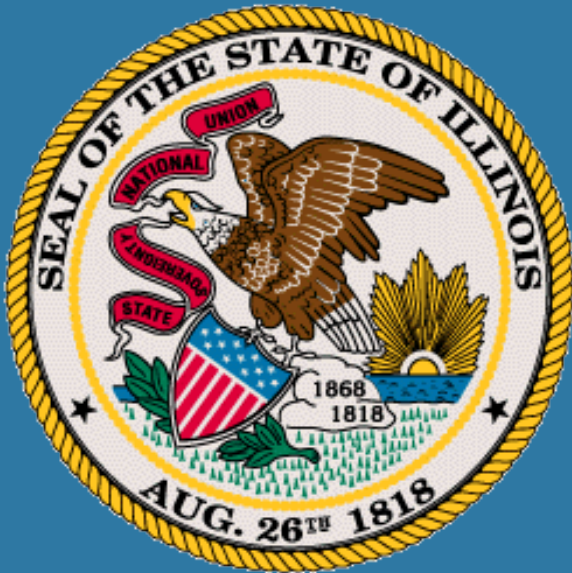


ILLINOIS DEPARTMENT OF REVENUE



MY LOCAL TAX

Online Portal for Local Government Officials

Disclaimer: This PowerPoint presentation is provided for general informational purposes only. The information contained in this presentation should not be construed as legal advice from the Illinois Department of Revenue or the presenter for any purpose, including but not limited to the Taxpayers' Bill of Rights, nor is it intended to be a substitute for legal counsel on any subject matter. IDOR advises that audience members pursue appropriate legal or other professional advice when seeking guidance, based upon their particular facts and circumstances.



Governor JB Pritzker
Director David Harris

Search...

Select Language

Powered by Google Translate

About IDOR Contact Us Make a Payment Received a Notice? Forms Information For

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

- Quarterly Local Government Newsletter
- Information Exchange Agreements, Sample Ordinances, and Sample Ballot Questions
- Taxpayer Location Verification by Local Governments
- Rebate Sharing FAQ's
- Local Government Workshops
- Electronic Deposit
- Contacts
- Links to Local Official Organizations
- Training Materials for Local Government Officials

LOCAL TAX ALLOCATION

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



LTAD HOME PAGE

- THERE IS A LINK FOR MYLOCALTAX (MLT) ON OUR HOME PAGE.
- THERE ARE ALSO TRAINING MATERIALS POSTED THERE FOR LOCAL GOVERNMENT OFFICIALS.



Username

Password

Log in

Forgot username or password?

Don't Have a Logon? Register Here

Sign Up



Forms and Agreements

- > Reciprocal Agreement
- > Sample Ordinances



Quick Links

- > Retailer Verification by Local Governments
- > Monthly Disbursements
- > Tax Rate Database
- > View Contacts
- > Search for Rebate Sharing Agreements

Username

Password

Log in

Forgot username or password?

Don't Have a Logon? Register Here

Sign Up

MLT LOGON PAGE

- ENTER USERNAME AND PASSWORD AND SELECT LOG IN
- FORGOT USERNAME OR PASSWORD?
- DON'T HAVE A LOGON? REGISTER HERE
 - Select Sign Up

MLT LOGON PAGE

🔍 Search our online services



Forms and Agreements

- [Reciprocal Agreement](#)
- [Sample Ordinances](#)



Quick Links

- [Retailer Verification by Local Governments](#)
- [Monthly Disbursements](#)
- [Tax Rate Database](#)
- [View Contacts](#)
- [Search for Rebate Sharing Agreements](#)

- **FORMS AND AGREEMENTS**
 - [Reciprocal Agreement](#)
 - [Sample Ordinances](#)
- **QUICK LINKS**
 - [Retailer Verification by Local Governments](#)
 - [Monthly Disbursements](#)
 - [Tax Rate Database](#)
 - [View Contacts](#)
 - [Search for Rebate Sharing Agreements](#)

MyLocalTax ?

< Home

Forgot Password

Reset Your Password

Username *
Required

Email *
Required

A link to reset your password will be sent to the email address associated with your account.

NOTE: For your protection, the link is valid for **only 30 minutes** and can **only be used once**.

[Forgot your username?](#)

Cancel Submit

FORGOT PASSWORD OR USERNAME

- FORGOT PASSWORD
 - Requires username and email address
 - The link emailed to you can only be used once and is only valid for 30 minutes
- FORGOT USERNAME
 - Select “Forgot your username?”

Forgot Username

Forgot Username

Select your ID type *

Required

Enter your ID *

Required

Enter your email address *

Required

The username associated to this email address will be emailed to you.

Cancel

Submit

FORGOT USERNAME

- SELECT ID TYPE
 - Distribution Location # (123-4567)
 - Local Taxing Dist. # (0123456789)
 - Ordinance Location #(123-4567-8)
- ENTER ID NUMBER
- ENTER EMAIL ADDRESS
- USERNAME WILL BE EMAILED

Activate MyLocalTax

Activate MyLocalTax



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
Required

Secret Question
Required

Secret Answer
Required

Contact Information

First and Last Name
Required

Phone Country
USA

Phone Type
Required

Phone Number
Required

Email
Required

Confirm Email
Required

REGISTRATION

- USERNAME
 - Cannot Be Duplicated
 - Secret question/answer
- CONTACT INFORMATION
 - First AND last name
 - Use office information

REGISTRATION

Access Information

What type of information are you requesting?

Confidential Basic

Jurisdiction Information

Ordinance Location Number
Required

Local Taxing District Number
Required

Help

Cancel Previous Next

- **ACCESS INFORMATION**

- Confidential access is only granted to those who are an authorized individual on the reciprocal agreement
- Confidential access is needed to view confidential information, request/receive allocation remittance reports, or to submit ordinances and reciprocal agreements.
- Basic users can order taxpayer listing reports and view other non-confidential information. As well as respond to tax location verification and verify tax locations

- **JURISDICTIONAL INFORMATION**

- Only one number required: Ordinance Location Number OR Local Taxing District Number
- Select “Help” to the right of “Jurisdiction Information” if you don’t know your Ordinance Location or Local Taxing District numbers

MyLocalTax

< Home

Activate MyLocalTax

Activate MyLocalTax

1 Activation Request 2 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

Full Name

Select Question

In what city does your nearest sibling live?

Select Answer

Contact Information

First and Last Name

Treasor Affiliation

Phone Country

USA

Phone Type

Cell Phone

Phone Number

(217) 552-6228

Email

Treasor.Affiliat@illinois.gov

Confirm Email

Treasor.Affiliat@illinois.gov

Access Information

What type of information are you requesting?

Confidential Basic

Jurisdiction Information [Help](#)

Collaborative Location Number

004-0006-6

Local Taxing District Number

Cancel Previous Submit

REGISTRATION

- AFTER SELECTING NEXT, YOU WILL SEE THE SAME SCREEN TO GIVE YOU THE OPPORTUNITY TO REVIEW YOUR REQUEST BEFORE SELECTING 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.
- YOU WILL RECEIVE A MESSAGE TO RE-CERTIFY YOUR RECIPROCAL AGREEMENT LIST THROUGH MLT.
 - Message will be received around one month prior to your re-certification date.
 - If you do not re-certify your list timely, all authorized 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 **0-241-795-216**.

Request submitted on: 9/21/2021 10:24:39 PM (Central Time)

Request Type: Activate MyLocalTax

If you have questions, please visit our website at 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 in your account.

[Printable Confirmation](#)

[OK](#)

CONFIRMATION

- ONCE YOU SELECT SUBMIT, YOU SHOULD RECEIVE THIS CONFIRMATION.
- IF YOU DO NOT, CONTACT LTAD AT 217-785-6518
- PRINT FOR YOUR RECORDS
- USE CONFIRMATION NUMBER WHEN CONTACTING US WITH QUESTIONS

MyLocalTax Account Access Request



TESTING LETTER - Do Not Mail
#BWVNMKGV
#CNXX X2X6 7988 5283#
CITY CLERK OF SPRINGFIELD
ATTN: TREVOR ATKINS
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

September 23, 2021



Letter ID: CNXX2X679885283
Taxpayer ID: 084-0001-6

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 and Log In.

• Use the username chosen upon submission and the Letter ID printed on this letter to login.

Your Letter ID is: CNXX2X679885283

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 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

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 MLT.
 - 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.

TWO-STEP VERIFICATION


The screenshot shows the MyLocalTax interface for setting up two-step verification. At the top left is the MyLocalTax logo, and at the top right is a help icon (question mark). Below the logo is a back arrow and the text 'Home'. The main heading is 'Protect your RDS MyLocalTax profile with two-step verification'. A sub-heading explains that two-step verification is used to better protect the profile and that a unique security code will be required at login. There are two selection options: 'Authentication App' and 'Email'. The 'Authentication App' option includes a description and a 'Set Up' link. The 'Email' option includes a description and an 'Add Email' link. At the bottom right, there are 'Cancel' and 'Confirm' buttons.

MyLocalTax ?

< Home


Protect your RDS MyLocalTax profile with two-step verification

Two-step verification is used to better protect your RDS MyLocalTax profile. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you log in.

 **Authentication App**

Use an authentication app, such as Google Authenticator, to get security codes.

[Set Up](#)

 **Email**

Receive security codes by email.

[Add Email](#)

[Cancel](#) [Confirm](#)

- YOU WILL SEE THIS SCREEN THE FIRST TIME YOU LOG IN.
- YOU MUST CHOOSE A VERIFICATION METHOD: AUTHENTICATION APP OR EMAIL

Set Up Authentication App

Instead of waiting for text messages or emails, get your RDS MyLocalTax security codes on your device. Any time-based one-time password (TOTP) app, such as Google Authenticator, can be used.

Scan the QR code or enter the key below manually into your authentication app to get started.



Can't scan it? Enter this key in your authenticator app instead (spaces not required).

HMM5 7A4T ISWH JHU7

Cancel

Save

AUTHENTICATION APP

- YOU WILL NEED TO DOWNLOAD ANY “TIME-BASED ONE-TIME PASSWORD (TOTP) APP” SUCH AS GOOGLE AUTHENTICATOR.
- SCAN QR CODE OR ENTER KEY IN APP IF UNABLE TO SCAN.
- FOLLOW PROMPTS IN APP TO GENERATE ONE TIME SECURITY CODE (6 DIGIT).

✉ Add Email

A security code will be sent via email when trying to log in. Add REV.DoNotReply@illinois.gov to your email whitelist to prevent security codes going to your junk folder.

What email address would you like to use?

*
Email

Required

Cancel

Save

VERIFICATION EMAIL

- ENTER EMAIL ADDRESS FOR VERIFICATION.
- WILL RECEIVE ONE TIME USE 6-DIGIT SECURITY CODE.

Testing: RDS RDS MyLocalTax Security Code on behalf of: trevor.atkins@illinois.gov



Rev.DoNotReply <REV.DoNotReply@illinois.gov>
To REV.MyTaxTesting

Reply Reply All Forward ...

Wed 9/15/2021 10:03 AM

This message was AutoForwarded.

