

Cook County Department of Revenue
Cigarette Tax
118 N. Clark Street, Room 1160
Chicago, IL 60602

Telephone: (312) 603-6961
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Web: www.cookcountyil.gov/revenue

**COOK COUNTY
DEPARTMENT OF REVENUE**



ACH PROCESS FOR CIGARETTE STAMP PAYMENTS

Dear Wholesale Tobacco Dealer,

Effective August 1, 2012, the Cook County Department of Revenue will be transitioning to a new financial institution. All ACH payments for cigarette stamp orders will be processed through JP Morgan Chase. Payments will no longer be accepted through MB Financial. If payments are remitted to MB Financial after August 1, 2012, your transaction may be denied causing a delay in the processing of your cigarette stamp order.

CIGARETTE STAMP PAYMENT OPTIONS:

- ACH
- Cash
- Cashiers check
- Money order

REQUIRED FORMS FOR CIGARETTE STAMP ORDERS:

- Wholesale Tobacco Dealer Cigarette Tax Stamp ACH Payment Application (1 time only or when there is a change in the bank account information)
- Cigarette Tax Stamp Purchase ACH Payment Authorization Form
- Cigarette Tax Stamp Purchase Order Form

NEW PROCESSING INFORMATION:

- Please complete the enclosed Wholesale Tobacco Dealer Cigarette Tax Stamp ACH Payment Application and remit it to Cook County Department to the mailing address listed above. This completed form gives the Department of Revenue the authority to set you up through our new financial institution. It is strongly suggested that this form be sent certified mail.
- Email your completed Cook County Department of Revenue Cigarette Tax Stamp ACH Payment Authorization Form and Cigarette Tax Stamp Purchase Order Form to cigrevenue@cookcountyil.gov. If you do not have a copy of the order form, please visit us online at www.cookcountyil.gov/revenue. If you are unable to scan and email the Cigarette Tax Stamp Purchase Order Form, please download and complete the excel format Cigarette Tax Stamp Purchase ACH Authorization Form and the Cigarette Tax Stamp Purchase Order Form located on our website with your order information. However, you still have the option of remitting your completed ACH Authorization form and the Cook County Department of Revenue Cigarette Stamp Order form either by fax: (312) 603-5717, mail or in person at: Cook County Department of Revenue, 118 N. Clark - Room 1160, Chicago, IL 60602.
- Once the Cigarette Tax Stamp ACH Payment Authorization Form and Cigarette Tax Stamp Purchase Order Form have been received by the Department, we will initiate the ACH withdrawal from your account in the dollar amount noted on your authorization form. All Cigarette Tax Stamp Purchase Orders must be submitted to the Department by 12:00 p.m. central time for same day processing. Stamps will be available for pick-up 2 business days after funds are debited from your account.
- Cigarette Stamp Orders **should no longer** be emailed to cigtax@cookcountytreasurer.com.

If you have any questions, please contact the Department during regular business hours Monday through Friday from 8:30 a.m. to 4:30 p.m. at (312) 603-6961. For additional information, please visit our website at www.cookcountyil.gov/revenue.