**Reciprocal Agreement on Exchange of Information**

**Letter Template** **for Local Governments**

As required by the Illinois Department of Revenue’s (IDOR) Reciprocal Agreement on Exchange of Information with your local government, the formatted letter below is required to be submitted on your local government’s letterhead on an annual basis. This will be utilized to update/re-certify your list of authorized individuals that may view and request confidential information and remittance reports for the new year. You will receive a message through [MyLocalTax](https://mytax.illinois.gov/MyLocalTax/_/) at least 30 days prior to your certification date. This certification allows your local government to continue to access the information without a lapse of log-on authority.

Please copy the letter located on the next page and paste it onto **your local government’s letterhead**. Complete the letter by checking the appropriate boxes and entering the information requested which is indicated by ‘Type here.’

**Note**: The green indicators will not print on the final copy.

Our template provides space for two individuals. However, you may add as many authorized individuals as necessary. Be sure to send an **origina**l Attachment B via USPS if an individual is new to the list.

You may submit this certification letter to IDOR electronically through your [MyLocalTax](https://mytax.illinois.gov/MyLocalTax/_/) Account, by email, fax, or mail using the contact information below:

**Illinois Department of Revenue**

**Local Tax Allocation Division (MC 3-500)**

**101 W Jefferson St**

**Springfield, IL 62702-5145**

Fax: **217 785-6527**

Email: **rev.localtax@illinois.gov**

Names of individuals previously authorized but not included on the updated list will be deleted. If later added, a new Attachment B must be provided.

[Type here]

To Local Tax Allocation Division:

The [ ]  City of; [ ]  Village of; [ ]  County of; [ ]  Town of; [Type here] is requesting, pursuant to the Reciprocal Agreement on Exchange of Information, the allocation remittance reports available to this local government for businesses registered in our jurisdiction for the next twelve months.

The following list of employees or individuals are authorized to view and electronically request the confidential information through the MyLocalTax portal:

[Type here]

[Type here]

Sincerely,

[Type here]

[ ]  Village President;

[ ]  Mayor; or

[ ]  County Board Chairman