Phish Alert + Get more add-ins

606564 is your security code

TWO-STEP VERIFICATION

- 6-DIGIT SECURITY CODE CAN ONLY BE USED ONCE AND IS GOOD FOR 30 MINUTES.
- ENTER SECURITY CODE AND SELECT CONFIRM.
- IF YOU DID NOT RECEIVE CODE OR HAVE EXCEEDED THE 30 MINUTE TIME LIMIT, SELECT RESEND.

Two-Step Verification Setup

Verify Security Code

An email with your RDS MyLocalTax security code was sent to Trevor.Atkins@illinois.gov. If you don't see the message, check your junk folder for an email from REV.DoNotReply@illinois.gov.

Security Code ^{*}
Required

Didn't receive your security code? [Resend](#)

Cancel Confirm

Verify Security Code

An email with your RDS MyLocalTax security code was sent to t*****@i*****.gov. If you don't see the message, check your junk folder for an email from REV.DoNotReply@illinois.gov.

Security Code *

Required

Trust this device

Didn't receive your code? [Resend](#)

Cancel

Confirm

SECURITY CODE

- CHECK THE BOX FOR “TRUST THIS DEVICE” 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.

Reset Your Password

New Password ^{*}
Required 

Confirm Password ^{*}
Required 

Password Help

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

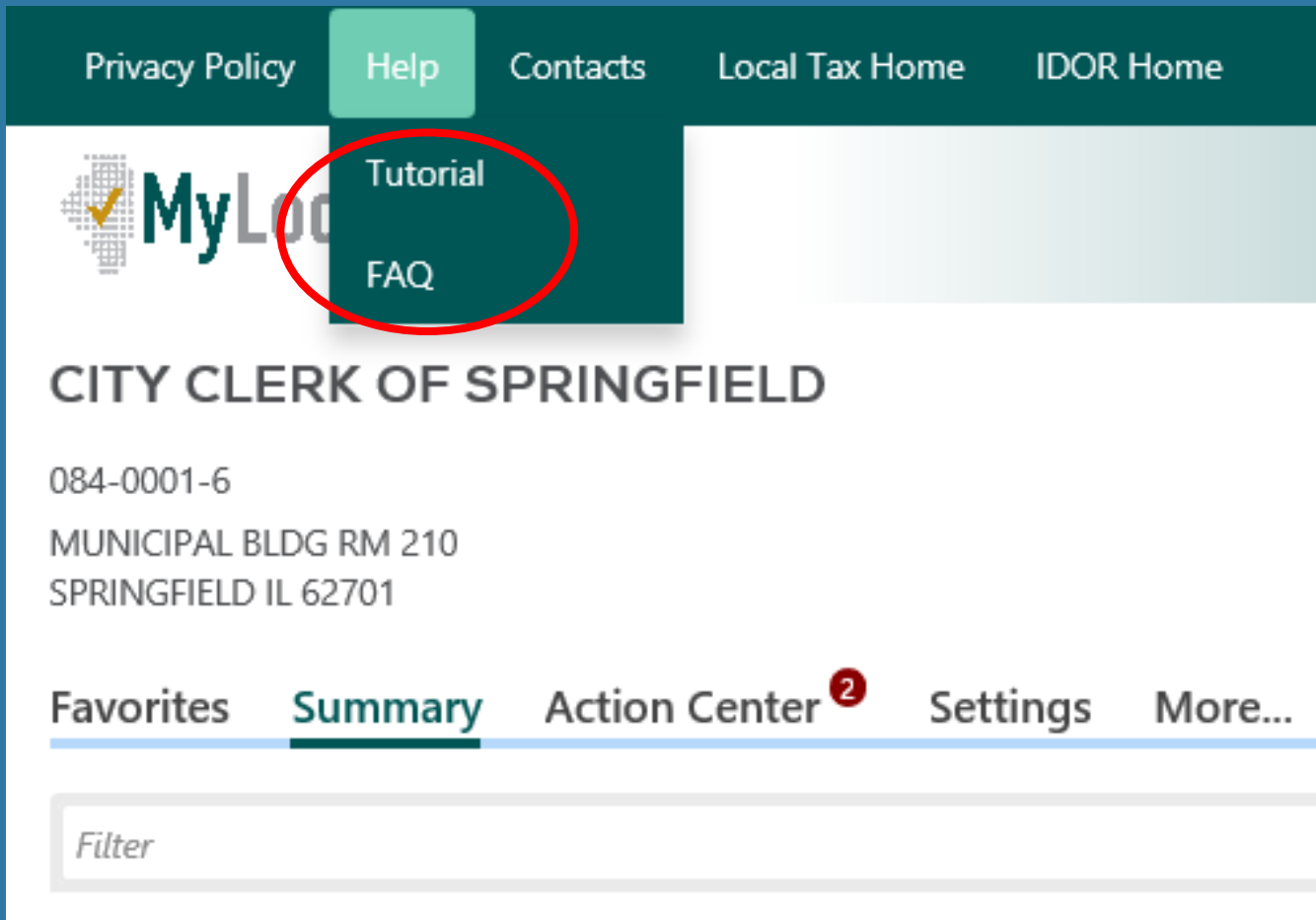
Passwords must contain special characters

Cancel

Submit

RESET PASSWORD

- AFTER THE FIRST LOGON USING THE LETTER ID AS A PASSWORD, A PROMPT TO SET A NEW PASSWORD WILL APPEAR.
- PASSWORD HELP
 - Password requirements that must be met.
- USE THIS PASSWORD MOVING FORWARD.



HELP

- AFTER LOGGING IN YOU CAN ACCESS THE MLT TUTORIAL AND THE MLT FAQs AT ANY TIME BY HOVERING OVER HELP.
- TUTORIAL
 - Links to the MLT Tutorial PowerPoint.
- FAQ
 - Links to the MLT FAQs.

HOME SCREEN

MyLocalTax ? 👤

CITY CLERK OF SPRINGFIELD Welcome, Trevor Atkins
You last logged in on Monday, Sep 27, 2021 8:51:44 PM
[Manage My Profile](#)

084-0001-6
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

Favorites **Summary** **Action Center**² **Settings** **More...**

Filter ×

Account Name	Account ID	Actions
Allocation SPRINGFIELD CITY TREASURER ROOM 104, MUNICIPAL BUILDING SPRINGFIELD IL 62701	04507-19808	<ul style="list-style-type: none">Request Allocation Remittance ReportRequest Taxpayer Listing ReportRespond to Tax Location VerificationVerify Tax LocationsView more account options
Business District SOUTH CENTRAL BUSINESS DISTRICT MUNICIPAL BLDG RM 210 SPRINGFIELD IL 62701	15244-61632	<ul style="list-style-type: none">Request Business District Taxpayer ListingView Business District AddressesVerify Business District AddressesView more account options
Personal Property Replacement Tax SPRINGFIELD CITY 300 S 7TH ST STE 210 SPRINGFIELD IL 62701-1935	18218-52128	<ul style="list-style-type: none">View more account options

- **MANAGE MY PROFILE**
- **FAVORITES** (default tab if set up)
- **SUMMARY** (default tab if no favorites)
- **ACTION CENTER**
 - Superscript if unread messages or letters
- **SETTINGS**
- **MORE**
 - Submissions (formerly requests)
 - Messages/Letters
 - Names & Addresses
 - Submit Audit Referral
- **ACCOUNTS**
 - Allocations
 - Business District(s)
 - PPRT

Filter

Allocation

SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account

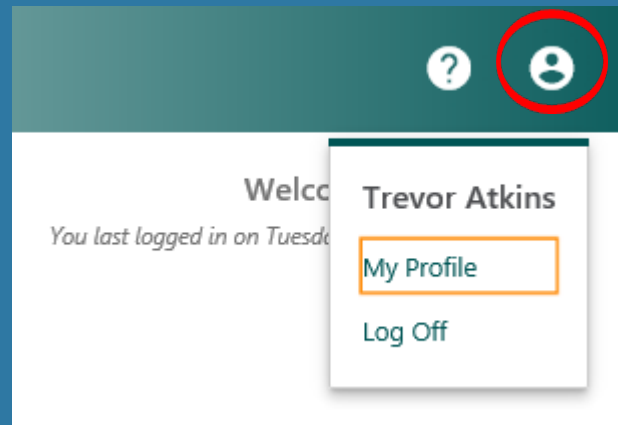
04507-19808

- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > Verify Tax Locations
- > View more account options

MANAGE MY PROFILE

- SELECT “MANAGE MY PROFILE” OR ACCOUNT ICON TO ACCESS PROFILE SETTINGS.
- ACCOUNT ICON ALLOWS YOU TO LOG OFF AS WELL.

OR



MANAGE MY PROFILE

The screenshot shows the 'MyLocalTax' website interface. At the top left is the logo, and at the top right are help and user icons. Below the header, the breadcrumb 'CITY CLERK OF SPRINGFIELD' is visible. The main heading is 'Manage My Profile', followed by the user's name 'Trevor Atkins' and email 'trevor.atkins@illinois.gov'. A navigation bar includes 'Profile' (selected), 'Action Center', and 'More...'. The profile section on the left lists: Name (Trevor Atkins), My Email (trevor.atkins@illinois.gov), and My Phone Number (+1 (217) 785-6518). The security section on the right lists: Password (Last changed October 19, with a 'Change Password' link), Secret Question (In what city does your nearest sibling live?, with an 'Update Your Secret Question' link), and Two-Step Verification Settings (Codes are sent via email, with a 'Change Two-Step Settings' link).

- PROFILE
- SECURITY
 - Change Password
 - Update Your Secret Question
 - Change Two-Step Verification Settings

MyLocalTax

< CITY CLERK OF SPRINGFIELD

Manage My Profile

Trevor Atkins
trevor.atkins@illinois.gov

Profile Action Center **More...**

Q What are you looking for?

Access

Manage access of accounts I have access to.

- > Manage My Access
- > Delete My Profile

Submissions

Search for a submitted request.

- > Search Submissions

Messages

View messages I've received from the agency.

- > Send a Message
- > View Messages

Activity

View my activity on e-Services.

- > **View Activity**

MANAGE MY PROFILE – MORE...

- ACCESS (covered under Settings section)
- SUBMISSIONS (can also be accessed from More... section of home screen)
 - Allows you to search previous submissions
- MESSAGES (covered under Action Center section on home screen)
- ACTIVITY
 - Select View Activity



Manage My Profile

Activity

Filter

Tuesday, Sep 28, 2021

08:26 AM Logged On

Monday, Sep 27, 2021

11:54 PM Verify Tax Locations Allocation 04507-19808

10:52 PM Password Changed

10:51 PM Logged On

ACTIVITY

- TRACK YOUR ACTIVITY WHEN USING MLT.
- USE AS A REMINDER FOR WHAT TASKS YOU STILL NEED TO COMPLETE.

RETURN HOME OR GO BACK

MyLocalTax

CITY CLERK OF SPRINGFIELD

Manage My Profile

Trevor Atkins
trevor.atkins@illinois.gov

Profile Action Center More...

Profile

Name
Trevor Atkins

My Email
trevor.atkins@illinois.gov

My Phone Number
+1 (217) 785-6518


Security

Password
Last changed October 19
[Change Password](#)

Secret Question
In what city does your nearest sibling live?
[Update Your Secret Question](#)

Two-Step Verification Settings
Codes are sent via email
[Change Two-Step Settings](#)

- USE MY LOCAL TAX LOGO TO GO BACK TO HOME SCREEN AT ANY TIME.
- USE ARROW WITH DESCRIPTION TO GO BACK TO THE PREVIOUS SCREEN.



