

# Annual Taxpayer Location Address List Sample and Definitions

## Retailer Verification by Local Governments

REG702-01		Date: mm/dd/yyyy		ILLINOIS DEPARTMENT OF REVENUE											
Annual Taxpayer Location Address															
Acct Nbr		Site ID		Type	SIC	Acct Nbr		Site ID	Type	SIC	Acct Nbr		Site ID	Type	SIC
Name & Address						Name & Address					Name & Address				
#####	#####	###		PL	####	#####	#####	###	CL	####	#####	#####	###	TL	####
ANY OWNING ENTITY						ANY OWNING ENTITY					ANY OWNING ENTITY				
ANY BUSINESS NAME						ANY BUSINESS NAME					ANY BUSINESS NAME				
ANY STREET						ANY STREET					ANY STREET				
ANY CITY		IL		#####	#####	ANY CITY		IL		#####	#####	ANY CITY		IL	#####
#####	#####	###		PL	####	#####	#####	###	CL	####	#####	#####	###	TL	####
ANY OWNING ENTITY						ANY OWNING ENTITY					ANY OWNING ENTITY				
ANY BUSINESS NAME						ANY BUSINESS NAME					ANY BUSINESS NAME				
ANY STREET						ANY STREET					ANY STREET				
ANY CITY		IL		#####	#####	ANY CITY		IL		#####	#####	ANY CITY		IL	#####
Total Sites for Taxable Location: ###															

1

### Illinois Account ID Number

This is a unique identification number we issue to every business registered to operate in Illinois.

It is a two-part, eight-digit number which appears as "#####-####."

It is important to note that not all businesses that are issued an Account ID number would be liable for sales tax. Some businesses are liable for Business Income Tax or Withholding Tax only.

2

### Location code

This is a numeric code assigned to each unit of local government. This code provides us with the identity of a specific taxing jurisdiction and controls allocation.

3

### Sequence Number

If a business has multiple retail outlets within a jurisdiction, a sequence number will be assigned to each of those multiple outlets. The primary purpose of this number is to provide identification during processing. Initially, the active numbers will appear in sequence on your lists. However, as changes occur due to discontinuation or physical relocations, the numbers may appear out of sequence.

- 4 **Type of filer**
- **Permanent Location (PL)**  
This taxpayer conducts retail sales from a permanent retail outlet within your taxing jurisdiction.
  - **Changing Location (CL)**  
This taxpayer has no permanent place of business within your taxing jurisdiction but conducts retail sales there. (*e.g.*, Avon, Tupperware, etc.)  
**Note:** The address appearing on your list is often that of the corporate office, which may be located outside of Illinois.
  - **Temporary Location (TL)**  
This taxpayer conducts retail sales from a temporary place of business within your taxing jurisdiction for a limited time (*e.g.*, mall kiosks during holiday seasons)  
**Note:** The address appearing on your list is often that of the corporate office, which may be located outside of Illinois.
- 5 **Standard Industrial Classification Code**
- This is a business classification code, which is assigned to each business.
- Example:      Grocery stores      5411  
                  Automobile dealers    5511
- 6 **Owning Entity**
- This is the legal ownership of the business. The owner can be a sole proprietorship, partnership, corporation, etc.
- 7 **Business name (DBA)**
- This is the trade name under which the retailer conducts business, if different from the owning entity or corporation name. In some cases the Department may not have all DBAs.
- 8 **Total Sites for Taxable Location**
- This is the number of active sites that are registered within your taxing jurisdiction.