

Illinois Department of Revenue and Illinois Department of Employment Security

IL-8633-B Business Electronic Filing Enrollment Email the completed form to us at REV.IL8633B@illinois.gov.

Otan de Dravida identification comb			! !			
Step 1: Provide identification numbers	ers assigne	ea to y 4	your busin	ess		
Federal Employer Identification number (FEIN)		_	IRS assigned Ele	ectronic Filing Identification	on number (EFIN) - if applicable	
Account ID - if applicable		5	IRS assigned E	lectronic Transmitter Ide	ntification number (ETIN) - if appl	icable
3 License number - if applicable		. 6	Unampleyment	Incurrence Account num	ber (UI no.) - if applicable	_
License number - II applicable			Unemployment	insurance Account num	ber (Of no.) - II applicable	
Step 2: Provide participant informat	ion	40				
Legal name of business		_ 12	Primary contact	t representative		_
8		_	() -	ext.:	() -	
Doing business as (dba) name (if different than above	e)		Daytime phone	- include area code	FAX - include area code	
Street address	Suite #	-	E-mail address			_
City State	ZIP	_ 13	Alternate conta	ct representative		_
10 Mailing address (if different than above)		_	() .	ext.:	FAX - include area code	_
Mailing address (if different than above)			Daytime prione	- include area code	FAX - Include area code	
City State	ZIP		E-mail address			
11Business e-mail address		_				
010-1		. 1 1	- 11 11 - 1 -	1		
Step 3: Indicate your activity as a pa	•		k ali that aj	• •	Original (EDO)	
TaxpayerTransmitter			ontroot	Electronic Return Originator (ERO)		
Software DeveloperTransmitter		er with C	ontract	Reporting Ager	nt (RA) (Employer taxes only)	
Step 4: Check all that apply to this e	enrollment					
Employer taxes:	Sales, servi	ice and	d use taxes:	Excise taxes:		
Withholding income tax (IL-501, IL-941)Sales, servi		vice and	d use	Cigarette/Little	Cigar, Liquor, Tobacco	
IDES Employer's Contribution and Wage			Excise return type/number			
Report (UI-3/40)Telecommunic			ons		,	
Other:	Gas/Gas use			Example: RC-6, RL	26, TP-1, etc.	
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Step 5: Select a signature code and s				• •		
Select a code to represent your signature for your elenumbers, or both (do not use any symbols). To chan	ectronic returns a ige your signatu	ana/or p re code	ayments. Your s , you must sen	d us a Form IL-8633	be six characters and can be it -B with your updated informat	อแers tion.
14 Write your code for Employer taxes			-	ode for Utility taxes		
15 Write your code for Sales, service, & use taxes		1	7 Write your c	ode for Excise taxes		
Under penalties of law, I state that I have examined this for and IDES to provide my transmitter with information regard this signature shall be deemed to appear on any electronic authorized by this enrollment form are deemed to be accusignature shall remain in force until IDOR receives written or RA from the applicable program.	ding the transmiss c returns and payr rate, complete, an	sion of monents sund truthfu	y electronic retur bmitted that inclu I statements mad	n and associated electr ude my electronic signa de under penalties of la	onic payment. In addition, I agree ture. All returns filed electronicall w. This enrollment form and elect	e that y as tronic
Printed name		Title	,			
Signature		Date	/	-		
Step 6: Complete and sign - Softwal Under penalties of law, I state that I have examined this for including all employees, will comply with all provisions of the and that noncompliance will void participation in the programmer the right to suspend or revoke the participant from	rm and to the best he applicable elec am. I am authorize	t of my k tronic fili ed to mal	nowledge, the inf ng program. I un	formation is true, corrected derstand that acceptant	et, and complete. I state that this to be for participation is not transfer firm. IDOR and IDES	
Printed name of authorized individual	Title			(Davtim) <u>ext.:</u> le phone - include area code	
		//_		Dayum	o priorio iniciado area code	
Signature of authorized individual	Date					

This form is authorized as outlined by the Department of Revenue Law of the Civil Administrative Code of Illinois, Part 760 of Title 86 of the Illinois Administrative Code, the Unemployment Insurance Act, and the Department of Employment Security Law of the Civil Administrative Code of Illinois. Disclosure of this information is required of those taxpayers to whom this form applies. Printed by the authority of the State of Illinois - web only, 1.

