



Illinois Department of Revenue

Request for Transfer of Credit Memorandum

The filing of this form is required by the Illinois Department of Revenue in order to transfer a Credit Memorandum to a registration number other than that to which the credit was originally issued.

OFFICIAL USE ONLY
License Number

SECTION I — Credit Memorandum To Be Transferred

1	Business name			7	Credit Memorandum number		
2	Owner(s), corporate name if owner is a corporation			8	License number		
3	Number and street address			9	Date Credit Memorandum issued		
4	City	5	State	6	ZIP code	10	Amount of Credit Memorandum

SECTION II — Transfer Credit Memorandum To

OFFICIAL USE ONLY

11	License number			LIC. NO.		
12	Business name			LOC. CODE:		
13	Owner(s), corporate name if owner is a corporation			CREDIT MEMO NO.:		
14	Number and street address			DATE ISSUED		
15	City	16	State	17	ZIP code	AMOUNT \$

SECTION III — Signature Affidavit of Seller

To be completed by the business in whose name the Credit Memorandum was originally issued.

PROPRIETORSHIP OR PARTNERSHIP - Line 18; **CORPORATION** - Lines 19 & 20

I realize that the Illinois Department of Revenue must apply the attached Credit Memorandum to any outstanding liability I might have. The remaining balance, if any, will then be transferred.

Mail Excise Tax requests to:

**EXCISE TAXES DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19477
SPRINGFIELD IL 62794-9477**

18	Signature of owner or partner		date
19	Signature of officer of corporation		date
20	Title		

This form is authorized as outlined by the Retailer's Occupation Tax and Related Tax Acts. Disclosure of this information is REQUIRED. Failure to provide information could result in penalties. This form has been approved by the Forms Management Center. IL-492-1370