



# Illinois Department of Revenue

## Class and Home Study Exam Registration Form

CLASSES ONLY	HOME STUDY ONLY
Course name _____ Location _____ Class dates ____ / ____ / ____ to ____ / ____ / ____ <b>All classes begin at 8:30 a.m. Attendance is mandatory to receive credit.</b>	Course name _____ Location _____ Exam date ____ / ____ / ____ Exam time: (check one) _____ Morning (9:00 a.m.) _____ Afternoon (1:00 p.m.)

Name \_\_\_\_\_ Job title \_\_\_\_\_

Street address \_\_\_\_\_ County of employment \_\_\_\_\_

City \_\_\_\_\_ Township of employment \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_ Email \_\_\_\_\_

Social Security number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ \*\* Work phone \_\_\_\_\_

**\*\*Returning students may provide the last 4 digits only.**

How would you like to receive your confirmation letter?  
(check one) \_\_\_\_\_ Email \_\_\_\_\_ Postal mail

- Registration Instructions**
- Submit a separate registration form in advance for each class or exam, or to retake an exam.
  - Register early to ensure your spot in the class or home study exam. Registrations must be received within 7 days of the class or examination date. After we process your registration form we will send you confirmation of your registration.
  - Please contact us to cancel as soon as possible if you cannot attend your scheduled class or exam.
  - We reserve the right to cancel any class or examination with an enrollment of fewer than 20 people.

- About classes or examinations...**
- Bring a noiseless calculator with a large-digit capacity, a note pad, and pencils to class or examination. Cell phones will not be allowed for use as calculators during the examination. For class only, you also may want to bring a highlighter and a 2-inch three-ring binder.
  - You may retake a course; however, you may not receive credit from IDOR. Please see the Education Program Guide for more information about course credit.
  - You are responsible for your own meals and lodging.

Illinois Department of Revenue education information and home study course materials are available at [tax.illinois.gov](http://tax.illinois.gov).

**Send your registration to:**  
 ASSESSMENT EDUCATION UNIT  
 ILLINOIS DEPARTMENT OF REVENUE  
 PO BOX 19033  
 SPRINGFIELD IL 62794-9033

Phone: 217 785-6636 or 217 524-1274  
 Fax: 217 782-9932  
 Website: [tax.illinois.gov](http://tax.illinois.gov)  
 Email: [rev.proptaxed@illinois.gov](mailto:rev.proptaxed@illinois.gov)