



LTAD Newsletter

January 2023

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This newsletter is written to inform you of recent updates or news provided by the Local Tax Allocation Division.

For information or forms:

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It's time to check your Jurisdictional Boundaries

Local governments: don't miss out on tax dollars due to inaccurate jurisdictional boundaries! It is important that all local government agencies do their part by reviewing their boundaries.

On February 1, 2023, LTAD will make its local taxing jurisdiction boundaries available, which requires review for accuracy by local governments. These boundaries will be sent to local governments via a MLT message but will also be available under the Resources heading on the LTAD [webpage](#).

The boundary verification process, set forth by the Leveling the Playing Field for Illinois Retail (LPF) Act, requires that IDOR make available the local taxing jurisdictions' boundaries (determined by IDOR) for their verification. The LPF Act establishes the taxability of destination-based sales made to Illinois purchasers. The boundary verification process helps keep a local governments' sales tax rates for the addresses within a jurisdiction correct in IDOR's tax rate database. This ultimately benefits the local jurisdiction by identifying the correct rates for the addresses and ensuring proper allocation to local governments.

Sadly, in 2022, the first year of this new process, IDOR received responses from only 2-3% of local governments.

This year, to make this process easier for everyone involved, local governments have the option of providing their boundary file which IDOR will overlay onto its maps to make any necessary corrections. Alternatively, IDOR can provide shape files to local governments which can then be used to determine if any boundary changes are needed.

Local governments may report corrections or request/provide a boundary file by emailing REV.GIS.Tech@illinois.gov. Changes must be reported by April 1, 2023. All changes will take effect July 1, 2023. Any updates not reported by April 1, other than boundary changes made by local ordinances, such as annexations or disconnections, will not be made until July 1, 2024.

Please note: IDOR is updating its jurisdiction boundary maps using data available from the 2020 Census. As a result, this process is even more important for jurisdictions that have had boundary changes since the Census, such as annexations or disconnections.

Grocery Tax Suspension and Back-to-School State Sales Tax Holiday

While the Department identified some return-filing issues early on, it appears that most retailers are now filing correctly and have filed amended returns for the period(s) filed incorrectly. Retailers could still make filing mistakes moving forward, so IDOR will continue to review returns to ensure they are being filed correctly. If any local government officials have questions about a specific retailer, they should contact LTAD.

Senior Citizens Real Estate Tax Deferral Program (SCD)

An email was sent on December 1, 2022, to each county with the updated forms and instructions regarding the SCD program. If you administer the SCD program for your county and you have not yet seen this email, please contact LTAD. The PTAX-1035 Senior Citizens Real Estate Tax Deferral Annual Participant List was mailed on December 12, 2022, to all counties with participants. The PTAX-1135 Senior Citizens Real Estate Tax Deferral Program Statement was mailed on December 15, 2022, to each participant with a balance due.

January 2023 Annual Recertification of Reciprocal Agreements

If you have an active MLT account, you will receive a reminder message roughly 30 days before your recertification date. The recertification date is determined using the last time you either updated or recertified your agreement. For many of you, that is in January each year.

- If you do not recertify your agreement timely, all users with confidential MLT access will have their accounts locked until recertification has been completed. Remember that to recertify, you only need to send us a letter on your local government's letterhead using the LGT-36 template. That document does not require an original signature, so it can be submitted via email or MLT message.
- If you have an existing agreement and are not adding new people to your authorized list, you **do not** need to complete the Attachment A or Attachment B, we only need the letter.
- If you are adding new authorized individuals, you will need to submit an Attachment B for each new addition.
- If you have a confidential MLT account, those documents can be submitted via MLT by using the "Submit Reciprocal Agreement" task in your allocation account.

- If you do not have an existing agreement or anyone with a confidential MLT account, we need original signatures on both the Attachments A and B, so your documentation must be mailed to our office at the address in the sidebar on the first page of this newsletter. Both the Attachments A and B can be found on the Forms and Agreements [web page](#).

We are aware that there were county elections this fall. Please note, existing logons should not be shared with the newly elected officials or other new employees; each person should register individually for a new account. Secondly, an account is not automatically created for anyone. Each person will need to go to MLT and register for an account by choosing, "Don't have a logon? Register here." Finally, the local government needs to notify LTAD of any employee(s) authorized on the reciprocal agreement or with MLT access who are no longer with the local government so we can close their account and remove them from the agreement.

Tax Rate Changes

Rate changes for various tax types took effect January 1, 2023. We have sent bulletins to impacted businesses and local governments. We also have sent messaging to local governments through their MLT accounts. You can find copies of these bulletins in the [Informational Bulletins](#) section of IDOR's website.

Important Dates

March 20, 2023: Ordinance filing deadline for Simplified Municipal Telecommunication Tax rate changes effective July 1, 2023.

April 1, 2023: Ordinance filing deadline for tax rate changes that do not need voter approval, such as Business District, Cannabis, Home Rule, and Motor Fuel taxes, effective July 1, 2023.

May 1, 2023: Ordinance filing deadline for tax rate changes that need voter approval, such as County Public Safety, County School Facility, and Non-Home Rule taxes, effective July 1, 2023.

IDOR News & Updates

Do not forget to sign up for IDOR's email/SMS text subscription service to receive the latest news and updates specific to municipalities, counties, and local taxing districts.

Sign up by visiting our website at tax.illinois.gov. Please note, as indicated in the previous edition, our LTAD Newsletters will only be sent via a MLT message and through IDOR's email/SMS text subscription service.