



# ETS-33 Application for Duplicate Credit Memorandum

## Step 1: Identify your business

License number \_\_\_\_\_

Account ID \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

## Step 2: Identify the requestor

Name of person or firm making this request \_\_\_\_\_  
Please print

Title (if corporation) \_\_\_\_\_

## Step 3: Credit memorandum to be transferred *(to be completed by Department personnel)*

### Original credit memo:

### Reissued credit memo:

Letter ID \_\_\_\_\_

Letter ID \_\_\_\_\_

Date on original credit memo \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Date on reissued credit memo \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Original credit memo amount \$ \_\_\_\_\_

Reissued credit memo amount \$ \_\_\_\_\_

## Step 4: Sign below

I state that the original credit memorandum shown above and issued by the Illinois Department of Revenue has been misplaced, lost, or destroyed, thereby preventing the use of all or part of the amount either to pay any current or future taxes due the Department or to transfer to another account.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Step 5: Mail the form

Mail this completed form to:

**ALCOHOL TOBACCO AND FUEL DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19019  
SPRINGFIELD IL 62794-9019**

For questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us weekdays between 8 a.m. and 4:30 p.m. at **217 782-6045**.

This form is authorized as outlined under the tax or fee Act imposing the tax or fee for which this form is filed. Disclosure of this information is required. Failure to provide information may result in this form not being processed and may result in a penalty.