

Taxpayer Notification
Business Authorization



#XXXXXXX
#XXXX X XXX XXXX XXXX#

COMPANY NAME & ADDRESS

DATE



Letter ID: XXXXXXXXXXXXXXXXXXXX

License No: X-XXXXX
Account ID: XXXXXXXX

We have enclosed your License.

Welcome!

We have enclosed your Illinois Business Authorization. Please verify that all of the information on the attached Business Authorization is correct. If any corrections are needed you must contact us immediately at the telephone number listed below.

If all of the information is correct, your authorization must be visibly displayed at the address listed.

Do not discard the attached Illinois Business Authorization unless the information displayed is incorrect or until it expires. Your Illinois Business Authorization is an important tax document that indicates that you are registered or licensed with the Illinois Department of Revenue to legally do business in Illinois.

If you wish to be registered for any other taxes or fees, you must complete a new application. For questions, visit our website at tax.illinois.gov or call us weekdays between 8:00 a.m. and 4:30 p.m. at the telephone number below.

**CENTRAL REGISTRATION DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19030
SPRINGFIELD IL 62794-9030**

217 785-3707

Verify that all of your Illinois Business Authorization information is correct.

If not, contact us immediately.

If all of the information is correct, cut along the dotted line (fits a standard 5" x 7" frame). Your authorization must be visibly displayed at the address listed. **Do not discard the attached Illinois Business Authorization unless the information displayed is incorrect or until it expires.** Your Illinois Business Authorization is an important tax document that indicates that you are registered or licensed with the Illinois Department of Revenue to legally do business in Illinois.

SAMPLE

The form is a light blue document with a dotted border for cutting. It features the following elements:

- Top Left:** "OFFICIAL DOCUMENT" label.
- Top Center:** "State of Illinois - Department of Revenue" and "Illinois Business Authorization" title.
- Top Right:** "OFFICIAL DOCUMENT" label and the Great Seal of the State of Illinois.
- Left Side:** Fields for "COMPANY NAME" and "COMPANY ADDRESS".
- Center:** A large graphic of the state of Illinois with a blue swoosh. Text reads "License" and "Telecommunications Excise Tax".
- Right Side:** A field for the license number "(X-XXXXX)".
- Bottom Right:** "ILLINOIS REVENUE" logo, a signature, and the title "Director".
- Bottom Center:** "OFFICIAL DOCUMENT" label.
- Bottom Right:** "Issued Date: MM-DD-YYYY" field.