CITY CLERK OF SPRINGFIELD

084-0001-6
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701


Welcome, Trevor Atkins
You last logged in on Thursday, Oct 7, 2021 9:11:12 AM
[Manage My Profile](#)

Favorites Summary Action Center ² Settings More...

You have no favorites Manage

FAVORITES

- **SELECT MANAGE**
 - Select the star next to any account you want to save as a favorite.
 - Select OK once finished.
 - If favorites are set up this will be the default home screen when you first log in.



< CITY CLERK OF SPRINGFIELD

CITY CLERK OF SPRINGFIELD

084-0001-6
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

Manage Favorites

Favorite	Type	ID	Name
★	Allocation	04507-19808	SPRINGFIELD CITY TREASURER
☆	Business District	15244-61632	SOUTH CENTRAL BUSINESS DISTRICT
☆	Personal Property Replacement Tax	18218-52128	SPRINGFIELD CITY

OK

Filter ×

Allocation

SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account

04507-19808

- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > Verify Tax Locations
- > View more account options

Business District

SOUTH CENTRAL BUSINESS DISTRICT
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

Account

15244-61632

- > Request Business District Taxpayer Listing
- > View Business District Addresses
- > Verify Business District Addresses
- > View more account options

Personal Property Replacement Tax

SPRINGFIELD CITY
300 S 7TH ST STE 210
SPRINGFIELD IL 62701-1935

Account

18218-52128

- > View more account options

SUMMARY

- CAN SEE ALL ACCOUNTS FROM THIS PAGE
 - Allocation
 - Business District(s) (will show each individually if there are multiple)
 - Personal Property Replacement Tax (PPRT)
- QUICK LINKS IN EACH ACCOUNT FOR COMMON ACTIVITIES

Filter

CITY CLERK OF SPRINGFIELD

084-0001-6
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

You have 8 unread messages

Messages sent to you may contain important information about your accounts.

[View Messages](#)

You have 60 unread letters

Letters sent to you may contain important information about your accounts.

[View Letters](#)

ACTION CENTER

- WILL HAVE A RED SUPERSCRIPIT IF THERE ARE UNREAD MESSAGES OR LETTERS.
- VIEW MESSAGES BLUE HYPERLINK WILL TAKE YOU TO ALL OF YOUR MESSAGES.
- VIEW LETTERS BLUE HYPERLINK WILL TAKE YOU TO ALL OF YOUR LETTERS.
- IF NO UNREAD MESSAGES OR LETTERS NO SUPERSCRIPIT WILL APPEAR AND A MESSAGE STATING "THERE ARE NO ACTIONS REQUIRING YOUR ATTENTION." WILL APPEAR ON THIS SCREEN. THERE WILL BE NO BLUE HYPERLINK, GO TO MORE FOR YOUR CORRESPONDENCE.

Messages

Messages older than 12 months can be found using the search. [> Send a Message](#)

CITY CLERK OF SPRINGFIELD

084-0001-6

Inbox Outbox Archived Search

Messages

Archive All

Date	Subject	Account Type	Account ID	Period	
9/27/2021	MyLocalTax Activation Request Accepted				Archive
6/30/2021	Compliance Alert	Business District	15244-61632		Archive
5/28/2021	Informational –Rate changes for certain local taxing jurisdictions effective July 1, 2021	Allocation	04507-19808		Archive
5/18/2021	LTAD Newsletter	Allocation	04507-19808		Archive
2/1/2021	Annual Taxpayer Listing	Allocation	04507-19808		Archive
6/19/2020	Informational – Sales Tax rate change effective July 1, 2020	Business District	15244-61632		Archive
3/24/2020	Local Government Resources during COVID-19 (Coronavirus) Outbreak				Archive
2/3/2020	Annual Taxpayer Listing	Allocation	04507-19808		Archive

VIEW MESSAGES

- MESSAGES WILL APPEAR IN DATE ORDER (NEWEST FIRST).
- YOU CAN SORT BY DATE, SUBJECT, ACCOUNT TYPE, ACCOUNT ID, AND PERIOD.
- YOU CAN SEND A MESSAGE FROM THIS SCREEN AS WELL.

< Messages

Message

7/31/2021
 Allocation
 04507-19808
 SPRINGFIELD CITY TREASURER

You have a question or would like to update your customer information.

You have a question about the phone number on file or would like to provide an updated phone number.



Message

* Subject *Required*

* Message *Required*

Attachments

Add

Name	Description	Size (Kb)	Sent
------	-------------	-----------	------

There are no attachments.

Cancel Save Draft

< Previous Submit

SEND A MESSAGE

- CHOOSE FROM BLUE HYPERLINKS IN EACH SECTION TO FOLLOW THE PATH OF SENDING A MESSAGE.
- SELECT 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, Email, or Phone Number Changes
- SUBJECT
 - Use Letter ID as Subject if Responding

Letters

Letters older than 12 months can be found using the search.

CITY CLERK OF SPRINGFIELD
084-0001-6

Inbox Archived Search

Letters

Archive All

Filter

Sent	Type	Account	Account ID	Period	
9/27/2021	MyLocalTax Account Access Request				Archive
9/16/2021	Tax Location Verification				Archive
8/16/2021	Tax Location Verification				Archive
7/16/2021	Tax Location Verification				Archive
6/15/2021	Tax Location Verification				Archive
5/18/2021	Tax Location Verification				Archive
4/15/2021	Tax Location Verification				Archive
3/16/2021	Tax Location Verification				Archive
2/17/2021	Tax Location Verification				Archive
1/15/2021	Tax Location Verification				Archive
12/15/2020	Tax Location Verification				Archive
11/16/2020	Tax Location Verification				Archive
10/15/2020	Tax Location Verification				Archive
9/21/2020	Tax Location Verification				Archive
8/17/2020	Tax Location Verification				Archive
7/15/2020	Tax Location Verification				Archive

VIEW LETTERS

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

SETTINGS

MyLocalTax ?

CITY CLERK OF SPRINGFIELD Welcome, Trevor Atkins
084-0001-6 You last logged in on Monday, Sep 27, 2021 8:51:44 PM
MUNICIPAL BLDG RM 210 Manage My Profile
SPRINGFIELD IL 62701

Favorites Summary Action Center **Settings** More...

CITY CLERK OF SPRINGFIELD
084-0001-6
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

Local Taxing District Cancel Access

Mail Delivery : Email
Mail Notification : Notify me of new mail

Allocation
SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account Cancel Access

Mail Delivery : Default (Email)
Mail Notification : Default (Notify me of new mail)

- **ACCESS**

- Everyone is listed as an account manager for general access – this is different than MyTax.
- Cancel Access.

- **CORRESPONDENCE OPTIONS**

- Mail Delivery (default is email).
- Mail Notification (default is notify).

SETTINGS

MyLocalTax ?

CITY CLERK OF SPRINGFIELD Welcome, Trevor Atkins
You last logged in on Monday, Sep 27, 2021 8:51:44 PM
[Manage My Profile](#)

084-0001-6
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

[Favorites](#) [Summary](#) [Action Center](#) **Settings** [More...](#)

CITY CLERK OF SPRINGFIELD **Local Taxing District** [Cancel Access](#)
084-0001-6
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

Mail Delivery : **Email**
Mail Notification : Notify me of new mail

Allocation **Account** [Cancel Access](#)
SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Mail Delivery : **Default (Email)**
Mail Notification : Default (Notify me of new mail)

- YOU CAN CHANGE YOUR SETTING FOR ONE ACCOUNT BY SELECTING THE BLUE HYPERLINK.
- IF YOU CHANGE SETTINGS UNDER THE LOCAL TAXING DISTRICT SECTION IT WILL CHANGE IT FOR ALL ACCOUNTS.
- IF ONE USER IN YOUR JURISDICTION SELECTS PAPER, LETTERS WILL ALSO BE MAILED.

🔍 *What are you looking for?*

↓ Submissions

Search for a submitted request.

> [Search Submissions](#)

💬 Messages

View messages I've received from the agency.

> [Send a Message](#)
> [View Messages](#)

✉ Letters

View letters I've received from the agency.

> [View Letters](#)

👤 Names & Addresses

View or update names and addresses associated to this customer.

> [Manage Names & Addresses](#)

🔍 Audit

Local government audit options

> [Submit Audit Referral](#)

MORE...

- SUBMISSIONS
 - Allows you to search previous submissions.
- MESSAGES
 - Send a Message (see previous slides).
 - View Messages (same screen as when accessed from Action Center).
- LETTERS
 - View Letters (same screen as when accessed from Action Center).
- NAMES & ADDRESSES
 - Need to send message to update.
- AUDIT
 - Submit Audit Referral.

SUBMIT AUDIT REFERRAL – STEP 1

The screenshot shows the 'MyLocalTax' interface for submitting an audit referral. The page title is 'Audit Referral – Local Governments' for the 'CITY CLERK OF SPRINGFIELD' with ordinance number '084-0001-6'. A progress bar at the top indicates five steps: 'Submitter Information' (active), 'Identify the taxpayer', 'Indicate the reason for this referral de a detailed explanation for this re', and 'Summary'. The 'Submitter Information' section contains two fields: 'Name' with the value 'CITY CLERK OF SPRINGFIELD' and 'Ordinance Location No.' with the value '084-0001-6'. At the bottom, there are buttons for 'Cancel', 'Save Draft', 'Previous', and 'Next'.

MyLocalTax

< CITY CLERK OF SPRINGFIELD

Audit Referral – Local Governments

CITY CLERK OF SPRINGFIELD
084-0001-6

Audit Referral — Local Governments

Submitter Information Identify the taxpayer Indicate the reason for this referral de a detailed explanation for this re Summary

Submitter Information

Name: CITY CLERK OF SPRINGFIELD

Ordinance Location No: 084-0001-6

Cancel Save Draft < Previous Next >

- **NOTE:** Before submitting an Audit Referral, please contact LTAD to determine if it is truly an audit issue.
- Verify the Submitter Information is correct, then select “Next.”

MyLocalTax ? 👤

< CITY CLERK OF SPRINGFIELD

Audit Referral – Local Governments
 CITY CLERK OF SPRINGFIELD
 084-0001-6

Audit Referral — Local Governments

Submitter Information **Identify the taxpayer** Indicate the reason for this referral de a detailed explanation for this re Summary

Identify the taxpayer for this referral

Provide as much detail as possible for the taxpayer in question.

Taxpayer Name * *Required*

DBA Name (if applicable)

Illinois Sales and Use Tax Account ID

Address * *Required*

Address2

Unit Type

Unit

City * *Required*

State * *Required*

Zip * *Required*

Verify Address * You must verify the address *

Cancel Save Draft < Previous **Next** >

SUBMIT AUDIT REFERRAL – STEP 2

- Provide all required information and as much other information as possible.
- Verify the provided address and select the validated address if different than what you provided.
- Select “Next.”

