

How to file the 7595 Ground Transportation Tax Annual Return.

Aside from paying your Ground Transportation Tax either by being automatically charged at the airport or by going online and manually paying the tax for each day a vehicle performed ground transportation activity in Chicago, you are also required to file an annual return for each fiscal year (July – June) you are in business. The annual Ground Transportation Tax return is where you report the number of days your vehicle(s) was in service in Chicago for that fiscal year. So even if you already paid your taxes during the fiscal year, you still must file an annual tax return.

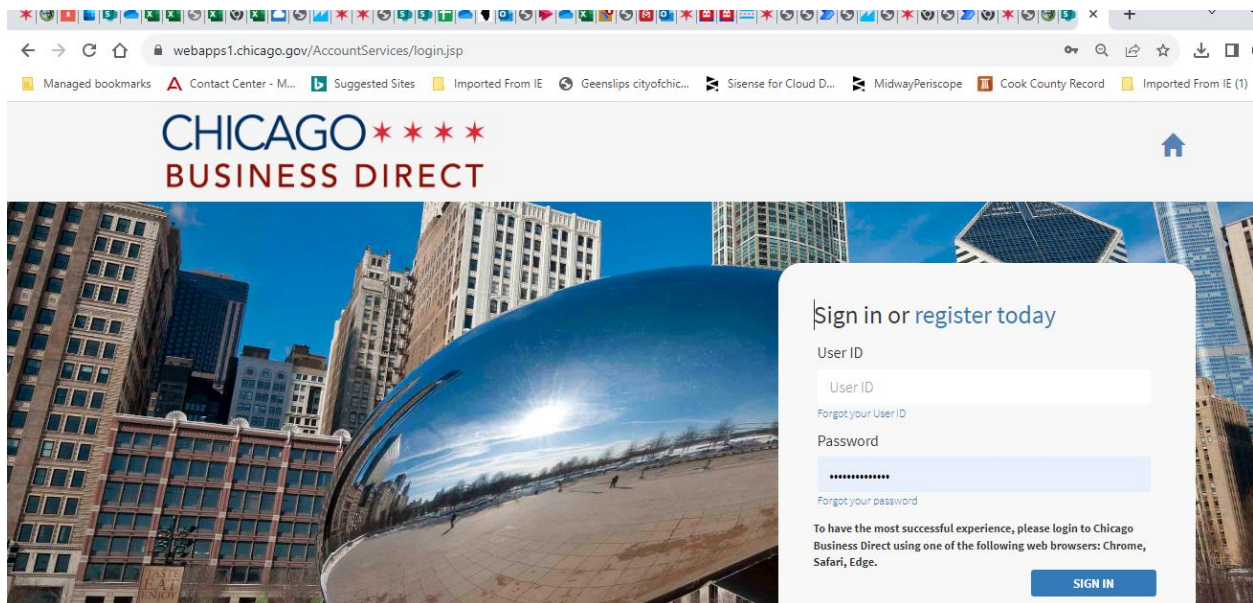
It is best to first review your calendar to determine the number of days your vehicle(s) was in service in Chicago for a fiscal year, as you will be required to enter on the return the number of days from July-June when your vehicle was in service in Chicago.

Please log onto [Chicago.gov/ChicagoBusinessDirect](https://www.chicago.gov/ChicagoBusinessDirect) in order to file your return(s)

If you have not yet created a profile, please click on the link “Register Today”

<https://webapps1.chicago.gov/AccountServices/userRegister.do>

Upon creating a profile, your profile should link to your account number. In the rare circumstance it does not, please contact revenue@cityofchicago.org. In the subject, please write “Link my profile to my Account”. In the body of the email, specify your account number and your profile username. You will be emailed once that task is completed.



Upon Logging in, select "File A Tax Return"

Welcome to Chicago Business Direct

TAX SERVICES LICENSE SERVICES MY BUSINESS ACCOUNTS MY APPLICATIONS

- Make a Tax Payment**
Make a tax payment for a current period, outstanding deficiency, or payment plan
- File a Tax Return**
File a tax return or view and print returns that have already been filed
- Tax Voluntary Disclosure**
Resolve undisclosed tax and certain non-tax debts without penalty
- Renew Business Licenses**
Renew business licenses and Pharmaceutical Representative licenses
- License Services**
Submit business license related application types
- Renew Weighing/Measuring Device Certifications**
Renew weighing and/or measuring device certifications

Tax Announcements & News License Announcements & News

On the next page, click on the drop-down arrow and select your account number

CHICAGO BUSINESS DIRECT

Available Tax Returns

Select a Business Account

Back to Home

Select the return you are required to file and click on "Prepare and File"

7595	Ground Transportation Tax	07/01/2022 -06/30/2023	08/15/2023	OPEN	Prepare and File
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On the next page reading "Tax Payments", please scroll down to lower right corner and click on "Continue"

CHICAGO

BUSINESS DIRECT

Tax Payments

Unposted Payments - Additional Payments to be Added Related to the Return

If your return does not show a payment(s) for the coupon period(s) below, where payment was in fact made, please enter the amount paid for each period(s). This will notify Department of Finance to research the periods under dispute. Until verification is complete, any computed balance due to you or the Department of Finance at the conclusion of your online filing session may be misstated. We encourage you to continue to file returns online in the interim. You will be notified of any balances due or overpayments after verification complete.

After you finish filing your return, please send the following document(s) to expedite the dispute resolution.

For Payments made by Check: Please scan a copy of the front and back of your canceled check to revenue@cityofchicago.org with Unposted Payment and your Business Account Number in the subject line.

For Payments made by Credit Card: Please scan a copy of your receipt or credit card statement to revenue@cityofchicago.org with Unposted Payment and your Business Account Number in the subject line.

For Payments made Online: Please forward a copy of your payment confirmation to revenue@cityofchicago.org with Unposted Payment and your Business Account Number in the subject line.

Misposted Payments - