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**Cook County Department of Revenue**



Cook County Department of Revenue  
 Registration Application  
 118 N. Clark Street, Room 1160  
 Chicago, IL 60602  
 Telephone: (312)603-6328  
 Fax: (312)603-4196

**Home Rule Tax Registration Application**

(Please carefully read instructions on the back before completing this form)

FOR OFFICE USE ONLY	
COOK ID -	
ISSUED -	
NAICS CODE -	
TRACKING NO. -	

1. Are you currently registered for Cook County Home Rule Taxes?  YES  NO Registration/Account No(s). \_\_\_\_\_

2. Check the boxes below for taxes you are currently registered and/or need to register for: \_\_\_\_\_

<b>AMUSEMENT</b> <input type="checkbox"/> AMUSEMENT OPERATOR <input type="checkbox"/> TICKET RESELLER <input type="checkbox"/> DIESEL FUEL <input type="checkbox"/> FIREARM & FIREARM AMMUNITION <input type="checkbox"/> GASOLINE <input type="checkbox"/> HOTEL ACCOMMODATIONS <input type="checkbox"/> LIQUOR <input type="checkbox"/> NEW MOTOR VEHICLE	<input type="checkbox"/> PARKING (INCLUDES VALET) SWEETENED BEVERAGE TOBACCO OTHER TOBACCO PRODUCT CONSUMABLE VAPOR PRODUCT <input type="checkbox"/> CIGARETTE WHOLESALER <input type="checkbox"/> RETAIL CIGARETTE MANUFACTURER USE <input type="checkbox"/> DEALER USE <input type="checkbox"/> LESSOR USE	<b>DISTRIBUTOR</b> <input type="checkbox"/> <b>WHOLESALER</b> <input type="checkbox"/>	<b>RETAILER</b> <input type="checkbox"/> <b>RETAILER</b> <input type="checkbox"/>	<b>NO. OF VENDING MACHINES</b> _____ <b>MANUFACTURER</b> <input type="checkbox"/> <input type="checkbox"/>
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3. Business Start Date: \_\_\_\_\_ Did you acquire business by purchase or transfer?  YES  NO [If yes, you must attach copy of the purchase/sale/transfer agreement.] Number of Employees \_\_\_\_\_

4. Legal Structure:  CORPORATION  LLC  PARTNERSHIP  SOLE PROPRIETOR  OTHER

5. Licenses	F.E.I.N	IL Business Tax No. (IBT)	IL Secretary of State Corporate File Number	IL Distributor or Dealer License No.	Federal Firearm License No.	Municipal Business License No.

**6. General Information**

LEGAL BUSINESS NAME		DOING BUSINESS AS (DBA)			
STREET ADDRESS		CITY	STATE	ZIP	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)					
ATTENTION TO	STREET ADDRESS	CITY	STATE	ZIP	
BUSINESS EMAIL ADDRESS		BUSINESS FAX			
CONTACT PERSON		CONTACT NUMBER			

**7. Identify Responsible Owners/Officers (If you have more, please attach additional Sheets)**

NAME	TITLE	NAME	TITLE
HOME STREET ADDRESS (NO P.O. BOX #)	PHONE	HOME STREET ADDRESS (NO P.O. BOX #)	PHONE
CITY	STATE ZIP	CITY	STATE ZIP

**8. Certification**

Under penalties of perjury I, the undersigned, by signing this form electronically or by hand, state that I have examined the information and, to the best of my knowledge, it is true correct and complete. I further attest that I and the owners/officers named above, are responsible for the filing of this tax registration form. Information provided on this form does not subrogate for the actual ordinance.

_____ SIGNATURE (TYPE NAME IF SUBMITTED ELECTRONICALLY)	_____ TITLE	_____ DATE
_____ PRINT FULL NAME	_____ EMAIL	_____ CONTACT NUMBER

## HOME RULE TAX REGISTRATION APPLICATION INSTRUCTIONS

**Line 1** - If your business is registered with the Cook County Department of Revenue, check yes, include your current registration/account number and check all taxes for which you are currently registered, if not, check no.

**Line 2** - In addition to any boxes checked in step 1, check the box for all taxes your business needs to register for.

