Use your 'Mouse' or the 'Tab key' to move through the fields and 'Mouse' or 'Space bar' to enable the checkboxes.

Illinois Department of Revenue

IDR-916 Signature Declaration

Step 1: Provide the following information

Name as shown on return

Identification number *(Social Security, federal employer identification, or Illinois business tax/account ID number)*

Address

Account period ending

City, State, Zip

( )

Daytime telephone number

Tax type (Please check one.)

☐ Individual Income Tax ☐ Withholding Income Tax

☐ Business Income Tax ☐ Sales Tax

Step 2: Complete the "Signature Declaration"

You must sign a "Signature Declaration" and return it to us if we sent you a notice that you filed an original return, an amended return, or any other document that was required to be verified under penalties of perjury, and you did not sign it.

If we requested your signature, you may use the "Signature Declaration" below to provide it. Please sign and date the "Signature Declaration," and return it to us at the address listed below.

If you **do not** provide us with a properly completed and signed "Signature Declaration," you may be assessed penalties and interest. For more information on penalties and interest, see Publication 103, Penalties and Interest for Illinois Taxes.

Signature Declaration

Under penalties of perjury, I declare that I did examine the document I filed and that it, including any accompanying schedules and statements, was to the best of my knowledge and belief true, correct, and complete. I request that this document become a permanent part of my return.

Your signature Date

Spouse's signature Date
(required **only** for a joint Individual Income Tax return)

Reset Print

Illinois Department of Revenue
Clerical Support
PO Box 19084
Springfield, IL 62794-9084

If we requested your signature, please sign the "Signature Declaration" and return this page.
Do not use this form unless we requested a "Signature Declaration" from you.