



# *i*nformational

## Bulletin

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This bulletin is written to inform you  
of recent changes; it does not replace  
statutes, rules and regulations, or  
court decisions.

#### For information or forms

Visit the Illinois Liquor Control Commission  
website at:  
[ilcc.illinois.gov](http://ilcc.illinois.gov)

Call us at:  
312 814-2206 or  
217 782-2136

## Changes to Liquor License Fees and Distributor and Winery Shipper Licensing

### To: All liquor licensees

Effective with the implementation of Senate Bill 2989, Public Act 99-0904, most liquor licenses administered by the Illinois Liquor Control Commission have an increased fee for new license applications and license renewals, and distributors and “in-state” winery shippers will be licensed based on the number of gallons.

### What are the new liquor license fees?

The chart on Page 3 shows the schedule of license fees for each license class, effective September 2016. The new schedule applies to all renewals of current licenses expiring September 30 and all new licenses and special events issued after September 1.



Most licenses have an increased fee. However, there are two tiers of fee amounts, one for online renewals and one for new applications and non-online (mailed or in-person) renewals. For most renewals, when you apply online through MyTax Illinois, the fee will be less than if you mail it or renew in our Springfield or Chicago offices.

In addition, the license and the amount of the license fee for distributors and winery shippers will be based on the number of gallons. Due to these changes, the Illinois Liquor Control Commission (ILCC) will be issuing new licenses and license numbers to all distributors and winery shippers other than out-of-state winery shippers. See Page 2 for transition period renewal instructions.

### What is the online renewal option?

You can renew your Illinois Liquor Control Commission license through MyTax Illinois, available at [mytax.illinois.gov](http://mytax.illinois.gov).

1. Log into your MyTax Illinois account by visiting [mytax.illinois.gov](http://mytax.illinois.gov) on the web.
2. Click on the “Renew” link next to the license period under your license number.
3. Enter the required information and provide attachments as requested (option to add attachment in left sidebar menu).
4. Pay the license fee with an electronic debit or MasterCard, Discover, American Express, or Visa credit card. **Note:** The credit card service provider will assess a convenience fee. *(New! The credit card payment option is now available.)*

**Note:** Processing of renewals generally takes one to five business days. When processed, you will be able to view and print your new license from the “Letters” tab of your MyTax Illinois account. We will also mail a copy of your new license once the renewal is processed.

**Distributors and “In-state” Winery Shippers  
Special renewal instructions for September 2016 through August 2017**

During this period, distributors and winery shippers, other than out-of-state winery shippers, will not be able to renew online. The Illinois Liquor Control Commission (ILCC) will be issuing new licenses and license numbers to all distributors and “in-state” winery shippers. When renewing during this period, these two groups of applicants will not be required to pay the higher non-online renewal fee.

- **Distributors** - The current Illinois distributor license with the license prefix number of 2A is being phased out and is being replaced by three license types with a prefix of 2E, 2F, or 2G. See the fee schedule chart on Page 3. With this transition, ILCC distributors will not have the option to renew online during this first renewal cycle under the new license category. The form is being updated to reflect the gallon options and fee structure. Distributors will select the gallon limits that apply to them on the renewal application and will have the option to mail the renewal application or to submit the renewal in person at our Chicago or Springfield offices. **Renewal notices for September 2016 through August 2017 will reflect the online renewal fee, which is the lower fee amount.**
- **Winery shippers** - The Illinois winery shipper’s licenses are being consolidated into three types, with license prefix numbers of 3U, 3V, 3W. The “in-state” winery shipper’s licenses — prefix numbers 3K, 3L, 3M, 3N, 3P, 3Q, 3R, 3S, and 3T — are being phased out. See the fee schedule chart on Page 3. With this transition, ILCC “in-state” winery shippers will not have the option to renew online during this first renewal cycle under the new license category. The renewal application form is being updated to reflect the gallon options and fee structure. “In-state” winery shippers will select the gallon limits that apply to them on the renewal application and will have the option to mail the renewal application or to submit the renewal in person at our Chicago or Springfield offices. **Renewal notices for September 2016 through August 2017 will reflect the online renewal fee, which is the lower fee amount.**



**What is MyTax Illinois?**

MyTax Illinois is an online account management program that Illinois Liquor Control Commission licensees may use to renew their liquor licenses, submit brand registrations, and manage their Illinois Liquor Control Commission (ILCC) accounts online. MyTax Illinois may also be used by taxpayers to register a new business, file returns, make tax payments, and manage their tax accounts with the Illinois Department of Revenue.

**Don’t have a MyTax Illinois account?**

Visit [mytax.illinois.gov](http://mytax.illinois.gov) and click the “Sign up Now!” button to create your MyTax Illinois account. For full activation information, click on the **Guide to Creating a MyTax Illinois Account** for additional help. If you are unable to add access to your Liquor Control Commission account after attempting to enter the shared secret information, please call 217 785-3707 for assistance.

**What other functions are available in MyTax Illinois?**

With MyTax Illinois, liquor licensees will be able to do the following online:

- Check the status of a liquor license renewal.
- Submit brand registrations.
- Register for a Special Event Liquor License.
- Make payments.
- View copies of ILCC correspondence mailed in reference to a liquor license.
- Print a liquor license.
- View and manage your ILCC account.

