



BACP PUBLIC VEHICLE INDUSTRY NOTICE

November 1, 2023

Notice No. 23-030



File Tax Return and Pay Taxes & Fees online at CHICAGO BUSINESS DIRECT

1. Start at Chicago.gov/ChicagoBusinessDirect
2. If you are already an established Chicago Business Direct user, with valid User Id and Password, click the “Sign in” button.
3. If you are using Chicago Business Direct for the first time, you must first register and establish a personal user profile, which consists of a User Id and Password. The blue “register today” is a link that will route you to the page and through process. You only need to register once.
4. Once you log in, you may view all the Business Accounts to which you are linked, in your “MY BUSINESS ACCOUNTS” page. If you are not linked to your Business Account, please send an email to ChicagoBusinessDirect@cityofchicago.org and include specify your business account (IRIS) number and your username.
5. **FILE CITY OF CHICAGO TAX RETURNS AND PAY TAXES & FEES ONLINE**
 - Log into Chicago.gov/ChicagoBusinessDirect
 - Select “File A Tax Return”
 - ⇒ on the next screen, click on the drop-down arrow and select your account number
 - ⇒ select the return you are required to file and click on “Prepare and File”
 - ⇒ on the “Tax Payments” screen, scroll down to lower right corner and click on “Continue”
 - ⇒ click on tile labeled “Make a Tax Payment”
 - ⇒ select the business account from the list
 - ⇒ select the Tax Form Code 7595
 - Pay unpaid charges and balances associated with your livery license business account.
 - **Detailed instructions are available to assist navigating Chicago Business Direct.**

Contact the Department of Finance with tax return, taxes/fees, and payment plan questions:

- Call **312-747-4747** between 8 a.m. and 5 p.m. Mon.–Fri.
- Send an e-mail to revenuecs@cityofchicago.org and include your IRIS number.