Use your mouse or Tab key to move through the fields. Use your mouse or space bar to enable check boxes.

Illinois Department of Revenue

# ITR-1 Request for Tax Clearance

## Read this information first

- Form ITR-1 will not be processed until all returns are filed and balances paid (including penalty and interest, if applicable).
- Allow at least 10 business days for processing of Form ITR-1.
- If you are selling or have sold your business assets, do not complete Form ITR-1, Request for Tax Clearance. You must complete Form CBS-1, Notice of Sale or Purchase of Business Assets.
- If you need assistance in completing Form ITR-1, you can contact us at **1 800 732-8866** or at the address listed below.

## Step 1: Identify yourself or your business

**1** Name:_____

**2** Doing business as (DBA):_____

**3** Street address: _____

City, state, ZIP: _____

**4** Telephone (include area code): (_____)_____-_____

**5** Federal Employer Identification number (FEIN): __ __-__ __ __ __ __ __ __

**6** Illinois Business Tax number (IBT no.): __ __ __ __-__ __ __ __

**7** Social Security number: ___ ___ ___ - ___ ___ - ___ ___ ___ ___

**8** Excise Tax License number:_____

**9** Date business started in Illinois :_____/_____/_____ (Month / Day / Year)

**10** Do you make retail sales in Illinois? ☐ yes ☐ no

**11** Do you maintain an office in Illinois? ☐ yes ☐ no

**12** Do you have employees in Illinois? ☐ yes ☐ no

**13** If this tax clearance is to be sent to a third party, provide the following:

Name: _____

In-care-of name: _____

Address:_____ (Number and street or post office box)

City, state, ZIP:_____

## Step 2: Check the taxes for which you are requesting tax clearance

**a** ☐ Business income tax
**b** ☐ Withholding income tax
**c** ☐ Individual income tax
**d** ☐ Excise tax. Specify tax type(s):_____
**e** ☐ Retailer's occupation tax (including sales and use taxes)
**f** ☐ Hotel/motel tax
**g** ☐ Automobile renting tax

## Step 3: Check the reason you are requesting tax clearance

☐ Real estate transaction
☐ Bank closing
☐ Required by a state other than Illinois
☐ Other. Please explain:_____

## Step 4: Sign below

An owner or officer of the business requesting the tax clearance must complete this step. Signature stamps are not acceptable.
**Note:** If you have been appointed as power of attorney for the taxpayer requesting this tax clearance, you must attach a copy of your power of attorney that specifically states your authorization in tax related situations. See Form IL-2848, Power of Attorney.

_____ (Signature) _____/_____/_____ (Month / Day / Year) Title: _____ (Title *(i.e.,* president, owner, partner, individual))

## Step 5: Send your request

**ILLINOIS DEPARTMENT OF REVENUE**
**PROBLEMS RESOLUTION, (3-515)**
**PO BOX 19014**
**SPRINGFIELD IL 62794-9014**

**Fax:** 217 785-2643

**Official Use Only**

This is your approved tax clearance approved for the taxes identified in Step 2, boxes _____, per your request. **Note**: This tax clearance does not preclude assessment for any liability for pending, current, or future taxes or liabilities that may be established by present or future audits conducted by the department.

Clerk ID: _____ Signature: _____ _____/_____/_____ (Month / Day / Year)

ITR-1 (R-03/07)

This form is authorized as outlined by the Retailers' Occupation Tax Act and Income Tax Act. Disclosure of this information is REQUIRED. Failure to provide information could result in the denial of your request. This form has been approved by the Forms Management Center. IL-492-2867

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