



Illinois Department of Revenue

Request for Transfer of Credit Memorandum

OFFICIAL USE ONLY

Registration Number

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.

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 Registration 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 Registration number			REG. 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.

18 _____
Signature of owner or partner date

19 _____
Signature of officer of corporation date

20 _____
Title

Mail SALES TAX request to:

ATTN CORRESPONDENCE / CLAIMS
& ADJUSTMENT SECTION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19040
SPRINGFIELD IL 62794-9040

Mail MISCELLANEOUS EXCISE TAX request to:

ATTN MISCELLANEOUS TAXES DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19477
SPRINGFIELD IL 62794-9477

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