



# IL-8633-B Business Electronic Filing Enrollment

Mail to: Electronic Filing Section, Illinois Department of Revenue, P.O. Box 19479, Springfield, IL 62794-9479

This enrollment is  
 New  Revised

## Step 1: Provide all identification numbers assigned to your business

- 1 Federal Employer Identification number (FEIN) or Social Security number (SSN) \_\_\_\_\_
- 2 Account ID - if applicable \_\_\_\_\_
- 3 Unemployment Insurance Account number (UI no.) - if applicable \_\_\_\_\_
- 4 IRS assigned Electronic Filing Identification number (EFIN) - if applicable \_\_\_\_\_
- 5 IRS assigned Electronic Transmitter Identification number (ETIN) - if applicable \_\_\_\_\_

## Step 2: Provide participant information

- 6 Legal name of business \_\_\_\_\_
- 7 Doing business as (dba) name (if different than above) \_\_\_\_\_
- 8 Street address \_\_\_\_\_ Suite # \_\_\_\_\_
- 9 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 10 Mailing address (if different than above) \_\_\_\_\_
- 11 City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_
- 12 Business e-mail address \_\_\_\_\_
- 11 Primary contact representative \_\_\_\_\_  
( ) - ext.: ( ) -  
Daytime phone - include area code FAX - include area code
- 12 Alternate contact representative \_\_\_\_\_  
( ) - ext.: ( ) -  
Daytime phone - include area code FAX - include area code
- E-mail address \_\_\_\_\_

## Step 3: Indicate your activity as a participant - check all that apply

- Taxpayer
- Software Developer
- Transmitter
- Transmitter w/IDOR contract
- Electronic Return Originator (ERO)
- Reporting Agent (RA)

## Step 4: Check all that apply to this enrollment

- |  |   |  |
|--|---|--|
| <b>Employer taxes:</b>   | <b>Sales, service and use taxes:</b>            | <b>Excise taxes:</b>                                     |
| <input type="checkbox"/> Withholding income tax (IL-501, IL-941)     | <input type="checkbox"/> Sales, service and use | <input type="checkbox"/> Liquor                          |
| <input type="checkbox"/> Emp. Wage and Contribution Report (UI-3/40) | <b>Utility taxes:</b>                           | <input type="checkbox"/> Liquor Non-Resident Dealer      |
| <input type="checkbox"/> Other _____                                 | <input type="checkbox"/> Telecommunications     | <input type="checkbox"/> Tobacco Products                |
|  | <input type="checkbox"/> Gas/Gas use            | <input type="checkbox"/> Cigarette                       |
|  |   | <input type="checkbox"/> Cigarette use                   |
|  |   | <input type="checkbox"/> Cigarette Secondary Distributor |

## Step 5: Select a signature code and sign - Taxpayers and Reporting Agents ONLY

Select a code to represent your signature for your electronic returns and/or payments. Your signature code must be six characters and can be letters, numbers, or both. To change your signature code, you must complete a "Revised" Form IL-8633-B.

- 13 Write your code for Employer taxes \_\_\_\_\_
- 14 Write your code for Sales, service, & use taxes \_\_\_\_\_
- 15 Write your code for Utility taxes \_\_\_\_\_
- 16 Write your code for Excise taxes \_\_\_\_\_

Under penalties of perjury, I state that I have examined this form and to the best of my knowledge, the information is true, correct, and complete. I authorize IDOR and IDES (for Form UI-3/40) to provide my transmitter with information regarding the transmission of my electronic return and associated electronic payment. In addition, I agree that this signature shall be deemed to appear on any electronic returns and payments submitted that include my electronic signature. All returns filed electronically as authorized by this enrollment form are deemed to be accurate, complete, and truthful statements made under penalties of perjury. This enrollment form and electronic signature shall remain in force until IDOR receives written notification from the taxpayer or RA. IDOR and IDES (for Form UI-3/40) reserve the right to suspend or revoke the taxpayer or RA from the applicable program.

Printed name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security number \_\_\_\_\_

## Step 6: Complete and sign - Software Developers, Transmitters, EROs, Reporting Agents ONLY

Under penalties of perjury, I state that I have examined this form and to the best of my knowledge, the information is true, correct, and complete. I state that this firm, including all employees, will comply with all provisions of the applicable electronic filing program. I understand that acceptance for participation is not transferable and that noncompliance will void participation in the program. I am authorized to make and sign statements on behalf of the firm. IDOR and IDES (for Form UI-3/40) reserve the right to suspend or revoke the participant from the applicable program.

