



For Office Use Only

Acct# _____

**City of Chicago
Tax Division
2 N. La Salle Street, Suite 1310
Chicago, IL 60602**

(Please Do Not Send Any Payments with This Form)

FOR TAX PURPOSES ONLY – DO NOT USE THIS FORM IF YOU ARE REQUIRED TO HOLD A CHICAGO BUSINESS LICENSE

New Accounts Information Sheet – Sole Proprietor

(This form is not required if you currently or previously have held a City of Chicago Business license as a sole proprietor.)

(Bold faced items are required to begin the processing of your application.)

1. What is your legal name, home address, etc.:

First and Last Name

Street Address

City, State, & Zip Code

Phone Number

E-Mail Address

Business Start Date

2. What is the Doing Business As (DBA) name (if not doing business under your own name)? *

*(If different you must apply for an Assumed Name at 118 N. Clark Street, Lower Level, Chicago, IL 60602 (312) 603-5652))

3. Illinois Business Tax (IBT) Number **: _____

(Needed if goods are sold or if you have employees other than yourself on your payroll)

**If you do not have a current IBT#, you may obtain one from the IL Dept. of Revenue at 100 W. Randolph St., 7th Floor (217) 785-3707

4. Describe your business's activities. Please mention all products or services you offer:

5. Do you employ 50 or more individuals who work in Chicago: Yes / No (Circle one)

6. Do you rent out or lease tangible items which are used in Chicago: Yes / No (Circle one)

7. Primary contact person for the organization:

First and last name

Street Address City, State, & Zip Code

Phone Number E-Mail Address

8. Business site address where business transactions or public way use occur:

Street Address City, State, & Zip Code

Phone Number

9. Do you own or rent the location where your business transactions or public way use occur: Own Rent
(Note: If you rent your business location you may be required to supply a copy of your lease.)

10. What is your spouse's legal name, home address, etc. (if applicable)?

First and Last Name

Street Address City, State, & Zip Code

Phone Number E-Mail Address

Note: If you are purchasing a business in the City of Chicago, you are required per section 3-4-140 of the Uniform Revenue Procedures Ordinance to file a Bulk Sales Notification.

If you have any questions regarding this form, please call 312-747-4747 or for TTY dial 312-742-1974.

Email this completed document to: RevenueDatabase@cityofchicago.org

Or you may mail your completed document to:

Chicago Department of Finance
2 N. La Salle Street, Suite 1310
Chicago, IL 60602
Attn: Database Unit