**How do I access MyTax Illinois for ILCC accounts if I already have an account set up for Illinois Department of Revenue (IDOR) taxes?**

If you already have a MyTax Illinois account and you are the “master user,” but do not have your ILCC access set up, follow these steps:

1. Log into your MyTax Illinois account by visiting [mytax.illinois.gov](http://mytax.illinois.gov) on the web.
2. Click “Manage My Web Profile” located on the left side of the page.
3. Click the “Manage Logons” tab.
4. Click on “Access to My Accounts”.
5. Click on the “Access Level” listed for the ILCC license.
6. At the “Access Level” screen, complete the required fields and click “Ok” to submit the change.

After the process completes, your MyTax Illinois home screen will show the ILCC license along with your IDOR taxes.

Online video tutorials are available at [www.illinois.gov/ilcc/Pages/Video.aspx](http://www.illinois.gov/ilcc/Pages/Video.aspx) with instructions for accessing your liquor account and renewing your license.



Liquor License Fee Schedule

License Class	License Prefix	License Fee Effective September 2016	
		New Applications and Non-Online Renewals	Online Renewals
1st Class Wine Maker	3F	\$900	\$750
1st Class Wine Manufacturer	3D	\$900	\$750
2nd Class Wine Maker	3G	\$1,750	\$1,500
2nd Class Wine Manufacturer	3E	\$1,750	\$1,500
Airplane	1H	\$150	\$100
Auction	1D	\$150	\$100
B.A.S.S.E.T.	5A	\$350	\$300
Boat	1G	\$1,000	\$500
Brew Pub	1C	\$1,500	\$1,200
Brewer	3C	\$1,500	\$1,200
Broker	1I	\$1,000	\$750
Caterer Retailer	1B	\$500	\$350
Class 1 Brewer	3Y	\$75	\$50
Class 2 Brewer	3Z	\$100	\$75
Craft Distiller	3X	\$2,500	\$2,000
<b>Craft Distiller Tasting Permit *new (Public Act 99-0902)</b>	<b>4G</b>	<b>\$25</b>	<b>\$25</b>
Distiller	3A	\$5,000	\$4,000
<i>Distributor (*issued through August 2016)</i>	<i>2A</i>	<i>see below</i>	<i>see below</i>
<b>Distributor (11,250,000 gallons or more) *new</b>	<b>2E</b>	<b>\$2,200</b>	<b>\$1,450</b>
<b>Distributor (more than 4,500,000 but less than 11,250,000 gallons) *new</b>	<b>2F</b>	<b>\$1,450</b>	<b>\$950</b>
<b>Distributor (4,500,000 gallons or less) *new</b>	<b>2G</b>	<b>\$450</b>	<b>\$300</b>
<i>Foreign Importing Distributor (*no change)</i>	<i>2C</i>	<i>\$25</i>	<i>\$25</i>
<i>Homebrewer Special Event Permit (*no change)</i>	<i>4E</i>	<i>\$25</i>	<i>\$25</i>
<i>Importing Distributor (*no change)</i>	<i>2B</i>	<i>\$25</i>	<i>\$25</i>
Limited Wine Manufacturer	3H	\$350	\$250
<i>Non-Beverage User less than 500 gallons (*no change)</i>	<i>1K</i>	<i>\$24</i>	<i>\$24</i>
<i>Non-Beverage User less than 1,000 gallons (*no change)</i>	<i>1L</i>	<i>\$60</i>	<i>\$60</i>
<i>Non-Beverage User less than 5,000 gallons (*no change)</i>	<i>1M</i>	<i>\$120</i>	<i>\$120</i>
<i>Non-Beverage User less than 10,000 gallons (*no change)</i>	<i>1N</i>	<i>\$240</i>	<i>\$240</i>
<i>Non-Beverage User 50,000 or more gallons (*no change)</i>	<i>1O</i>	<i>\$600</i>	<i>\$600</i>
<i>Non-Beverage User (Restricted Use) (*no change)</i>	<i>1O, 1Q, 1R, 1S</i>	<i>no change</i>	<i>no change</i>
Non-Resident Dealer (less than 500,000 gallons)	3I	\$350	\$250
Non-Resident Dealer (500,000 gallons or more)	3J	\$1,500	\$1,200
<i>Winery Shipper (*issued through August 2016) (Effective Sept. 2016, these multiple licenses are consolidated into three types based on gallons)</i>	<i>3K, 3L, 3M, 3N, 3P, 3Q, 3R, 3S, 3T, 3U, 3V, 3W</i>	<i>see below</i>	<i>see below</i>
<b>Winery Shipper (less than 250,000 gallons) *rev.</b>	<b>3U</b>	<b>\$350</b>	<b>\$250</b>
<b>Winery Shipper (250,000 or more but less than 500,000 gallons) *revised</b>	<b>3V</b>	<b>\$1,000</b>	<b>\$750</b>
<b>Winery Shipper (500,000 or more) *revised</b>	<b>3W</b>	<b>\$1,500</b>	<b>\$1,200</b>
Railroad	1F	\$150	\$100
Rectifier	3B	\$5,000	\$4,000
Retailer	1A	\$750	\$600
<i>Special Event Retailer (*no change)</i>	<i>4A</i>	<i>\$25</i>	<i>\$25</i>
Special Use Permit - 1 day	4B	\$150	\$100
Special Use Permit - 2 days or more	4C	\$250	\$150
Tasting Representative	4D	\$300	\$200
Wine Maker Retailer	1E	\$500	\$250
Wine Maker Retailer, 2nd Location	1J	\$1,000	\$500
Wine Maker Retailer, 3rd Location	1U	\$1,000	\$500

\* Index to above table: 1) Bold font indicates new or revised license type, 2) grey, bold font indicates an obsolete license type, and 3) italicized font indicates no change for the license type or fee and no separate online and non-online fee amounts.