MyLocalTax

< CITY CLERK OF SPRINGFIELD

Audit Referral – Local Governments
CITY CLERK OF SPRINGFIELD
084-0001-6

Audit Referral — Local Governments

Submitter Information Identify the taxpayer **Indicate the reason for this referral** Provide a detailed explanation for this re Summary

Indicate the reason for making this referral

Check all that apply.

- * The taxpayer is not reporting or is underreporting receipts.
- * The taxpayer is claiming sales tax exemptions that are not allowed.
- * The registered site location for the taxpayer is incorrect.
- * The taxpayer is collecting tax at the wrong rate for its registered site location.
- * The taxpayer is reporting high rate receipts for general merchandise at the low rate for food, drugs, and medical appliances.
- * The taxpayer is incorrectly calculating the use tax reported on transaction returns.
- * The taxpayer is registering items that are of the type that must be titled or registered by an agency of Illinois state government (i.e., vehicles, watercraft, aircraft, trailers, and mobile homes) using an incorrect location and miscalculating the use tax due on these items.
- * The taxpayer is failing to report use tax due on items the taxpayer is using or consuming itself or is claiming an improper exemption on fixed assets.
- * Other (Describe below.)

Cancel Save Draft < Previous Next >

SUBMIT AUDIT REFERRAL – STEP 3

- Provide the reason(s) for your referral.
- If the reason is not listed, please select “Other” and provide the reason(s).
- Select “Next.”

SUBMIT AUDIT REFERRAL – STEP 4

MyLocalTax

< CITY CLERK OF SPRINGFIELD

Audit Referral – Local Governments

CITY CLERK OF SPRINGFIELD
084-0001-6

Audit Referral — Local Governments

Submitter Information Identify the taxpayer Indicate the reason for this referral **Provide a detailed explanation for this referral** Summary

Provide a detailed explanation for this referral

The Local Government Revenue Recapture Act requires you to explain in as much detail as possible your specific reasons for making this referral. Use the Add button on the Attachments table to attach supporting documentation.

Explain *
Required

Type	Name	Description	Size
There are no attachments.			

Cancel Save Draft < Previous Next >

- Provide a detailed explanation for the reason for the referral.
- Attach any documentation to support your referral by selecting the “Add” button.
- Select “Next.”

Zip 62702-5145

Indicate the reason for making this referral

Check all that apply.

- The taxpayer is not reporting or is underreporting receipts.
- The taxpayer is claiming sales tax exemptions that are not allowed.
- The registered site location for the taxpayer is incorrect.
- The taxpayer is collecting tax at the wrong rate for its registered site location.
- The taxpayer is reporting high rate receipts for general merchandise at the low rate for food, drugs, and medical appliances.
- The taxpayer is incorrectly calculating the use tax reported on transaction returns.
- The taxpayer is registering items that are of the type that must be titled or registered by an agency of Illinois state government (i.e., vehicles, watercraft, aircraft, trailers, and mobile homes) using an incorrect location and miscalculating the use tax due on these items.
- The taxpayer is failing to report use tax due on items the taxpayer is using or consuming itself or is claiming an improper exemption on fixed assets.
- Other (Describe below.)

Provide a detailed explanation for this referral

The Local Government Revenue Recapture Act requires you to explain in as much detail as possible your specific reasons for making this referral. Use the Add button on the Attachments table to attach supporting documentation.

Explain

CHARGING THE WRONG TAX RATE

Attachment Type	File Name	Description
-----------------	-----------	-------------

SUBMIT AUDIT REFERRAL – STEP 5

- Review the Summary of your referral.
- If anything needs changed, use the “Previous” button to return to the page and make your necessary changes.
- Selecting “Save Draft” at any point will allow you to return to your referral at a later date to complete.
 - IDOR cannot review a saved referral.
- Select “Submit” once your referral is complete and ready to be reviewed by IDOR.
- You will be asked to re-enter your MLT password to complete the submission process.
- You will receive confirmation this has been submitted.

ALLOCATION ACCOUNT

Allocation

SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account

04507-19808

- > [Request Allocation Remittance Report](#)
- > [Request Taxpayer Listing Report](#)
- > [Respond to Tax Location Verification](#)
- > [Verify Tax Locations](#)
- > [View more account options](#)

THESE ARE THE ALLOCATION ACCOUNT QUICK LINKS FROM THE HOME SCREEN

MyLocalTax ?

< CITY CLERK OF SPRINGFIELD

More account options

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

More account options

Search our online services

Account Options

- > Enter or Amend Rebate Sharing Agreements
- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > Search for Rebate Sharing Agreements
- > Submit Certified Copy of Ordinance or Resolution
- > Submit Reciprocal Agreement
- > Verify Tax Locations

Periods and Submissions

- > View Account Periods
- > View Account Submissions

Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages

ALLOCATION ACCOUNT – MORE ACCOUNT OPTIONS

- MORE ACCOUNT OPTIONS INCLUDES ALL QUICK LINKS FROM THE HOME SCREEN PLUS:
 - Enter or Amend Rebate Sharing Agreements
 - Search for Rebate Sharing Agreements
 - Submit Certified Copy of Ordinance or Resolution
 - Submit Reciprocal Agreement
- PERIODS AND SUBMISSIONS
 - View Account Periods
 - View Account Submissions
- LETTERS AND MESSAGES
 - View Account Letters
 - View Account Messages

CITY CLERK OF SPRINGFIELD

Welcome, Trevor Atkins

084-0001-6

You last logged in on Thursday, Oct 7, 2021 9:38:20 AM

MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) ² [Settings](#) [More...](#)

Filter



Allocation

SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account

04507-19808

- > [Request Allocation Remittance Report](#)
- > [Request Taxpayer Listing Report](#)
- > [Respond to Tax Location Verification](#)
- > [Verify Tax Locations](#)
- > [View more account options](#)

REQUEST ALLOCATION REMITTANCE REPORT

- FROM THE HOME SCREEN SELECT REQUEST ALLOCATION REMITTANCE REPORT FROM THE ALLOCATION ACCOUNT SECTION.

Request Allocation Remittance Report

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Request Allocation 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 ^{*} *Required* ▼

Months of Allocation Detail ^{*}

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

Cancel

< Previous

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.
- SELECT SUBMIT.

Submissions

Submissions are things you have submitted online for processing. Common examples include returns and payments.

CITY CLERK OF SPRINGFIELD

Submissions older than 12 months can be found using the search.

084-0001-6

Pending Processed

Requests

Filter

Date	Title	Account	Account ID	Confirmation Number
9/30/2021	Request Allocation Remittance Report	Allocation	04507-19808	0-423-944-336
9/30/2021	Request Allocation Remittance Report	Allocation	04507-19808	0-132-046-992

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.
- THE FILE(S) WILL NOT BE RECEIVED HERE, YOU WILL RECEIVE A MESSAGE.

REQUEST ALLOCATION REMITTANCE REPORT STEP 3

The screenshot shows the MyLocalTax interface for the City Clerk of Springfield. The header includes the MyLocalTax logo and navigation icons. Below the header, the user is identified as 'CITY CLERK OF SPRINGFIELD' with the phone number '084-0001-6'. The 'Messages' section shows a list of messages. The first message, dated 10/5/2021, has the subject 'Remittance Report 0-606-941-328' and is circled in red. The second message, also dated 10/5/2021, has the subject 'MyLocalTax Activation Request Accepted'. The table columns are Date, Subject, Account Type, Account ID, and Period. There are 'Archive All' and 'Filter' buttons above the table.

Date	Subject	Account Type	Account ID	Period
10/5/2021	Remittance Report 0-606-941-328	Allocation	04507-19808	
10/5/2021	MyLocalTax Activation Request Accepted			

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

Notice

Message

From: Illinois Department of Revenue
To: Trevor Atkins (tatkins)
Date: Tuesday, Oct 5, 2021 6:04:47 PM
Subject: Remittance Report 0-606-941-328

The Remittance Report is attached for the following location: Springfield. If you have questions, please visit our website at www2.illinois.gov/rev/LocalGovernments or call us at 217 785-6518. Reference the confirmation number 0-606-941-328.

Attachments

Name	Description	Size (Kb)	Sent
7/31/20214HMRAAllocationRemittance.csv	Cannabis Home Rule Allocation Remittance Report	1	10/5/2021 6:04:47 PM
7/31/20214MTAllocationRemittance.csv	Cannabis Sales Allocation Remittance Report	1	10/5/2021 6:04:47 PM
7/31/2021AMTAllocationRemittance.csv	Automobile Rental Allocation Remittance Report	3	10/5/2021 6:04:47 PM
7/31/2021BDSTAllocationRemittance.csv	Business District Allocation Remittance Report	11	10/5/2021 6:04:47 PM
7/31/2021HMRAAllocationRemittance.csv	Home Rule Allocation Remittance Report	452	10/5/2021 6:04:47 PM
7/31/2021MCANAllocationRemittance.csv	Municipal Cannabis Allocation Remittance Report	1	10/5/2021 6:04:47 PM
7/31/2021MTAllocationRemittance.csv	Sales Allocation Remittance Report	466	10/5/2021 6:04:47 PM
7/31/2021MTTAllocationRemittance.csv	Telecom Allocation Remittance Report	25	10/5/2021 6:04:47 PM

REQUEST ALLOCATION REMITTANCE REPORT STEP 4

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



AutoSave Off 8_31_2021HMRAAllocationRemittance.csv - Excel Atkins, Trevor

File Home Insert Page Layout Formulas Data Review View Help Acrobat Search

Clipboard Font Alignment Number Styles Cells Editing WebEx

Clipboard Font Alignment Number Styles Cells Editing WebEx

E11

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	Location Code	Location Name	Tax Type	Account Number	Account Type	Site ID	Type	SIC	Business Name	Street	Street2	City	9/30/2020	10/31/2020	11/30/2020	12/31/2020	1/31/2021	2/28/2021	3/31/2021	4/30/2021	5/31/2021	6/30/2021	7/31/2021	8/31/2021
2	08400016	Springfield	HMR	5555-5555	ST1	0	CL	5911	ABC CORNER STORE	101 MAIN ST		SPRINGFIELD	167.87	254.94	154.38	230.26	65.44	171.45	125.02	340.38	167.13	208.62	329.86	130.68
3	08400016	Springfield	HMR	1111-2222	ST1	0	CL	5511	TREVOR'S TRUCKING	202 FIRST ST		SPRINGFIELD	4.42	4.3	4.67	4.67	3.93	2.43	0	7.17	4.55	2.45	3.32	2.7
4																								

ALLOCATION REMITTANCE REPORT FILE

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

CITY CLERK OF SPRINGFIELD

Welcome, Trevor Atkins

084-0001-6

You last logged in on Thursday, Oct 7, 2021 9:38:20 AM

MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

[Manage My Profile](#)

[Favorites](#) [Summary](#) [Action Center](#) ² [Settings](#) [More...](#)

Filter



Allocation

SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account

04507-19808

- > [Request Allocation Remittance Report](#)
- > [Request Taxpayer Listing Report](#)
- > [Respond to Tax Location Verification](#)
- > [Verify Tax Locations](#)
- > [View more account options](#)

REQUEST TAXPAYER LISTING REPORT

- FROM THE HOME SCREEN SELECT REQUEST TAXPAYER LISTING REPORT IN THE ALLOCATION ACCOUNT SECTION.

MyLocalTax

< CITY CLERK OF SPRINGFIELD

Request Taxpayer Listing Report

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Request Taxpayer Listing Report

Account Type Select Locations Review and Submit

Account Type * *Required*

Cancel Save Draft < Previous Next >

REQUEST TAXPAYER LISTING STEP 1

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

Request Taxpayer Listing Report

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Request Taxpayer Listing Report



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
<input type="text"/>	<input type="text"/>

Cancel Save Draft

< Previous Next >

REQUEST TAXPAYER LISTING STEP 2

- CHOOSE AS MANY LOCATIONS AS YOU WISH.
- SELECT ENTIRE COUNTY, IF NEEDED.

MyLocalTax

< CITY CLERK OF SPRINGFIELD

Request Taxpayer Listing Report

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Request Taxpayer Listing Report

Progress: Account Type (✓) | Select Locations (✓) | **Review and Submit** (→)

This Request Taxpayer Listing Report request is ready to submit.

Location	Location Code
Springfield	08400016
Springfield-South Central BD	08400016

Buttons: Cancel, Save Draft, < Previous, Submit

REQUEST TAXPAYER LISTING STEP 3

- REVIEW AND SUBMIT.
- 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.

Submissions

Submissions are things you have submitted online for processing. Common examples include returns and payments.

CITY CLERK OF SPRINGFIELD

Submissions older than 12 months can be found using the search.

084-0001-6

Pending Processed

Requests

Date	Title	Account	Account ID	Confirmation Number
9/30/2021	Request Taxpayer Listing Report	Allocation	04507-19808	1-497-686-160
9/30/2021	Request Allocation Remittance Report	Allocation	04507-19808	0-423-944-336
9/30/2021	Request Allocation Remittance Report	Allocation	04507-19808	0-132-046-992

REQUEST TAXPAYER LISTING

- YOUR REQUEST IS NOW WAITING TO BE PROCESSED.
- SINCE LTAD HAS TO REVIEW, ALLOW TIME FOR PROCESSING.
- ONCE AGAIN, THE FILE WILL NOT BE RECEIVED HERE, BUT IN A MESSAGE.

MyLocalTax ? ⓘ

< VILLAGE CLERK OF LONG CREEK

Messages Messages older than 12 months can be found using the search. > [Send a Message](#)

VILLAGE CLERK OF LONG CREEK
058-0020-1

[Inbox](#) [Outbox](#) [Archived](#) [Search](#)

Messages [Archive All](#)

Date	Subject	Account Type	Account ID	Period	
10/8/2021	Taxpayer Listing 1-117-669-520	Allocation	11600-15744		Archive
10/6/2021	LTAD Newsletter	Allocation	11600-15744		Archive
5/28/2021	Informational –Rate changes for certain local taxing jurisdictions effective July 1, 2021	Allocation	11600-15744		Archive

REQUEST TAXPAYER LISTING

- AN UNREAD MESSAGE APPEARS ALERTING YOU THAT YOU HAVE RECEIVED YOUR REPORT(S).
- 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 10_14_2021TaxpayerListing.csv - Excel Atkins, Trevor

File Home Insert Page Layout Formulas Data Review View Help Acrobat Search

Clipboard Font Alignment Number Styles Cells Editing WebEx

Share Comments

A10

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Location	Account Number	Account Type	Site ID	Type	SIC	Business Name	DBA	Street	Street2	City	State	Zip			
2	Springfield	5555-5555	ST1	0	CL	5911	ABC CORNER STORE		101 MAIN ST		SPRINGFIELD	IL	62711-1234			
3	Springfield	1111-2222	ST1	0	CL	5511	TREVOR'S TRUCKING		202 FIRST ST		SPRINGFIELD	IL	62702-1234			
4																

TAXPAYER LISTING FILE

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

Allocation

SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account

04507-19808

- > [Request Allocation Remittance Report](#)
- > [Request Taxpayer Listing Report](#)
- > [Respond to Tax Location Verification](#)
- > [Verify Tax Locations](#)
- > [View more account options](#)

RESPOND TO TAX LOCATION VERIFICATION

- FROM THE HOME SCREEN SELECT RESPOND TO TAX LOCATION VERIFICATION FROM THE ALLOCATION ACCOUNT SECTION.
- **NOTE:** Businesses found under this function are listed as “Verified by LTAD” on your monthly TLV letter.

MyLocalTax

< CITY CLERK OF MACOMB

Respond to Tax Location Verification

Allocation
05542-31712
MACOMB CITY TREASURER

Respond to Tax Location Verification

Search Businesses Business List Review and Submit

Months Available August 2021

Cancel Previous Next

RESPOND TO TAX LOCATION VERIFICATION STEP 1

- ROLLING 13 MONTHS AVAILABLE
 - Check multiple periods before contacting LTAD
- IF THERE IS NOTHING OUTSTANDING FOR THE MONTH YOU SELECT, A MESSAGE WILL APPEAR: “THERE ARE NO LOCATIONS FOR THE SEARCH CRITERIA PROVIDED.”

Respond to Tax Location Verification



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 Record 3 Record 4 Record 5

Business ID	Site Name	Business Address	
4399-8429	MACOMBMARKET LLC	1601 W JACKSON ST MACOMB IL 61455-1901	Agree
4415-3007	EL HELADO LOCO LLC	1400 E THOMAS ST MACOMB IL 61455-3416	Agree
0405-4334	R P LUMBER CO INC	2300 E JACKSON ST MACOMB IL 61455-2566	Agree
4415-3821	BRG LAD LLC	1701 E JACKSON ST MACOMB IL 61455-2503	Agree
4290-2266	NENE NANA RAYRAY RESALES FOR LESS	1658 E WHEELER CIR FL 1658 MACOMB IL 61455-1	Agree

Cancel

< Previous

Next >

RESPOND TO TAX LOCATION VERIFICATION STEP 2

- YOU CAN SELECT THE BUSINESS ID OR THE RECORD # TAB.
- THE DEFAULT IS AGREE, YOU HAVE TO SELECT EACH RECORD INDIVIDUALLY IF YOU WANT TO CHANGE TO DISAGREE.
- SELECTING NEXT TAKES YOU TO THE REVIEW AND SUBMIT STEP .

RESPOND TO TAX LOCATION VERIFICATION STEP 3

Respond to Tax Location Verification

Search Businesses Business List Review and Submit

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 Record 3 Record 4 Record 5

Record 1

Business ID	4399-8429
Site Name	MACOMBMARKET LLC
Business DBA Name	
Business Address	1601 W JACKSON ST MACOMB IL 61455-1901
Sequence Number	001
County	McDonough
The above information is correct.	<input type="button" value="Agree"/> <input checked="" type="button" value="Disagree"/>

- YOU CANNOT CHANGE ANYTHING IN THIS QUEUE. YOUR ONLY OPTIONS ARE AGREE OR DISAGREE.
- IF YOU SELECT AGREE (DEFAULT), 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).
 - You can then explain why you disagree.

RESPOND TO TAX LOCATION VERIFICATION STEP 4

Respond to Tax Location Verification

Search Businesses Business List **Review and Submit**

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

Business ID	Site Name	Business Address	Status
4399-8429	MACOMBMARKET LLC	1601 W JACKSON ST MACOMB IL 61455-1901	Disagree
4415-3007	EL HELADO LOCO LLC	1400 E THOMAS ST MACOMB IL 61455-3416	Agree
0405-4334	R P LUMBER CO INC	2300 E JACKSON ST MACOMB IL 61455-2566	Agree
4415-3821	BRG LAD LLC	1701 E JACKSON ST MACOMB IL 61455-2503	Agree
4290-2266	NENE NANA RAYRAY RESALES FOR LESS	1658 E WHEELER CIR FL 1658 MACOMB IL 61455-18	Agree

Cancel < Previous Submit

- REVIEW BEFORE SUBMITTING.
- STATUS IS LISTED ON THE RIGHT.
- IF INCORRECT, SELECT PREVIOUS TO GO BACK TO THE BUSINESS LIST AND CHOSE THE RECORD TO CORRECT.
- IF YOU AGREE WITH YOUR FINAL REVIEW, SELECT SUBMIT.

Filter



Allocation

SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account

04507-19808

- > [Request Allocation Remittance Report](#)
- > [Request Taxpayer Listing Report](#)
- > [Respond to Tax Location Verification](#)
- > [Verify Tax Locations](#)
- > [View more account options](#)

VERIFY TAX LOCATIONS

- FROM THE HOME SCREEN SELECT VERIFY TAX LOCATIONS FROM THE ALLOCATION ACCOUNT SECTION.

VERIFY TAX LOCATIONS STEP 1

MyLocalTax

< CITY CLERK OF SPRINGFIELD

Verify Tax Locations

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Verify Tax Locations

Search Businesses Business List Review Business Information

Business Type: New/Reinstated Discontinued

Months Available * ▼

Account Number

Cancel < Previous Next >

- BUSINESS TYPE
 - New/Reinstated
 - Discontinued
- **NOTE:** Businesses found under this function are listed as “New/Reinstated” on your monthly TLV letter.
- ROLLING 13 MONTHS AVAILABLE
 - Check multiple periods before contacting LTAD.
- ACCOUNT NUMBER IS NOT REQUIRED.

MyLocalTax

< More account options

Verify Tax Locations

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Verify Tax Locations

Search Businesses | **Business List** | Review Business Information

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

Show Errors

Verify?	Business ID	Business Name	Business DBA Name	Business Address
* <input type="radio"/>	3988-9440	ENTERPRISE RENT-A-CAR CO-MIDWEST		3901 YUKON DR SPRINGFIELD IL 62704

Cancel < Previous **Next** >

VERIFY TAX LOCATIONS STEP 2

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

Verify Tax Locations

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Verify Tax Locations



Business ID
3988-9440

Business Name
ENTERPRISE RENT-A-CAR CO-MIDWEST LLC

Business DBA Name

Business Address
3901 YUKON DR SPRINGFIELD IL 62704

Business Sequence
005

Tell us the business district this address is within: *
Required

Is this address within your corporate limits? *
 Yes No

Is this address within Sangamon County? *
 Yes No

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

VERIFY TAX LOCATIONS STEP 3

- 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 Sangamon (in this example) County?
- AFTER ENTERING THE CORRECT LOCATION, SELECT SUBMIT.
- LTAD WILL REVIEW YOUR SUBMISSION AND MAKE THE UPDATES BASED ON YOUR SUBMISSION.

Verify Tax Locations

Search Businesses

Business List

Review Business Information

Business ID

4257-1480

Business Name

BAYWARE LLC

Business DBA Name

Business Address

3050 GATEWAY COMMERCE CENTER DR S EDWARDSVILLE IL 62025-2815

Business Sequence

001

Tell us the business district this address is within: *

Required

Is this address within a township?

Yes

Unknown

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.

Cancel

< Previous

Submit

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 Madison (in this example) County?
- AFTER ENTERING THE CORRECT LOCATION, SELECT SUBMIT.
- LTAD WILL REVIEW YOUR SUBMISSION AND MAKE THE UPDATES BASED ON YOUR SUBMISSION.

