

LICENSE RENEWAL INSTRUCTIONS

November 1, 2016

Our records show that your annual license is due for renewal by December 31, 2016. Please note that only drycleaning facilities actively engaged in drycleaning operations for the general public are required to be licensed. If you are not actively engaged in drycleaning operations for the general public now or will not be after December 31, 2016, please see enclosed "green" flyer explaining what documentation needs to be submitted to our office. Enclosed are two forms that you must review and complete; the DS-3 License Fee Payment Form and your License Renewal Application. Please follow the directions below to renew your license for calendar year 2017.

- 1) Complete the enclosed DS-3 License Fee Payment Form after you have made your last purchase of drycleaning solvent in calendar year 2016. Please note that if you make a purchase in the last week of December, you **MUST** still complete and mail this form with the correct license fee amount by December 31, 2016. The DS-3 form and your license fee payment **are due by December 31, 2016** at the Illinois Department of Revenue. A late payment penalty may be assessed for payments not sent by December 31, 2016. If you use petroleum-based solvent or use more than one type of solvent, please refer to the enclosed "orange" flyer for assistance in determining your license fee.
- 2) Send the DS-3 License Fee Payment Form along with your payment (i.e. certified check, money order or business check) and a **self-addressed, stamped envelope** by December 31, 2016 to:
Illinois Department of Revenue
PO Box 19018
Springfield, IL 62794-9018

Personal checks will **NOT** be accepted. *(DO NOT send the enclosed License Renewal Application to the Illinois Department of Revenue – hold onto this form for Step 4.)*

- 3) Once the Illinois Department of Revenue has processed your license fee payment, they will return a "green stickered" DS-3 form to you. If you pay by credit card, you must print the receipt generated at the time that your credit card payment is made. This receipt is your proof of payment and replaces the "green stickered" DS-3 form. **(Please note the follow-up email notification from IDOR is "NOT" the receipt.)** When you receive your "green stickered" DS-3 form or credit card receipt, complete the enclosed License Renewal Application.
- 4) Send **all** of the following information to: Drycleaner Environmental Response Trust Fund of Illinois, P. O. Box 480, Bensenville, IL 60106:
 - Your License Renewal Application,
 - A copy of all drycleaning solvent purchase invoices for calendar year 2016 from all solvent suppliers,
 - A copy of your solvent purchase log for calendar year 2016 (Note - If you do not purchase solvent in any given month, please mark "**zero**" or "**none**" in those months to show you purchased no solvent.),
 - A copy of all manifests for hazardous waste removed from facility in calendar year 2016 (see "pink" flyer enclosed),
 - The "green stickered" DS-3 License Fee Payment Form or your credit card receipt.

NOTE - Failure to follow the above steps could delay the renewal of your license for calendar year 2017. If you have pollution liability insurance coverage issued by the Drycleaner Environmental Response Trust Fund, your insurance coverage will be cancelled if you do not renew and maintain your license.

Ownership Change – If there has been a change in ownership of the drycleaner facility from what is listed on the enclosed license renewal application, please contact our office immediately and we will provide you with the additional forms that are needed to complete the licensing process.

If you should have any questions, please contact our office at 1-800-765-4041. Thank you.