



Illinois Department of Revenue

Schedule REG-1-L Illinois Business Site Location Information

Attach to Form REG-1

Business name: _____

FEIN: _____ - _____

Contact for this schedule: _____

SSN: _____ - _____
(Proprietorship only)

Phone: (____) _____ - _____

Read this information first.

Complete Schedule REG-1-L, to identify all Illinois locations from which you will make retail sales, rent/lease vehicles, and/or rent or lease hotel rooms to the public for periods of less than 30 days. You must also identify the same location you did on Form REG-1, Line 4, if the activities at that location include retail sales or rental/leases. In Illinois some tax rates vary based upon the specific location of the business activities. The location of your business will determine the tax rate that we will preprint on your return. We recognize three types of locations:

Permanent - Examples include a building, warehouse, or storefront. To identify these, complete Step 1.

Changing - A changing location is one that constantly changes (e.g., door-to-door sales, home party sales). Re-renters of hotel rooms and Hotel Marketplace Facilitators should also use changing locations. If you have changing locations, complete Step 2. **You must identify sales from a vending machine as a changing location.**

Temporary - Examples include a fair, festival, or convention. To identify temporary locations, complete Step 3. Special events or seasonal sales should also complete Step 3.

To identify more locations, attach a sheet using a similar format. If you have previously registered and need to add a location, call us at **217 785-3707**.

Step 1: Identify each permanent location.

Permanent Location 1:

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP
IL

County: _____

If in Madison or St. Clair county, list township: _____

Contact: _____ Phone: (____) _____ - _____

Starting date for this location: ____/____/____

Check all of your activities at this location:

☐ Retail sales ☐ Aviation Fuel

☐ Vehicles: ☐ Sales ☐ Renting/leasing

Check if your rental/lease agreements are for more than 12 months: ☐

☐ Hotel room rental to the public for periods less than 30 days.

Do you charge for telecommunication services? ☐ yes ☐ no

☐ Other: _____

Permanent Location 2:

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP
IL

County: _____

If in Madison or St. Clair county, list township: _____

Contact: _____ Phone: (____) _____ - _____

Starting date for this location: ____/____/____

Check all of your activities at this location:

☐ Retail sales ☐ Aviation Fuel

☐ Vehicles: ☐ Sales ☐ Renting/leasing

Check if your rental/lease agreements are for more than 12 months: ☐

☐ Hotel room rental to the public for periods less than 30 days.

Do you charge for telecommunication services? ☐ yes ☐ no

☐ Other: _____

Permanent Location 3:

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP
IL

County: _____

If in Madison or St. Clair county, list township: _____

Contact: _____ Phone: (____) _____ - _____

Starting date for this location: ____/____/____

Check all of your activities at this location:

☐ Retail sales ☐ Aviation Fuel

☐ Vehicles: ☐ Sales ☐ Renting/leasing

Check if your rental/lease agreements are for more than 12 months: ☐

☐ Hotel room rental to the public for periods less than 30 days.

Do you charge for telecommunication services? ☐ yes ☐ no

☐ Other: _____

Permanent Location 4:

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP
IL

County: _____

If in Madison or St. Clair county, list township: _____

Contact: _____ Phone: (____) _____ - _____

Starting date for this location: ____/____/____

Check all of your activities at this location:

☐ Retail sales ☐ Aviation Fuel

☐ Vehicles: ☐ Sales ☐ Renting/leasing

Check if your rental/lease agreements are for more than 12 months: ☐

☐ Hotel room rental to the public for periods less than 30 days.

Do you charge for telecommunication services? ☐ yes ☐ no

☐ Other: _____



Step 2: Identify each changing location

A changing location is one that constantly changes (e.g., door-to-door sales, home party sales) Re-renters of hotel rooms and Hotel Marketplace Facilitators should also use changing locations.

Changing Location 1:

DBA name: _____

Municipality: _____

County: _____

If in Madison or St. Clair county, list township: _____

Starting date: ____/____/____

Changing Location 2:

DBA name: _____

Municipality: _____

County: _____

If in Madison or St. Clair county, list township: _____

Starting date: ____/____/____

Changing Location 3:

DBA name: _____

Municipality: _____

County: _____

If in Madison or St. Clair county, list township: _____

Starting date: ____/____/____

Changing Location 4:

DBA name: _____

Municipality: _____

County: _____

If in Madison or St. Clair county, list township: _____

Starting date: ____/____/____

Changing Location 5:

DBA name: _____

Municipality: _____

County: _____

If in Madison or St. Clair county, list township: _____

Starting date: ____/____/____

Changing Location 6:

DBA name: _____

Municipality: _____

County: _____

If in Madison or St. Clair county, list township: _____

Starting date: ____/____/____

Step 3: Identify each temporary location

Examples include fairs, festivals, or special events. Seasonal sales (e.g., trade-shows, holiday sales, concession stands) are considered a temporary location.

Temporary Location 1:

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP
IL

County: _____

If in Madison or St. Clair county, list township: _____

Contact: _____ Phone: (____)____ - _____

Starting date for this location: ____/____/____

☐ Sales ☐ Vehicle **sales**

☐ Other: _____

☐ Check if your business activities are seasonal or for a special event. Provide the following dates.

Starting: ____/____/____ Ending: ____/____/____

Temporary Location 2:

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP
IL

County: _____

If in Madison or St. Clair county, list township: _____

Contact: _____ Phone: (____)____ - _____

Starting date for this location: ____/____/____

☐ Sales ☐ Vehicle **sales**

☐ Other: _____

☐ Check if your business activities are seasonal or for a special event. Provide the following dates.

Starting: ____/____/____ Ending: ____/____/____