REVIEW DISCONTINUED BUSINESSES STEP 1

MyLocalTax

CITY CLERK OF SPRINGFIELD

Verify Tax Locations

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Verify Tax Locations

Search Businesses Business List Review Business Information

Business Type
New/Reinstated Discontinued

Months Available *
Required

Account Number

Cancel Previous Next

- **NOTE:** Businesses found under this function are listed as “Discontinued” on your monthly TLV letter.
- SELECT DISCONTINUED.
- ROLLING 13 MONTHS AVAILABLE.
 - Check multiple periods before contacting LTAD.
- ACCOUNT NUMBER NOT REQUIRED.

REVIEW DISCONTINUED BUSINESSES STEP 2

Verify Tax Locations

Search Businesses Business List Review Business Information

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".

Page 1 of 2 Show Errors Filter

Comment?	Business ID	Business Name	Business DBA Name	Business Address
<input checked="" type="radio"/>	3942-7854	SARRA SOPHIA		2736 YORK RD SPRINGFIELD IL 62703-4
<input type="radio"/>	4007-7357	PAO	OAO	2824 PLAZA DR SPRINGFIELD IL 62704-6
<input type="radio"/>	2750-8285	A RICHPORT & COMPANY		1916 S 15TH ST SPRINGFIELD IL 62703-3
<input type="radio"/>	5540-6181	RANDY LEE POWELL		4505 LYNHURST RD SPRINGFIELD IL 627
<input type="radio"/>	0923-3113	EVANSVILLE AUTO PARTS INC EVAPAR		3900 N PEORIA RD SPRINGFIELD IL 6270
<input type="radio"/>	0923-3113	EVANSVILLE AUTO PARTS INC EVAPAR		330 SOUTH GRAND AVE W SPRINGFIELD
<input type="radio"/>	0923-3113	EVANSVILLE AUTO PARTS INC EVAPAR		2401 W MONROE ST SPRINGFIELD IL 62
<input type="radio"/>	4094-9941	LET'S MAKE DINNER CO	LETS MAKE DINNER	2943 W WHITE OAKS DR STE 6 SPRINGF
<input type="radio"/>	2957-8701	BARBECK COMMUNICATIONS GROUP II	BARBECK STORE #18	2501 WABASH AVE SPRINGFIELD IL 627
<input type="radio"/>	4310-2077	PLAY NOW LLC	PLAY NOW LLC	6405 MCINTOSH CT SPRINGFIELD IL 627

Cancel Previous Next

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

REVIEW DISCONTINUED BUSINESSES STEP 3

Verify Tax Locations

Search Businesses ✓ Business List ✓ **Review Business Information** >

Business ID
3942-7854

Business Name
SARRA SOPHIA

Business DBA Name

Business Address
2736 YORK RD SPRINGFIELD IL 62703-4457

Business County
Sangamon

Business Sequence
005

Comments: *
Required

Cancel Previous Submit

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

VIEW MORE ACCOUNT OPTIONS

Allocation

SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account

04507-19808

- › Request Allocation Remittance Report
- › Request Taxpayer Listing Report
- › Respond to Tax Location Verification
- › Verify Tax Locations
- › View more account options

More account options

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

More account options

🔍 Search our online services

 Account Options

- > Enter or Amend Rebate Sharing Agreements
- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > Search for Rebate Sharing Agreements
- > Submit Certified Copy of Ordinance or Resolution
- > Submit Reciprocal Agreement
- > Verify Tax Locations

 Periods and Submissions

- > View Account Periods
- > View Account Submissions

 Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages

ENTER OR AMEND REBATE SHARING AGREEMENTS

- SELECT MORE ACCOUNT OPTIONS FROM THE ALLOCATION ACCOUNT SECTION.
- CHOOSE ENTER OR AMEND REBATE SHARING AGREEMENTS.

< More account options

Enter or Amend Rebate Sharing Agreements

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Enter or Amend Rebate Sharing Agreements



Enter or Amend Agreement

Municipality/County Name

Springfield - Sangamon County

Are you amending an existing agreement? *

Yes

No

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

0



Cancel

Save Draft

< Previous

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.

< More account options

Enter or Amend Rebate Sharing Agreements

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Enter or Amend Rebate Sharing Agreements



Enter or Amend Agreement

Business Information

Municipality/County Name

Springfield - Sangamon County

Business Information

Business Name *

Required

ID Type *

Required

Account ID *

Required

Location Address(es)

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

Addresses

+ Add a Record

ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 2

- BUSINESS NAME
- ID TYPE
 - Account ID
 - FEIN
- ACCOUNT ID
- SELECT ADD A RECORD
 - Continue to verifying address.

Addresses **Record 1**

Record 1 + Add a Record X Delete this Record

Street *

Unit Type Unit Number Required

City * State Zip Code


Required *Required* *Required*

You must verify the address.

Verify Address

+ Add a Record X Delete this Record

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



< Previous Next >

ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 2 (CONTINUED...)

- ENTER ADDRESS
- SELECT VERIFY ADDRESS
- DOES THE BUSINESS MAINTAIN ADDITIONAL LOCATIONS?

Enter or Amend Rebate Sharing Agreements

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Enter or Amend Rebate Sharing Agreements



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 *

Required

Agreement End Date *

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

Please attach documentation



Attachments

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

There are no attachments.

Cancel Save Draft

< 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

File ^{*}

Browse...

Required

Cancel OK

ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 4

- ATTACH THE AGREEMENT.
- CHOOSE THE FILE LOCATED ON YOUR DEVICE.
- SELECT OK.

< More account options

Enter or Amend Rebate Sharing Agreements

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Enter or Amend Rebate Sharing Agreements



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.

TEST

Agreement Start Date

9/30/2021

Agreement End Date

9/30/2026

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

Successfully Attached

Attachments

[Add](#)

Type	Name	Description	Size
Copy of Rebate Sharing Agreement	130-110.pdf	ABC Agreement	6 Remove

[Cancel](#) [Save Draft](#)

[< Previous](#) [Next >](#)

ENTER OR AMEND REBATE SHARING AGREEMENTS STEP 5

- AFTER ATTACHING THE FILE, REVIEW THE TERMS OF THE AGREEMENT.
- SELECT NEXT.

MyLocalTax ? ⊞

< More account options

Enter or Amend Rebate Sharing Agreements

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Enter or Amend Rebate Sharing Agreements

Enter or Amend Agreement
 Business Information
 Terms of Agreement
 Preparer Information

Preparer Information

Preparer Name *
Required

Preparer Phone *
Required

Preparer Email *
Required

Contact Information

Contact Name *
Required

Contact Phone *
Required

Contact Email *
Required

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

MyLocalTax

< More account options

Enter or Amend Rebate Sharing Agreements

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Enter or Amend Rebate Sharing Agreements

Enter or Amend Agreement Existing Agreement **Business Information**

Municipality/County Name
Springfield - Sangamon County

Business Information

Business Name
Route 66 Motorheads Bar & Grill LLC

ID Type
FEIN

FEIN
00-0000000

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	

- 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

MyLocalTax

< More account options

Enter or Amend Rebate Sharing Agreements

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Enter or Amend Rebate Sharing Agreements

Enter or Amend Agreement Existing Agreement Business Information 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: 5/18/2018

Agreement End Date: 10/1/2025

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 Add

Please attach documentation

Attachments

Type	Name	Description	Size
There are no attachments.			

Cancel Save Draft < 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

MyLocalTax

< More account options

Enter or Amend Rebate Sharing Agreements

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Enter or Amend Rebate Sharing Agreements

Enter or Amend Agreement Existing Agreement

Choose reason for amending this agreement.
Other

Other: *
Required

Please review the existing version of the agreement below.

Business Information

Business Name
Route 66 Motorheads Bar & Grill LLC

ID Type
FEIN

FEIN
000000000

Location Address(es)

Addresses
600 TORONTO RD
SPRINGFIELD IL 62711-1716

- 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.”

More account options

Allocation

04507-19808

SPRINGFIELD CITY TREASURER

More account options

 Search our online services

Account Options

- > Enter or Amend Rebate Sharing Agreements
- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > **Search for Rebate Sharing Agreements**
- > Submit Certified Copy of Ordinance or Resolution
- > Submit Reciprocal Agreement
- > Verify Tax Locations

Periods and Submissions

- > View Account Periods
- > View Account Submissions

Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages

SEARCH FOR REBATE SHARING AGREEMENTS

- SELECT MORE ACCOUNT OPTIONS FROM THE ALLOCATION ACCOUNT SECTION.
- CHOOSE SEARCH FOR REBATE SHARING AGREEMENTS.

The screenshot shows the MyLocalTax website interface. At the top left is the MyLocalTax logo. In the top right corner, there are two circular icons: a question mark and a person icon. Below the header, there is a navigation link that says '< More account options'. The main content area contains the instruction 'Select the appropriate criteria to view its rebate sharing agreements.' followed by two dropdown menus. The first dropdown is labeled 'Location Name' and is currently empty. The second dropdown is labeled 'Agreement Type' and is currently set to 'Active'. Below these dropdowns is a dark green button with the text 'Search' in white.

REBATE SHARING AGREEMENT SEARCH STEP 1

- ALL MUNICIPALITIES, COUNTIES, AND BUSINESS DISTRICTS ARE LISTED.
- AGREEMENT TYPE
 - Active
 - All
 - Expired
 - Future
 - Replaced by Amendment

Select the appropriate criteria to view its rebate sharing agreements.

Location Name

Agreement Type

[Search](#)

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](#) [Record 2](#)

Export

Municipality	Business Name	Status	Begin Date	End Date
Springfield - Sangamon County	Lumberyard Suppliers, Inc	Active	1/1/2019	12/31/2041
Springfield - Sangamon County	Route 66 Motorheads Bar & Grill LLC	Active	5/18/2018	10/1/2025

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.

Record 1

Municipality/County Name

Springfield - Sangamon County

Rebate ID

1813151744

Active

Business Information

Business Name

Lumberyard Suppliers, Inc

Addresses

3441 LUMBER LN
SPRINGFIELD IL 62707-8847

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.

City will reimburse the developer up to \$1.2M or 1/3 of the project cost, whichever is less. The reimbursement will come from both TIF funds and sales tax rebate. The sales tax rebate shall be .75% of gross sales above \$3 million on a calendar year basis.

Agreement Start Date

1/1/2019

Agreement End Date

12/31/2041

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.

More account options

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

More account options

 Search our online services

Account Options

- > Enter or Amend Rebate Sharing Agreements
- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > Search for Rebate Sharing Agreements
- > **Submit Certified Copy of Ordinance or Resolution**
- > Submit Reciprocal Agreement
- > Verify Tax Locations

Periods and Submissions

- > View Account Periods
- > View Account Submissions

Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages

SUBMIT CERTIFIED COPY OF ORDINANCE OR RESOLUTION

- THIS OPTION IS ONLY AVAILABLE FOR USERS WITH CONFIDENTIAL ACCESS.
- SELECT MORE ACCOUNT OPTIONS FROM THE ALLOCATION ACCOUNT SECTION.
- CHOOSE SUBMIT CERTIFIED COPY OF ORDINANCE OR RESOLUTION.

