Business Letterhead


Date

City of Chicago
Department of Business Affairs and Consumer Protection/Department of Finance
121 North LaSalle Street, Room 800
Chicago, Illinois  60602

**Re:  Authorization to link a User Profile to My Business Account in Chicago Business Direct**

I, <insert business owner/officer full name here as it appears on current business license certificate or current tax registration>, hereby authorize <insert the full name of the individual as it appears on their ID> to be granted access to my Business Account in **Chicago Business Direct**. My Business Account number is: <insert business account number> and the User ID to link is: <insert User ID>.

Please assign the following Profile Role:

☐ **All License Services** – Access to create and submit all business license application types

☐ **All Tax Services** – Access to file tax returns and make tax payments

☐ **All License & Tax Services**– Access to all license and tax services

☐ **Tax Payments Only** – Access to make tax payments

☐ **Web Admin** – Access to all license and tax services (Also allows individual to grant other User Profiles access to Business Accounts)

**I understand that per Section 1-21-010, any person who knowingly, makes a false statement of material fact to the City in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, that I am liable to the City for a civil penalty of not less than $500.00 and not more than $1,000.00 plus up to three times the amount of damages which the City sustains because of the person's litigation and collection costs and attorney's fees.**

This authorization is in effect immediately.  Please contact me if you have any questions.


Thank you,

*Signature*

Owner/Officer Full Name
Title
Email Address
Phone Number