



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 Schedule REG-1-L, to identify all Illinois locations from which you will make retail sales, rent/lease vehicles, and/or rent or lease hotel rooms to the public for periods of less than 30 days. You must also identify the same location you did on Form REG-1, Line 4, if the activities at that location include retail sales or rental/leases. In Illinois some tax rates vary based upon the specific location of the business activities. 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.

**Changing** - A changing location is one that constantly changes (e.g., door-to-door sales, home party sales). If you have changing locations, complete Step 2. **You must identify sales from a vending machine as a changing location.**

**Temporary** - Examples include a fair, festival, or convention. To identify temporary locations, complete Step 3. Special events or seasonal sales should also complete Step 3.

To identify more locations, attach a 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.

Permanent Location 1:

DBA name: \_\_\_\_\_

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

City State ZIP  
IL

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Starting date for this location: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check all of your activities at this location:

- Retail sales  Aviation Fuel
- Vehicles:  Sales  Renting/leasing
- Check if your rental/lease agreements are for more than 12 months:
- Hotel room rental to the public for periods less than 30 days.
- Do you charge for telecommunication services? \_\_\_yes \_\_\_no
- Other: \_\_\_\_\_

Permanent Location 2:

DBA name: \_\_\_\_\_

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

City State ZIP  
IL

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Starting date for this location: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check all of your activities at this location:

- Retail sales  Aviation Fuel
- Vehicles:  Sales  Renting/leasing
- Check if your rental/lease agreements are for more than 12 months:
- Hotel room rental to the public for periods less than 30 days.
- Do you charge for telecommunication services? \_\_\_yes \_\_\_no
- Other: \_\_\_\_\_

Permanent Location 3:

DBA name: \_\_\_\_\_

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

City State ZIP  
IL

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Starting date for this location: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check all of your activities at this location:

- Retail sales  Aviation Fuel
- Vehicles:  Sales  Renting/leasing
- Check if your rental/lease agreements are for more than 12 months:
- Hotel room rental to the public for periods less than 30 days.
- Do you charge for telecommunication services? \_\_\_yes \_\_\_no
- Other: \_\_\_\_\_

Permanent Location 4:

DBA name: \_\_\_\_\_

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

City State ZIP  
IL

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Starting date for this location: \_\_\_\_/\_\_\_\_/\_\_\_\_

Check all of your activities at this location:

- Retail sales  Aviation Fuel
- Vehicles:  Sales  Renting/leasing
- Check if your rental/lease agreements are for more than 12 months:
- Hotel room rental to the public for periods less than 30 days.
- Do you charge for telecommunication services? \_\_\_yes \_\_\_no
- Other: \_\_\_\_\_



## Step 2: Identify each changing location

A changing location is one that constantly changes (e.g., door-to-door sales, home party sales).

### Changing Location 1:

DBA name: \_\_\_\_\_

Municipality: \_\_\_\_\_

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Starting date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Changing Location 2:

DBA name: \_\_\_\_\_

Municipality: \_\_\_\_\_

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Starting date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Changing Location 3:

DBA name: \_\_\_\_\_

Municipality: \_\_\_\_\_

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Starting date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Changing Location 4:

DBA name: \_\_\_\_\_

Municipality: \_\_\_\_\_

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Starting date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Changing Location 5:

DBA name: \_\_\_\_\_

Municipality: \_\_\_\_\_

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Starting date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Changing Location 6:

DBA name: \_\_\_\_\_

Municipality: \_\_\_\_\_

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Starting date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Step 3: Identify each temporary location

Examples include fairs, festivals, or special events. Seasonal sales (e.g., trade-shows, holiday sales, concession stands) are considered a temporary location.

### Temporary Location 1:

DBA name: \_\_\_\_\_

Address: \_\_\_\_\_

Street address - No PO Box numbers

Apt. or suite no.

\_\_\_\_\_  
City State ZIP

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Starting date for this location: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sales  Vehicle **sales**

Other: \_\_\_\_\_

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

Starting: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Temporary Location 2:

DBA name: \_\_\_\_\_

Address: \_\_\_\_\_

Street address - No PO Box numbers

Apt. or suite no.

\_\_\_\_\_  
City State ZIP

County: \_\_\_\_\_

If in Madison or St. Clair county, list township: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: (\_\_\_\_)\_\_\_\_ - \_\_\_\_\_

Starting date for this location: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sales  Vehicle **sales**

Other: \_\_\_\_\_

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

Starting: \_\_\_\_/\_\_\_\_/\_\_\_\_ Ending: \_\_\_\_/\_\_\_\_/\_\_\_\_

