



IL-8633-I Application to File Illinois Individual Income Tax Returns Electronically for Software Developers and Transmitters

Mail to: Electronic Commerce Division, Illinois Department of Revenue, P.O. Box 19479, Springfield, IL 62794-9479

An assigned Internal Revenue Service (IRS) Electronic Filer Identification number (EFIN) and an IRS Electronic Transmitter Identification number (ETIN) are required to complete Form IL-8633-I. We will not process Form IL-8633-I without both the IRS identification numbers. If any of the information you provide below changes after you submit your Form IL-8633-I, you must complete and submit a "Revised" Form IL-8633-I to update your information.

Note: A copy of your business' most current IRS acceptance letter must be attached to your completed Form IL-8633-I.

Step 1: Complete the following information

1 Legal name of business (as shown on tax return)
2 Doing business as (dba) name (if different than Line 1)
3 Business street address
City State ZIP
4 Mailing address (if different than above)
City State ZIP
5 Business e-mail address
6 Federal employer identification number (FEIN) or Social Security number (SSN)
7 Primary contact representative
Ext.: Daytime phone - include area code FAX number and area code
8 Alternate contact representative
Ext.: Daytime phone - include area code FAX number and area code

Step 2: Provide your EFIN and ETIN - Transmitters and software developers only.

9 EFIN: ETIN:

For the purpose of electronic filing, will you

10 transmit directly to the Illinois Department of Revenue (IDOR) for the independent method and/or the IRS for the federal/state method? YES NO
11 develop software? YES NO

Step 3: Sign below - Signature is required for both new and revised applications

Under the penalties of perjury, I state that I have examined this form and, to the best of my knowledge it is true, correct, and complete. I state that this business will comply with all the provisions of the program, that acceptance for participation is not transferable, and that noncompliance will void participation in the program. I am authorized to make and sign this statement on behalf of the business.

Name and title of official or principal owner of the business (Please print.) SSN of an official or principal owner of the business
Signature of the official or principal owner of the business Date



# IL-8633-I Instructions

## General Information

### Who must submit this application?

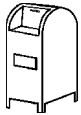
Any business that transmits electronic returns directly to the department for the independent filing method or to the Internal Revenue Service (IRS) for the federal/state filing method and retrieves the accompanying acknowledgments, or develops electronic return formatting software, must submit Form IL-8633-I, Application to File Illinois Individual Income Tax Returns Electronically for Software Developers and Transmitters, to participate in the Illinois Individual Income Tax Electronic Filing Program. If any of the information you provide changes after you submit your Form IL-8633-I, you must complete and submit a "Revised" Form IL-8633-I, to update your information. This includes any business that is sold or changes its organizational structure. Participation in the Illinois program is based on acceptance into the IRS program and compliance with the provisions in the IL-1345, Illinois Department of Revenue Electronic Return Procedures. **A copy of your business' most current IRS acceptance letter must be attached to your completed Form IL-8633-I.**

**CAUTION:** Electronic Return Originators (EROs), **DO NOT** submit Form IL-8633-I, or send a copy of the IRS 8633, or the IRS acceptance letter. EROs that are registered in the IRS Electronic Filing Program, and are in good standing, are automatically registered in the Illinois program.

### When should I file this application?

To ensure a timely review prior to the beginning of the filing season, file your application by December 1.

### Where should I mail the application?



ELECTRONIC COMMERCE DIVISION  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19479  
SPRINGFIELD IL 62794-9479

### What if I have questions?

If you have questions, write us at Electronic Commerce Division, Illinois Department of Revenue, PO Box 19479, Springfield, Illinois 62794-9479; or call our Springfield office weekdays between 8 a.m. and 4 p.m. at **217 524-4097**. You can also visit our Web site, which features electronic filing information, forms, and booklets at [tax.illinois.gov](http://tax.illinois.gov).

## Step-by-Step Instructions

### Step 1: Complete the following information

**Line 1** - Write the legal name of your business (as shown on your tax return).

**Line 2** - If, for the purpose of electronic filing, your business uses any name other than the name on Line 1, write that name.

**Line 3 through 5** - Follow the instructions on the form.

**Line 6** - If you are a partnership or corporation, write your federal employer identification number (FEIN). Sole proprietors without a FEIN, write your Social Security number (SSN).

**Lines 7 and 8** - Provide the name, daytime phone and FAX (including area code) of your primary and alternate contact representatives. **Note:** It may be necessary to contact your business during testing and throughout the processing year.

### Step 2: Provide your EFIN and ETIN

**Line 9** - Write your EFIN and ETIN. You must have a valid EFIN and ETIN that has been assigned and approved by the IRS.

**Line 10 - Transmitter** - Check "**Yes**" if you transmit electronic returns directly to IDOR or to the IRS for the federal/state filing method. **A valid IRS EFIN and ETIN are required.**

**Line 11 - Software Developer** - Check "**Yes**" if you develop electronic return formatting software and/or transmission software. **A valid IRS EFIN and ETIN are required.**

### Step 3: Sign below

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

Read the applicant's agreement and provide the name, title, and SSN of the person who is authorized to act and sign for your business in legal or tax matters. Also, **sign** and **date** the application. All applications must have an original signature and date. We will not accept a photocopy of a signature.