MyLocalTax

< More account options

Submit Certified Copy of Ordinance or Resolution

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Progress: Certified Copy of Ordinance or Res | Review and Submit

Add Attachment

Submit Certified Copy of Ordinance or Resolution

Click Add Button Below to Attach

Attachments ➔ Add

Type	Name	Description	Size
There are no attachments.			

Cancel < Previous **Next** >

SUBMIT CERTIFIED COPY OF ORDINANCE OR RESOLUTION STEP 1

- MUST ATTACH A CERTIFIED COPY OF AN ORDINANCE OR RESOLUTION.
- CAN FIND SAMPLE ORDINANCES UNDER THE FORMS AND AGREEMENTS SECTION OF THE MLT HOME SCREEN.
- SELECT ADD TO UPLOAD THE ATTACHMENT.
- **NOTE:** CAN ONLY ATTACH ONE FILE SO SCAN **ALL** DOCUMENTS INTO ONE FILE TO ATTACH.

SUBMIT CERTIFIED COPY OF ORDINANCE OR RESOLUTION STEP 2

Select a file to attach ×

Type *
Required ▼

Description *
Required

File *
 Browse...

Required

Cancel OK

- CHOOSE TYPE FROM DROP DOWN LIST.
 - Certified Copy of Ordinance
 - Certified Copy of Resolution
- ADD A DESCRIPTION OF THE FILE.
- SELECT BROWSE TO CHOOSE THE FILE LOCATED ON YOUR DEVICE.
- SELECT OK TO ATTACH THE CHOSEN FILE.

MyLocalTax ? 8

< More account options

Submit Certified Copy of Ordinance or Resolution

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

> —

Certified Copy of Ordinance or Res Review and Submit

Add Attachment

Submit Certified Copy of Ordinance or Resolution

Successfully Attached ✔

Attachments Add			
Type	Name	Description	Size
Certified Copy of Ordinance	10-3007.pdf	Home Rule Sales Tax	90 Remove

Cancel
< Previous
Next >

SUBMIT CERTIFIED COPY OF ORDINANCE OR RESOLUTION STEP 3

- ENSURE YOU'VE ATTACHED THE CORRECT FILE.
- SELECT NEXT.

MyLocalTax

< More account options

Submit Certified Copy of Ordinance or Resolution

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

✓ Review and Submit

Certified Copy of Ordinance or Res

This Submit Certified Copy of Ordinance or Resolution request is ready to submit.

Cancel Previous **Submit**

SUBMIT CERTIFIED COPY OF ORDINANCE OR RESOLUTION STEP 4

- ORDINANCE/RESOLUTION IS NOW READY TO SUBMIT .
- SELECT SUBMIT ON REVIEW AND SUBMIT SCREEN.
- YOU WILL HAVE TO ENTER YOUR PASSWORD TO CONFIRM SUBMISSION OF CERTIFIED ORDINANCE/RESOLUTION.
- ENTER PASSWORD AND SELECT OK.

Confirmation

Submit this request?

The attached has been certified by the Municipal or County Clerk, as applicable, as a full, true, and correct copy of the ordinance or resolution adopted and the same appears of record and in the files in the Clerk's office.

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password *

Required

Cancel **OK**

Confirmation

You have successfully submitted your request to Submit Certified Copy of Ordinance or Resolution.

Your request will be reviewed by IDOR's Legal Division and you will receive correspondence, via US Mail, from them. If you have not heard back from IDOR, please contact us before the ordinance filing deadline.

Your confirmation number is **0-007-125-136**.

Request submitted on: 10/18/2021 11:09:00 PM (Central Time)
Request Type: Submit Certified Copy of Ordinance or Resolution
Submitted By: [Redacted] - CITY CLERK OF SPRINGFIELD

If you have questions, please visit our website at www2.illinois.gov/rev/LocalGovernments or call us at 217 785-6518 or email us at Rev.Localtax@illinois.gov. 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 in your account.

Printable Confirmation

OK

SUBMIT CERTIFIED COPY OF ORDINANCE OR RESOLUTION CONFIRMATION

- ONCE YOU SELECT SUBMIT, YOU SHOULD RECEIVE THIS CONFIRMATION.
- IF YOU DO NOT, CONTACT LTAD AT 217-785-6518.
- PRINT FOR YOUR RECORDS.
- USE CONFIRMATION NUMBER WHEN CONTACTING LTAD WITH QUESTIONS.

More account options

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

More account options

 Search our online services

Account Options

- > Enter or Amend Rebate Sharing Agreements
- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > Search for Rebate Sharing Agreements
- > Submit Certified Copy of Ordinance or Resolution
- > **Submit Reciprocal Agreement**
- > Verify Tax Locations

Periods and Submissions

- > View Account Periods
- > View Account Submissions

Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages

SUBMIT RECIPROCAL AGREEMENT

- THIS OPTION IS ONLY AVAILABLE TO USERS WITH CONFIDENTIAL ACCESS.
- SELECT MORE ACCOUNT OPTIONS FROM THE ALLOCATION ACCOUNT SECTION.
- CHOOSE SUBMIT RECIPROCAL AGREEMENT.

Submit Reciprocal Agreement

Allocation
04507-19808
SPRINGFIELD CITY TREASURER



Add Attachment

Submit Reciprocal Agreement

Documents that may be attached are Sales Tax Reciprocal Agreement, Telecom Tax Reciprocal Agreement, Certification/Re-Certification Letter, and Attachment B(s).

Click Add Button Below to Attach

Attachments



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

There are no attachments.

Cancel

< Previous

Next >

SUBMIT RECIPROCAL AGREEMENT STEP 1

- MUST ATTACH A CERTIFIED COPY OF THE RECIPROCAL AGREEMENT.
- SELECT ADD TO UPLOAD THE ATTACHMENT.
- **NOTE:** CAN ONLY ATTACH ONE FILE SO SCAN **ALL** DOCUMENTS INTO ONE FILE TO ATTACH.

SUBMIT RECIPROCAL AGREEMENT STEP 2

Select a file to attach ×

Type *
Required ▾

Description *
Required

File *
 Browse...

Required

Cancel OK

- CHOOSE TYPE FROM DROP DOWN LIST.
 - Attachment B
 - Certification/Re-Certification Letter
 - Sales Tax Reciprocal Agreement
 - Telecom Tax Reciprocal Agreement
- ADD A DESCRIPTION OF THE FILE.
- SELECT BROWSE TO CHOOSE THE FILE LOCATED ON YOUR DEVICE.
- SELECT OK TO ATTACH THE CHOSEN FILE.

< More account options

Submit Reciprocal Agreement

Allocation
04507-19808
SPRINGFIELD CITY TREASURER



Add Attachment

Submit Reciprocal Agreement

Documents that may be attached are Sales Tax Reciprocal Agreement, Telecom Tax Reciprocal Agreement, Certification/Re-Certification Letter, and Attachment B(s).

Successfully Attached

Attachments

Add

Type	Name	Description	Size	
Sales Tax Reciprocal Agreement	10-3007.pdf	Springfield Reciprocal Agreement	90	Remove

Cancel

< Previous

Next >

SUBMIT RECIPROCAL AGREEMENT STEP 3

- ENSURE YOU'VE ATTACHED THE CORRECT FILE.
- SELECT NEXT.

MyLocalTax

< More account options

Submit Reciprocal Agreement

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

Submit Reciprocal Agreement Review and Submit

This Submit Reciprocal Agreement request is ready to submit.

Cancel Previous **Submit**

SUBMIT RECIPROCAL AGREEMENT STEP 4

- RECIPROCAL AGREEMENT IS NOW READY TO SUBMIT.
- SELECT SUBMIT ON REVIEW AND SUBMIT SCREEN.
- YOU WILL HAVE TO ENTER YOUR PASSWORD TO CONFIRM SUBMISSION OF THE RECIPROCAL AGREEMENT.
- ENTER PASSWORD AND SELECT OK.

Confirmation

Submit this request?

By submitting this request, I hereby submit a fully executed copy of any or all of the following: (i) Reciprocal Agreement, (ii) Certification/Re-Certification Letter, and (iii) Attachment B(s).
You are required to re-enter your password to verify this request. Your password will act as your signature.

Password *

Required

Cancel **OK**

Confirmation

You have successfully submitted your request to Submit Reciprocal Agreement.

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 **0-147-634-320**.

Request submitted on: 10/18/2021 11:32:49 PM (Central Time)

Request Type: Submit Reciprocal Agreement

Submitted By: - CITY CLERK OF SPRINGFIELD

If you have questions, please visit our website at www2.illinois.gov/rev/LocalGovernments or call us at 217 785-6518 or email us at Rev.Localtax@illinois.gov. 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 in your account

Printable Confirmation

OK

SUBMIT RECIPROCAL AGREEMENT CONFIRMATION

- ONCE YOU SELECT SUBMIT, YOU SHOULD RECEIVE THIS CONFIRMATION.
- IF YOU DO NOT, CONTACT LTAD AT 217-785-6518.
- PRINT FOR YOUR RECORDS.
- USE CONFIRMATION NUMBER WHEN CONTACTING US WITH QUESTIONS.

More account options

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

More account options

 Search our online services

Account Options

- > Enter or Amend Rebate Sharing Agreements
- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > Search for Rebate Sharing Agreements
- > Submit Certified Copy of Ordinance or Resolution
- > Submit Reciprocal Agreement
- > Verify Tax Locations

Periods and Submissions

- > **View Account Periods**
- > View Account Submissions

Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages

VIEW ACCOUNT PERIODS

- SELECT MORE ACCOUNT OPTIONS FROM THE ALLOCATION ACCOUNT SECTION.
- SELECT VIEW ACCOUNT PERIODS TO SEE A LIST OF ALLOCATION PERIODS.

Periods

< Page 1 of 2 > Filter

Period

8/31/2021

7/31/2021

6/30/2021

5/31/2021

4/30/2021

3/31/2021

2/28/2021

1/31/2021

12/31/2020

11/30/2020

10/31/2020

9/30/2020

SELECT A PERIOD

- CHOOSE THE ALLOCATION PERIOD YOU WANT TO VIEW.

PERIOD

MyLocalTax

< Account

7/31/2021

Allocation

04507-19808

SPRINGFIELD CITY TREASURER

Balance

\$0.00

[View Allocations](#)

Period

Summary There has been no financial activity.	Period Activity There has been no activity.
---	---

- PERIOD SUMMARY
- PERIOD ACTIVITY
- VIEW ALLOCATIONS
 - Select View Allocations to view the allocation amounts for that period.

< 7/31/2021

Allocations List

Allocation Type	Amount
ART Tax - Local Portion	\$8,476.86
Business District	\$54,154.24
Cannabis Use Tax Disbursement	\$14,459.65
Home Rule Tax	\$4,646,120.93
Income Tax Disbursement	\$913,025.01
Local Use Disbursement	\$368,395.44
Municipal Cannabis Tax	[REDACTED]
State Tax - Local Portion	\$2,969,708.82
Local Tax - Telecommunications	\$204,045.00
Video Gaming Tax Disbursement	\$210,817.84
	\$9,461,449.32

VIEW ALLOCATIONS

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

More account options

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

More account options

 Search our online services

Account Options

- > Enter or Amend Rebate Sharing Agreements
- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > Search for Rebate Sharing Agreements
- > Submit Certified Copy of Ordinance or Resolution
- > Submit Reciprocal Agreement
- > Verify Tax Locations

Periods and Submissions

- > View Account Periods
- > View Account Submissions

Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages

VIEW ACCOUNT SUBMISSIONS

- SELECT MORE ACCOUNT OPTIONS FROM THE ALLOCATION ACCOUNT SECTION.
- SUBMISSIONS (REQUESTS) SPECIFIC TO THE ALLOCATION ACCOUNT.
- THE HOME SCREEN ACTION CENTER SHOWS SUBMISSIONS FOR ALL ACCOUNTS.