- **Amusement Tax** - Provides an amusement in Cook County and an admission fee is charged to enter, witness or view the amusement or resells tickets to amusements in the County. (See Article X, Sec 74-390)
- **Diesel Fuel Tax** - Sells diesel fuel to retailers in Cook County. (Article XII, Sec 74-470)\*
- **Firearm and Firearm Ammunition Tax** - Makes retail sales of firearms or ammunition in Cook County (Article XX, Sec 74-665)
- **Gasoline Tax** - Sells gasoline to retailers in Cook County. (Article XII, Sec 74-470)\*
- **Hotel Accommodations Tax** - Owns, manages, or operates hotel accommodations in Cook County ( Article XXI, Sec 74-800)
- **Liquor Tax** - Sells alcoholic beverages to retailers in Cook County. (Article IX, Sec 74-350)\*
- **New Motor Vehicle Tax** - Makes retail sales of new motor vehicles or trailers at or from a location in Cook County. (Article VI, Sec 74-230)\*
- **Parking Lot & Garage Tax** - Provides parking services, for a fee or charge, in Cook County. (Article XIII, Sec 74-510)
- **Other Tobacco Products Tax** - Sells Other Tobacco Products, including cigars, snuff, dip and chewing tobacco to retailers or consumers in Cook County (Article XI, Sec 74-430)\*
- **Consumable Vapor Products Tax** - Sells nicotine-based consumable liquid solutions to retailers or consumers in Cook County (Article XI, Sec 74-430)\*
- **Cigarette Wholesaler** - Makes sales of cigarettes to retailers in Cook County (Article XI, Sec 74-430)\*
- **Retail Cigarette Manufacturer** - Provides to consumers tobacco and other material and equipment for the production and sale of cigarettes to consumers at a location in Cook County (Article XI, Sec 74-430)\*
- **Dealer Use Tax** - Makes retail sales of personal property that is titled or registered with an agency of the state of Illinois at a location in Cook County. (Article VII, Sec 74-270)\*
- **Lessor Use Tax** - Purchases and leases personal property, to others for a period of more than one year, that is titled or registered with an agency of the State of Illinois least at a location in Cook County. (Article VII, Sec 74-270) and State of Illinois. Title 86, Sec 130.220 as amended)\*
- **Sweetened Beverage Tax** - Makes sales of sweetened beverages to retailers or consumers in Cook County. (Article XXII. Sec. 74-850)

**Line 3** - Enter the start date of your business and indicate by checking yes or no, if the business was obtained by purchase or transfer from a prior owner. If you checked yes, this registration form will be considered incomplete if you **DO NOT** attach a copy of the purchase, sales or transfer agreement and you will be subject to penalties.

**Line 4** - Select the applicable legal structure.

**Line 5** - Enter the applicable information: Federal Employer Identification Number (FEIN); IL Business Tax No. (IBT); IL Secretary of State Corporate File No.; State of IL Liquor Distributor, Motor Fuel Distributor, Tobacco Distributor or Motor Vehicle Dealer License; Federal Firearm License No.; Municipal Business License No.

**Line 6** - Enter general information: Legal Business Name; Doing Business As (DBA); Street Address and/or Mailing Street Address; City; State; Zip; Business Fax Number; Business Email Address; Contact Person and Contact Phone Number.

**Line 7** - Enter all requested identifying information for the responsible owners/officers (Attach additional sheets if needed for additional owners/officers).

**Line 8** - Signature of the individual completing this registration application. If you fail to provide a responsible owner/officer signature, title, date, printed first and last name and contact number, this registration form will be considered incomplete and you will be subject to penalties.

**\*Note** - In order to complete this registration you must include a copy of your Illinois Distributor's licenses/Secretary of State Certificate of Authority (Dealer's License)

If you have any questions, please contact the Department during business hours Monday through Friday from 8:30 a.m. to 4:30 p.m. at (312) 603-6328 or email at [taxregistration@cookcountyil.gov](mailto:taxregistration@cookcountyil.gov). For more information, or to obtain a copy of the ordinance, please visit our website at [www.cookcountyil.gov/revenue](http://www.cookcountyil.gov/revenue).