



Illinois Department of Revenue

Schedule REG-1-L Illinois Business Site Location Information

Attach to Form REG-1.

Business name: _____

FEIN: _____ - _____

Contact for this schedule: _____

SSN: _____ - _____
(Proprietorship only)

Phone: (____) _____ - _____

Read this information first.

Complete this schedule if you are registering as a new business that will do business from an Illinois location. You must identify all Illinois locations, including the one you may have identified on Form REG-1, Step 1, Line 4. In Illinois, some tax rates vary based upon the specific location of the business activities. Depending on your tax responsibilities, the location of your business will determine the tax rate that we will preprint on your return. We recognize three types of locations:

Permanent - Examples include a building, warehouse, or storefront. To identify these, complete Step 1.

Temporary - Examples include a fair, festival, or convention. To identify temporary locations, complete Step 2. Special events or seasonal sales (i.e., trade-shows, holiday sales, concession stands) should also complete Step 2.

Changeable - A changeable location is one that constantly changes (i.e., door-to-door sales, home party sales). If you have changeable locations, complete Step 3.

If you need to identify more, attach a separate sheet using a similar format. If you have previously registered and need to add a location, call us at 217 785-3707.

Step 1: Identify each permanent location.

DBA name: _____

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP

City State ZIP

County: _____ If located within Madison or

County: _____ If located within Madison or

St. Clair county, tell us your township: _____

St. Clair county, tell us your township: _____

Contact: _____ Phone: (____)____ - _____

Contact: _____ Phone: (____)____ - _____

Starting date for this location: ____/____/____

Starting date for this location: ____/____/____

Check your activities at this location:

Check your activities at this location:

- Sales and use
- Vehicle **renting**
- Vehicle **sales**
- Telecommunications service
- Hotel rental
- Liquor warehousing
- Other: _____

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- Vehicle **renting**
- Vehicle **sales**
- Telecommunications service
- Hotel rental
- Liquor warehousing
- Other: _____

DBA name: _____

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

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City State ZIP

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County: _____ If located within Madison or

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Contact: _____ Phone: (____)____ - _____

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Starting date for this location: ____/____/____

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Check your activities at this location:

Check your activities at this location:

- Sales and use
- Vehicle **renting**
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- Other: _____

- Sales and use
- Vehicle **renting**
- Vehicle **sales**
- Telecommunications service
- Hotel rental
- Liquor warehousing
- Other: _____

Step 2: Identify each temporary location

Examples include a fair, festival, or special event. Seasonal sales (*i.e.*, trade-shows, holiday sales, concession stands) are usually considered a temporary location.

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP

County: _____ If located within Madison or

St. Clair county, tell us your township: _____

Contact: _____ Phone: (____)____ - _____

Starting date for this location: ____/____/____

Sales and use Telecommunications service

Vehicle **sales**

Other: _____

Check here if your business activities are seasonal or for a special event. Provide the following dates.

Starting: ____/____/____ Ending: ____/____/____

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP

County: _____ If located within Madison or

St. Clair county, tell us your township: _____

Contact: _____ Phone: (____)____ - _____

Starting date for this location: ____/____/____

Sales and use Telecommunications service

Vehicle **sales**

Other: _____

Check here if your business activities are seasonal or for a special event. Provide the following dates.

Starting: ____/____/____ Ending: ____/____/____

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP

County: _____ If located within Madison or

St. Clair county, tell us your township: _____

Contact: _____ Phone: (____)____ - _____

Starting date for this location: ____/____/____

Sales and use Telecommunications service

Vehicle **sales**

Other: _____

Check here if your business activities are seasonal or for a special event. Provide the following dates.

Starting: ____/____/____ Ending: ____/____/____

DBA name: _____

Address: _____
Street address - No PO Box numbers Apt. or suite no.

City State ZIP

County: _____ If located within Madison or

St. Clair county, tell us your township: _____

Contact: _____ Phone: (____)____ - _____

Starting date for this location: ____/____/____

Sales and use Telecommunications service

Vehicle **sales**

Other: _____

Check here if your business activities are seasonal or for a special event. Provide the following dates.

Starting: ____/____/____ Ending: ____/____/____

Step 3: Identify each changeable location

A changeable location is one that constantly changes (*i.e.*, door-to-door sales, home party sales).

DBA name: _____

Municipality: _____

County: _____ If located within Madison or

St. Clair county, tell us your township: _____

Starting date: ____/____/____

DBA name: _____

Municipality: _____

County: _____ If located within Madison or

St. Clair county, tell us your township: _____

Starting date: ____/____/____