More account options

Allocation
04507-19808
SPRINGFIELD CITY TREASURER

More account options

 Search our online services

Account Options

- > Enter or Amend Rebate Sharing Agreements
- > Request Allocation Remittance Report
- > Request Taxpayer Listing Report
- > Respond to Tax Location Verification
- > Search for Rebate Sharing Agreements
- > Submit Certified Copy of Ordinance or Resolution
- > Submit Reciprocal Agreement
- > Verify Tax Locations

Periods and Submissions

- > View Account Periods
- > View Account Submissions

Letters and Messages

Options for viewing account specific letters and messages.

- > View Account Letters
- > View Account Messages

ALLOCATIONS CORRESPONDENCE

- CORRESPONDENCE SPECIFIC TO THE ALLOCATION ACCOUNT.
- THE HOME SCREEN ACTION CENTER INDICATES CORRESPONDENCE FOR ALL ACCOUNTS.

084-0001-6

MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

Filter X

Allocation

SPRINGFIELD CITY TREASURER
ROOM 104, MUNICIPAL BUILDING
SPRINGFIELD IL 62701

Account

04507-19808

- > [Request Allocation Remittance Report](#)
- > [Request Taxpayer Listing Report](#)
- > [Respond to Tax Location Verification](#)
- > [Verify Tax Locations](#)
- > [View more account options](#)

Business District

SOUTH CENTRAL BUSINESS DISTRICT
MUNICIPAL BLDG RM 210
SPRINGFIELD IL 62701

Account

15244-61632

- > [Request Business District Taxpayer Listing](#)
- > [View Business District Addresses](#)
- > [Verify Business District Addresses](#)
- > [View more account options](#)

Personal Property Replacement Tax

SPRINGFIELD CITY
300 S 7TH ST STE 210
SPRINGFIELD IL 62701-1935

Account

18218-52128

- > [View more account options](#)

RETURN HOME

- USE MYLOCALTAX LOGO IN UPPER LEFT TO RETURN TO HOME SCREEN.
- YOU CAN THEN SELECT A QUICK LINK FROM THE BUSINESS DISTRICT OR PPRT ACCOUNT.

BUSINESS DISTRICTS

Business District

SOUTH CENTRAL BUSINESS DISTRICT

MUNICIPAL BLDG RM 210

SPRINGFIELD IL 62701

Account

15244-61632

› [Request Business District Taxpayer Listing](#)

› [View Business District Addresses](#)

› [Verify Business District Addresses](#)

› [View more account options](#)

- FROM THE HOME SCREEN THE BUSINESS DISTRICT ACCOUNT QUICK LINKS ARE:
 - [Request Business District Taxpayer Listing](#)
 - [View Business District Addresses](#)
 - [Verify Business District Addresses](#)
 - [View more account options](#)
- VIEW MORE ACCOUNT OPTIONS HAS SAME FUNCTIONS AS QUICK LINKS.
 - Also has account specific choices for Periods, Submissions, and Messages and Letters.

REQUEST BUSINESS DISTRICT TAXPAYER LISTING REPORT

MyLocalTax

< CITY CLERK OF SPRINGFIELD

Request Business District Taxpayer Listing Report

Business District
15244-61632
SOUTH CENTRAL BUSINESS DISTRICT

Request Business District Taxpayer Listing Report

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 Previous **Submit**

- FROM THE HOME SCREEN SELECT REQUEST BUSINESS DISTRICT TAXPAYER LISTING REPORT FROM THE BUSINESS DISTRICT ACCOUNT SECTION.
- SELECT SUBMIT.
- FILE WILL BE IN MESSAGES ONCE PROCESSED BY LTAD IN 1-3 BUSINESS DAYS.

Addresses List

Address

1126 N MAPLE AVE LA GRANGE PARK IL 60526-1339

1921 E 31ST ST LA GRANGE PARK IL 60526-1324

1120 N MAPLE AVE LA GRANGE PARK IL 60526-1392

1140 N MAPLE AVE LA GRANGE PARK IL 60526-1339

1130 N MAPLE AVE LA GRANGE PARK IL 60526-1339

1915 E 31ST ST LA GRANGE PARK IL 60526-1324

1901 E 31ST ST LA GRANGE PARK IL 60526-1300

1128 N MAPLE AVE LA GRANGE PARK IL 60526-1339

1124 N MAPLE AVE LA GRANGE PARK IL 60526-1339

1146 N MAPLE AVE LA GRANGE PARK IL 60526-1339

1110 N MAPLE AVE LA GRANGE PARK IL 60526-1339

1136 N MAPLE AVE LA GRANGE PARK IL 60526-1375

1923 E 31ST ST LA GRANGE PARK IL 60526

1905 E 31ST ST LA GRANGE PARK IL 60526-1324

1122 N MAPLE AVE LA GRANGE PARK IL 60526-1339

VIEW BUSINESS DISTRICT ADDRESSES

- THIS TASK DOES NOT CREATE A SEPARATE FILE.

VERIFY BUSINESS DISTRICT ADDRESSES STEP 1

Business District

VILLAGE MARKET BUSINESS DISTRICT

447 N CATHERINE AVE

LA GRANGE PARK IL 60526-2006

Account

08876-64640

> Request Business District Taxpayer Listing

> View Business District Addresses

> Verify Business District Addresses

> View more account options

- FROM THE HOME SCREEN SELECT VERIFY BUSINESS DISTRICT ADDRESSES FROM THE BUSINESS DISTRICT ACCOUNT SECTION.

Verify Business District Addresses

Business District
08876-64640
VILLAGE MARKET BUSINESS DISTRICT

Verify Business District 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**

< Page 1 of 3 > Show Errors Filter

Street	City	State	Zip	County	Updated?
100 Brewster Ln	La Grange Park	ILLINOIS	60526-	COOK	*
102 Brewster Ln	La Grange Park	ILLINOIS	60526-	COOK	*
103 Brewster Ln	La Grange Park	ILLINOIS	60526-	COOK	*
104 Brewster Ln	La Grange Park	ILLINOIS	60526-	COOK	*
105 Brewster Ln	La Grange Park	ILLINOIS	60526-	COOK	*

VERIFY BUSINESS DISTRICT ADDRESSES STEP 1

- 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 SELECT THE ADDRESS HYPERLINK.

Verify Business District Addresses

Verify Addresses

Review and Submit

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 1

Navigation icons: Home, Previous, Next, End

Address Submitted by Municipality

Country
USA

Street
100 Brewster Ln

Unit Type	Unit Number

City
La Grange Park

State
ILLINOIS

Zip
60526-

County
COOK

Verified Address

Country
USA

Street
100 BREWSTER LN

Unit Type	Unit Number

City
LA GRANGE PARK

State
ILLINOIS

Zip
60526-6004

County
COOK

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

Yes

No

Navigation icons: Home, Previous, Next, End

Cancel

Save Draft

Previous

Next

VERIFY BUSINESS DISTRICT ADDRESSES STEP 2

- THE ADDRESS YOU SUBMITTED IS ON THE LEFT. THE USPS ADDRESS IS ON THE RIGHT.
- 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 STEP 3

Address Verification **Record 1**

Record 1

Address Submitted by Municipality		Verified Address	
Country	USA	Country	USA
Street	100 Brewster Ln	Street	100 BREWSTER LN
Unit Type	Unit Number	Unit Type	Unit Number
City	La Grange Park	City	LA GRANGE PARK
State	ILLINOIS	State	ILLINOIS
Zip	60526-	Zip	60526-6004
County	COOK	County	COOK

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

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

VERIFY BUSINESS DISTRICT ADDRESSES STEP 4

Address Verification Record 3

Record 3

Address Submitted by Municipality	Verified Address
Country USA	Country USA

Address Search

Validated Select this address

103 BREWSTER LN
LA GRANGE PARK IL 60526-6003

As Entered Select this address

103 BREWSTER
LA GRANGE PARK IL 60526-6003

Cancel Save

Cancel Save Draft Previous Next

- ONCE YOU'VE ENTERED THE ADDRESS AND SELECTED "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 SELECT SAVE.

VERIFY BUSINESS DISTRICT ADDRESSES STEP 5

Address Verification Record 55

Record 55

Address Submitted by Municipality		Verified Address	
Country	USA	Country	USA
Street	98 Brewster Ln	Street	98 BREWSTER LN
Unit Type		Unit Type	
Unit Number		Unit Number	
City	La Grange Park	City	LA GRANGE PARK
State	ILLINOIS	State	ILLINOIS
Zip	60526-	Zip	60526-6002
County	COOK	County	COOK

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

Cancel Save Draft Previous Next

- SELECT THE NEXT RECORD TO VERIFY.
 - If you select 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."
 - Use the arrows to navigate to the next record if the list is too long to fit on one page, otherwise all records will be in the blue bar at the top.
 - Once you have completed all the records, then you can choose "Next" at the bottom.
- IN THIS CASE, THE VERIFIED ADDRESS DOES NOT REQUIRE ANY UPDATES. YOU WILL SELECT NO, THEN SELECT NEXT.

Verify Business District Addresses

Business District

07544-93952

31ST STREET / MAPLE AVENUE BUSINESS DISTRICT

Verify Business District Addresses



Verify Addresses



Review and Submit

This Verify Business District Addresses request is ready to submit.

Street	City	State	Zip	County	Updated?
1110 N MAPLE AVE	LA GRANGE PARK	ILLINOIS	60526-1339	COOK	Yes
1120 N MAPLE AVE	LA GRANGE PARK	ILLINOIS	60526-1339	COOK	Yes
1124 N MAPLE AVE	LA GRANGE PARK	ILLINOIS	60526-1339	COOK	Yes
1915 E 31ST ST	LA GRANGE PARK	ILLINOIS	60526-1324	COOK	Yes
1923 E 31ST STREET	LA GRANGE PARK	ILLINOIS	60526-0000	COOK	Yes

Cancel

Save Draft

< 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, SELECT SUBMIT. IF YOU DO NOT AGREE, SELECT PREVIOUS AND RETURN TO THE RECORD(S) THAT YOU NEED TO CORRECT.

MyLocalTax ? 👤

< CITY CLERK OF SPRINGFIELD

More account options
 Personal Property Replacement Tax
 18218-52128
 SPRINGFIELD CITY

More account options

🔍 *Search our online services*

📅 Periods and Submissions

- > [View Account Periods](#)
- > [View Account Submissions](#)

✉ Letters and Messages

Options for viewing account specific letters and messages.

- > [View Account Letters](#)
- > [View Account Messages](#)

PPRT

- 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>

THANK YOU!

PLEASE CONTACT LTAD WITH ANY
MLT QUESTIONS NOT ANSWERED BY
THIS TUTORIAL