IL-8633-B Instructions

General Information

Who must submit this application?

A completed Form IL-8633-B, Business Electronic Filing Enrollment, must be submitted to enroll in the Illinois Department of Revenue's (IDOR) business electronic filing and payment programs or the Illinois Department of Employment Security's (IDES) electronic filing and payment programs. Participants may include taxpayers (mandated or voluntary), software developers, ERO's, reporting agents, and any entity that will transmit directly (either for themselves or as a service to others). If your business enrollment information changes, or you want to change your signature code, you must send us a Form IL-8633-B with your updated information.

How do I submit my completed Form IL-8633-B?

Email the completed form to us at REV.IL8633B@illinois.gov. If you do not email it to us, you may fax it to us at 217 782-7992 or mail it to Electronic Filing Section, Illinois Department of Revenue, PO Box 19479, Springfield, IL 62794-9479.

What if I have questions?

If you have questions, call our Springfield office weekdays between 8:30 a.m. and 5:00 p.m. at 1 866 440-8680. You can also visit our web site, which features electronic filing information, forms, and booklets at **tax.illinois.gov**.

Step-by-Step Instructions

Step 1: Provide identification numbers assigned to your business

Line 1 - A Federal Employer Identification number (FEIN) is issued by the Internal Revenue Service (IRS) and is required for partnerships or corporations.

Line 2 - Write the Account ID issued by IDOR for certain reporting purposes, if applicable.

Line 3 - Write the license number issued by IDOR associated with your enrollment tax type, if applicable.

Line 4- Write your Electronic Filing Identification number (EFIN) assigned by the IRS, if applicable.

Line 5- Write your Electronic Transmitter Identification number (ETIN) assigned by the IRS, if applicable.

Line 6 - Write your Unemployment Insurance Account number (UI no.) from the Illinois Department of Employment Security (IDES), if applicable.

Step 2: Provide participant information

Line 7 - Write the legal name of your business.

Line 8 - If your business uses a name (*e.g.*, doing-business-as [dba] name) other than the name on Line 7, write that name.

Lines 12 and 13 - Provide information for your primary and alternate contact representatives. It may be necessary to contact you during testing and throughout the processing year.

Step 3: Indicate your type of activity as a participant - check all that apply

Taxpayer - Check here if you are a business taxpayer liable for filing or paying Illinois taxes. You may enroll voluntarily or due to a mandate.

Software Developer - Check here if you develop electronic return formatting software and/or transmission software.

Transmitter - Check here if you transmit electronic return or payment information directly.

Transmitter with contract - Check here if you have a contract with IDOR or IDES and transmit data electronically as specified in your contract. *Note:* In Step 4, write "Contractual" on the "Other" line.

Electronic Return Originator (ERO) - Check here if you are an ERO that originates the submission of electronic returns and/or payments. EROs do not sign electronic returns or payments on behalf of taxpayers. ERO clients must use Form IL-8633-B to independently enroll as "Taxpayers" for electronic filing programs. Reporting Agent (RA) - Check here if you are a company (not

an individual) that performs tax services for other business taxpayers. RAs sign returns and payment authorizations on behalf of taxpayers with the signature code selected in Step 5. RA clients must submit Form IL-8655, Reporting Agent Electronic Services Authorization, to the RA who must retain it for inspection by IDOR or IDES. *Note:* RAs who will be filing and paying their own taxes must also check the "Taxpayer" line.

Step 4: Check all that apply to this enrollment

Check the lines that indicate the type of tax or form that are applicable to this enrollment. Transmitters with an IDOR or IDES contract should complete the "Other" line and write "Contractual."

Step 5: Select a signature code and sign - Taxpayers, Software Developers, and Reporting Agents ONLY

Write your 6-digit signature code by the corresponding tax type. This code represents your signature when electronically filing or paying. Read the taxpayer's agreement and provide the required information for the person authorized to act and sign for your business in legal or tax matters or authorized to sign as an RA. *Note:* You may select a common or unique signature code for each of the tax types. *A valid signature code is made up of letters, numbers, or both (do not use any symbols).*

** Signature is required for both new and revised applications.

Step 6: Complete and sign - Software Developers, Transmitters, EROs, Reporting Agents ONLY

Read the agreement and provide the required information for the person authorized to act and sign for your business in legal or tax matters.