Printed name of authorized individual \_\_\_\_\_ Title \_\_\_\_\_ ( ) - ext.: \_\_\_\_\_  
 Signature of authorized individual \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Daytime phone - include area code \_\_\_\_\_  
 \_\_\_\_\_ SSN of authorized individual \_\_\_\_\_

# IL-8633-B Instructions

## General Information

### Who must submit this application?

Any business wishing to enroll in the Illinois Department of Revenue's (IDOR) business electronic filing and payment programs must complete Form IL-8633-B, Business Electronic Filing Enrollment. If you need to change information provided in a previous enrollment you must complete a "Revised" Form IL-8633-B. This includes any business that is sold or changes in organizational structure. Participants may include taxpayers (mandated or voluntary), software developers, ERO's, reporting agents, and any entity that will transmit directly to IDOR (either for themselves or as a service to others).

### Where should I mail Form IL-8633-B?



**ELECTRONIC FILING SECTION**  
**ILLINOIS DEPARTMENT OF REVENUE**  
**PO BOX 19479**  
**SPRINGFIELD IL 62794-9479**

### What if I have questions?

If you have questions, call our Springfield office weekdays between 8:30 a.m. and 5:00 p.m. at 866 440-8680. You can also visit our web site, which features electronic filing information, forms, and booklets at [tax.illinois.gov](http://tax.illinois.gov).

## Step-by-Step Instructions

### Step 1: Provide all identification numbers assigned to your business

**Line 1** - A Federal Employer Identification number (FEIN) is issued by the Internal Revenue Service (IRS) and is required for partnerships or corporations. If you are not required to have a FEIN, you must provide your Social Security number (SSN).

**Line 2** - Write the Account ID issued by IDOR for certain reporting purposes, if applicable.

**Line 3** - Write your Unemployment Insurance Account number (UI no.) from the Illinois Department of Employment Security (IDES), if applicable.

**Line 4** - Write your Electronic Filing Identification number (EFIN) assigned by the IRS, if applicable.

**Line 5** - Write your Electronic Transmitter Identification number (ETIN) assigned by the IRS, if applicable.

### Step 2: Provide participant information

**Line 6** - Write the legal name of your business.

**Line 7** - If your business uses a name (e.g., doing-business-as [dba] name) other than the name on Line 6, write that name.

**Lines 11 and 12** - Provide information for your primary and alternate contact representatives. It may be necessary to contact you during testing and throughout the processing year.

### Step 3: Indicate your type of activity as a participant - check all that apply

**Taxpayer** - Check here if you are a business taxpayer liable for filing or paying Illinois taxes. You may enroll voluntarily or due to a mandate.

**Software Developer** - Check here if you develop electronic return formatting software and/or transmission software.

**Transmitter** - Check here if you transmit electronic return or payment information directly to IDOR.

**Transmitter w/IDOR Contract** - Check here if you have a contract with IDOR and transmit data electronically as specified in your contract.

**Note:** Check the "Other" box in Step 4, and write "Contractual" on the line.

**Electronic Return Originator (ERO)** - Check here if you are an ERO that originates the submission of electronic returns and/or payments. EROs do not sign electronic returns or payments on behalf of taxpayers. ERO clients must use Form IL-8633-B to independently enroll as "Taxpayers" for electronic filing programs.

**Reporting Agent (RA)** - Check here if you are a company (not an individual) that performs tax services for other business taxpayers. RAs sign returns and payment authorizations on behalf of taxpayers with the signature code selected in Step 5. RA clients must submit Form IL-8655, Reporting Agent Electronic Services Authorization, to the RA who must retain it for inspection by IDOR or IDES (for Form UI-3/40).

**Note:** RAs who will be filing and paying their own taxes must also check the "Taxpayer" box.

### Step 4: Check all that apply to this enrollment

Check the box(es) that indicate the type of tax or form that are applicable to this enrollment. Transmitters w/IDOR contract should check "Other" box, and write "Contractual" on the line. Software Developers developing software for the 1120 Federal/State Electronic Filing Program should check the "Other" box, and write "1120 Fed/State" on the line.

### Step 5: Select a signature code and sign - Taxpayers and Reporting Agents ONLY

**\*\* Signature is required for both new and revised applications.**

Write your 6-digit signature code by the corresponding tax type. This code represents your signature when electronically filing or paying. Read the taxpayer's agreement and provide the required information for the person authorized to act and sign for your business in legal or tax matters or authorized to sign as an RA.

**Note:** You may select a common or unique signature code for each of the tax types.

### Step 6: Complete and sign - Software Developers, Transmitters, EROs, Reporting Agents ONLY

**\*\*Signature is required for both new and revised applications.**

Read the agreement and provide the required information for the person authorized to act and sign for your business in legal or tax matters.