you are added to your reciprocal agreement. You can register for an account by going to the MyLocalTax homepage and selecting the "Don't Have a Logon? Register Here" hyperlink.
- Before contacting LTAD with your log on problems, please verify that you are trying to log on to the MyLocalTax portal and not the MyTax Illinois portal. These are two separate portals, and your username and password are most likely different for each portal. MyTax Illinois questions should be directed to REV.MyTaxHelp@illinois.gov, not to LTAD.

- Users who receive the message that says, “This profile has been deleted,” at login must ensure that their local government has completed the annual recertification of the reciprocal agreement. Until this annual recertification is completed, we shut off access to MyLocalTax for any user with a logon that allows the user access to confidential information. We will resume access for those users once you complete your recertification.

Note: We send a message to your MyLocalTax account approximately 30 days prior to the date that you must send your recertification, and we include a link to the recertification template in that message.

- We will continue to send correspondence to all MyLocalTax users. The default address shown on your account is for the Clerk. This will be on your account whether you are the Clerk, Treasurer, Mayor, or any other official. You do not need to contact LTAD to update this address. We will not direct certain letters to specific offices in your local government but instead will continue to send all notices to each user with a MyLocalTax logon using the default address. You are responsible for directing these notices to the applicable party. We are not going to determine this for you.

Important Dates

April 19, 2022: LTAD is speaking at the Spring Tax Increment Financing (TIF) Conference in Springfield regarding business districts. We will post the presentation to the LTAD training materials website shortly after that event.

May 1, 2022: Ordinance deadline for tax rate changes that need voter approval, such as County Public Safety, County School Facility, and Non-Home Rule taxes effective July 1, 2022

June 15, 2022: Local Government Workshop

September 20, 2022: Simplified Municipal Telecommunication Tax ordinance deadline for rate changes effective January 1, 2023

October 1, 2022: Ordinance deadline for all other tax rate changes effective January 1, 2023

IDOR News & Updates

Do not forget to sign up for IDOR’s email/SMS text subscription service to receive the latest news and updates specific to municipalities, counties, and local taxing districts. Since the last newsletter, LTAD has used this service to send information regarding the informational bulletin that was mailed to outline local government requirements for the sales tax jurisdiction boundary verification process, as well as an alert that the deadline for the Senior Citizens Real Estate Tax Deferral Program was approaching.

Sign up by visiting our website at tax.illinois.gov.

Please note: As indicated in the previous edition, our LTAD Newsletters will only be sent via a MyLocalTax message and through IDOR’s email/SMS text subscription service.

