



# ILLINOIS REVENUE

## How to Register your Illinois Business

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### Who must register?

You must register with the Illinois Department of Revenue (IDOR) if you conduct business in Illinois or with Illinois customers. This includes sole proprietors (*i.e.*, individual or husband/wife/civil union), exempt organizations, or government agencies withholding Illinois Income Tax for Illinois employees.

### How do I register a business in Illinois?

#### Step 1 – Determine Your Organization Type

You must first decide what type of business you are going to start by selecting your organization type. There are several types, with the most common being the following:

- corporation
- S corporation
- partnership
- sole proprietorship
- limited liability company (LLC)

You may want to consult with a legal professional, the Small Business Administration ([www.sba.gov](http://www.sba.gov)) or SCORE, the Service Corps of Retired Executives ([www.score.org](http://www.score.org)), to make this determination.

#### Step 2 – Obtain your free Federal Employer Identification Number (FEIN)

Depending on your organization type, you may be required to obtain a FEIN.

Some organization types, such as corporations, S corporations, partnerships, and certain LLCs, require a FEIN. Some, such as a single member LLC, may not require a FEIN if you do not have employees.

You may obtain the FEIN by going to the IRS's website at [IRS.gov](http://IRS.gov) or, if you have questions, contact them at **1 800 829-4933**.

#### Step 3 – Contact the Illinois Secretary of State (SOS)

If you are conducting business in Illinois and choose to organize as a corporation, an S corporation, or an LLC, you must register with the Illinois Secretary of State. Visit their website at [ILSOS.Illinois.gov](http://ILSOS.Illinois.gov) for more information, or if you have questions, contact them at **1 800 252-8980**.

## Step 4 – Register with the Illinois Department of Revenue

You can register with IDOR and, if necessary, the Illinois Department of Employment Security (IDES), using one of three methods:

- electronically register using MyTax Illinois, available at **mytax.illinois.gov**. On the MyTax Illinois homepage, click “Register a New Business (Form REG-1)” (Note that processing time for a registration application submitted through MyTax Illinois is approximately one to two business days.);
- complete and mail a paper Form REG-1, Illinois Business Registration Application, to us at the address on the form (Form REG-1 is available as a fillable and savable pdf on our website at **tax.illinois.gov**. You can also get a paper registration form by calling us at **1 800 356-6302**. Processing time for a paper registration application is four to six weeks. Applications are worked on a first come, first served basis.); or
- visit one of our offices to pick up a paper Form REG-1 and get assistance completing the form.

In addition, depending on your business activities, you may need to complete a corresponding registration schedule:

- Schedule REG-1-A, Liquor Information,
- Schedule REG-1-C, Cigarette and Tobacco Products Information,
- Schedule REG-1-D, Electricity Tax Self-Assessing Purchaser,
- Schedule REG-1-G, Gas Use Tax Self-Assessing Purchaser,
- Schedule REG-1-L, Illinois Business Site Location Information,
- Schedule REG-1-MR, Illinois Cigarette Manufacturer’s Representative,
- Schedule REG-1-O, Owner and Officer Information,
- Schedule REG-1-R, Responsible Party Information, and
- Schedule REG-1-T, Telecommunications Tax Location Information.

## Step 5 – Determine the tax types for which you will need to register

The most common tax types are:

- Withholding Income Tax — If you plan to have employees you may need Withholding taxes and/or Unemployment Insurance collected from your employee’s paycheck.
- Sales and Use Taxes — If you plan to sell tangible products to the general public, you will need to register to collect and remit Sales and Use Taxes from the sale of each individual transaction. After registration we will mail you a Certification of Registration with your Illinois Account ID (in the format of XXXX-XXXX). You must display your Certificate of Registration in a prominent location in the place of business to which it applies.
- Business Income Tax — If you are a corporation, S corporation, partnership, or LLC, you will need to register for Business Income Tax.

You must register with us using one of the methods indicated in Step 4 above before you make any purchases or sales or hire an employee.

## Step 6 – Create your MyTax Illinois logon

MyTax Illinois (**mytax.illinois.gov**) is IDOR’s and IDES’s online filing and payment system. It can also be used to maintain your account with us to keep such information as addresses, contact information, officer or member information, and payment sources up to date.

If you register using MyTax Illinois, we will send you an email when we have finished processing your registration application. This email will notify you of the tax types for which we have you registered based on the information indicated on the application, as well as the corresponding account numbers. The email also will contain instructions on creating your MyTax Illinois logon.

When you are ready to create your MyTax Illinois logon, go to the MyTax homepage, click on “Sign Up” at the bottom of the login box, and follow the prompts.