



## HOME RULE TAX REGISTRATION APPLICATION INSTRUCTIONS

### Line 1 - Registration Options

- **Amusement Tax** - Check if you or your business provides an amusement in Cook County for which an admission fee is charged to enter, witness or view the amusement. (See Article X, Sec 74-390)
- **Gas Tax** - Check if you or your business sells gasoline or diesel fuel to retailers in Cook County. (Article XII, Sec 74-470)
- **Liquor Tax** - Check if you or your business sells alcoholic beverages to retailers in Cook County. (Article IX, Sec 74-350)
- **Parking Tax** - Check if you or your business provides parking services for a fee or charge in Cook County. (Article XIII, Sec 74-510)
- **New Motor Vehicle Tax** - Check if you or your business makes retail sales of new motor vehicles or trailers at or from a location in Cook County. (Article VI, Sec 74-230)
- **Use Tax** (Titled property) - If you or your business makes retail sales of personal property that is registered or titled, with a state government agency at a location in Cook County. (Article VII, Sec 74-270) Surety bond to be determined.
- **Tobacco Tax** - Check *Retail Cigarette Manufacturer* if you or your business is a retail tobacco dealer in Cook County that makes or produces, or causes to be made or produced, cigarettes for retail sale to consumers; and/or *Check Wholesale Tobacco Dealer* if you or your business brings, or causes to be brought into, cigarettes and/or other tobacco products for resale in or outside Cook County.

**Line 2** - Enter the applicable information: State of IL Liquor Distributor, Motor Fuel Distributor, Tobacco Distributor or Motor Vehicle Dealer License; IL Business Tax No. (IBT); IL Municipal/Township License No.; IL Secretary of State ID No.; IL Retailer Occupation Tax No..

**Line 3** - Enter general information: Legal Business Name; Doing Business As (DBA); Street Address and/or Mailing Street Address; City; State; Zip; IL Municipality/Township Name; IL Municipality Phone Number; Business Fax Number; Business Email Address; Contact Person and Contact Phone Number.

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

**Line 5** - 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 thereby subject to penalties or processing fees.

**Line 6** - Enter all requested identifying formation for the responsible owners/officers or persons responsible for filing this registration form and/or Home Rule Tax Returns.

**Line 7** - 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 thereby be subject to penalties or fines.

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) 603-6961; select option 6, then press 1. For more information or to make a payment online, please visit our website at [www.cookcountyil.gov/revenue](http://www.cookcountyil.gov/revenue).