

## INSTRUCTIONS FOR COMPLETING ILLINOIS DRYCLEANING LICENSE APPLICATION FORM

Completion of a drycleaning license application form is required if your drycleaning facility is located in the state of Illinois and is actively engaged in drycleaning operations for the general public. This requirement is effective as of January 1, 1998.

**NOTE:** If any of the categories identified at the top of the application form apply to your facility, **do not complete the application. The facility is not required to be licensed and is not eligible to receive benefits from the Drycleaner Environmental Response Trust Fund of Illinois.**

### Part A - Facility Information

- *Facility Name* – Name of the drycleaning facility, i.e., Joe's Cleaners.
- *Contact* – Name of the person who will be the contact person regarding facility operations (i.e., the drycleaning manager).
- *Phone Number* – The telephone number of the licensed drycleaning facility.
- *Physical Facility Address* – The **street** address of the facility (i.e., 3235 W. 7<sup>th</sup> Street, Anytown, IL).
- *Date facility began drycleaning operations* – List the month, day, and year you began operating as an active drycleaning establishment.
- *Previous Use Of Drycleaning Facility* – State what the location was used for prior to the date you began drycleaning operations.

### Part B - Operator Information

- *Operator Name* – Name of the individual or entity that is operating the drycleaning facility.  

For example, If the operator is a corporation, you would list Doe's Drycleaning, Inc., if the operator is an individual, you would list John Doe.
- *Contact* – Name of the person who is the contact for the operator (i.e., the drycleaning manager).
- *Phone Number* – Drycleaner operator's telephone number.
- *Mailing Address* – The mailing address for the drycleaner operator.
- *Legal Entity* – Place a checkmark by the type of organization listed that represents how the business is set up. If the entity is something other than a sole proprietorship, corporation or partnership, please check "other" and explain what type of entity it is.
- *Illinois Business Tax Number* – This is the same number you list on your Illinois Department of Revenue Form DS-3, Dry-Cleaning Operators' License Fee Payment Form.
- *Federal ID or Social Security Number* – If the operator is an individual, please list the operator's social security number. If the operator is a partnership, corporation or other business entity, please list their Federal Tax ID number. These numbers can be secured from the front page of your federal income tax form.

### Part C - Real Estate Owner Information

- *Owner Name* - Name of the individual or entity that owns the **real estate** on which the drycleaning facility is located.
- *Contact* – Name of the contact person for the **real estate** owner.
- *Phone Number* – Telephone number for the real estate owner.
- *Mailing Address* – The mailing address for the real estate owner.
- *Legal Entity* – Place a checkmark by the type of entity that holds title to the real estate. If the entity is something other than a sole proprietorship, corporation or partnership, please check "other" and explain what type of entity it is.
- *Federal ID or Social Security Number* – If the real estate owner is an individual, please list the real estate owners's social security number. If the real estate owner is a partnership, corporation or other business entity, please list their Federal Tax ID number. These numbers can be secured from the front page of your federal income tax form.

### Part D - Annual Fee Information

Please estimate the number of gallons of drycleaning solvent(s) you will purchase during the next year (12-month period) and place the amount of gallons in the "Estimate Amount" column.

For example, if you estimate you will purchase 130 gallons of chlorine-based drycleaning solvents (perc) in the first 12-month period in operation, you would place "130" under the column marked "Estimate Amount".

When using a 12-month estimate period, you will need to determine the actual purchases/usage you had for the 12-month period and compare to the amount you estimated for your license fee. If the actual amount puts you in a higher category, the additional amount due will need to be submitted by December 31 of the current year that the 12-month estimate period came due.

For example, you started drycleaning operations on March 1, 2007 and estimated your 12 months of solvent purchases would be 50 gallons of chlorine-based solvent and you paid the \$1,500 license fee and received your license for 2007. On March 1, 2008, you review your actual purchases/usage and you purchased/used 90 gallons. You are required to pay the additional \$750 of license fees by December 31, 2008 in order to avoid late payment fees of \$5/day for payments after December 31, 2008.

If you should have any questions on this computation, please contact our office.

### **Part E - Drycleaning Solvent Supplier Information**

In this section, you need to identify the supplier(s) of drycleaning solvents for your drycleaning facility:

- *Supplier Name(s)* – Name of the individual or firm that is supplying the drycleaning solvents to your drycleaning facility.

For example, if the supplier is a corporation, you would list Doe Drycleaning Solvents, Inc., if the operator is an individual, you would list John Doe.

- *Contact* – Name of the person who you contact for delivery or ordering.
- *Mailing Address* – The mailing address of the supplier.
- *Your Supplier's Illinois Business Tax Number* - This number is located on their Illinois Department of Revenue Form DS-1, Dry-Cleaning Solvent Tax Return.

It is necessary for you to note all drycleaning solvent suppliers to your facility. If you have more than one supplier, you must list the additional suppliers on a separate sheet of paper and attach it to the licensure application form.

For example, if during 2003 you purchased drycleaning solvent from three different suppliers, all three must be listed and included with your licensure application form.

### **General Information**

- If you started a new drycleaning operation after the first quarter of a calendar year (April 1 or later), please contact our office for the pro-rated licensing fee to submit.
- Licensing fees are due before you start drycleaning operations. Fees not paid by the start date will be assessed a \$5.00 per day late payment penalty for every day that the license fee is unpaid.

For example, if you start drycleaning operations on August 1, 2003 and pay your license fee on August 28, 2003, you will owe a penalty of \$135, \$5 times 27 days (August 1 through August 28).

- Licenses are issued on a calendar year basis and come due on December 31 of each year. Renewal notices are sent out in November of each year and all licensing fees for the renewal of the license are due by December 31 of each year. Failure to pay your renewal license fee by December 31 each year will result in a \$5.00 per day late payment penalty for every day that the license fee is unpaid.
- Drycleaners are required to maintain and provide their solvent purchase log and solvent purchase receipts for all solvent purchases. This information is required to be sent with each renewal license application.
- If you have a change in ownership of the drycleaner operator or the real estate owner, please contact our office immediately.

If you have questions or need assistance in completing this form, you may write, call or e-mail our licensing division weekdays between 8 a.m. and 5 p.m. Contact information:

### **DRYCLEANER ENVIRONMENTAL RESPONSE TRUST FUND OF ILLINOIS**

**P.O. BOX 480  
BENSENVILLE, IL 60106  
PHONE: 1-800-765-4041**

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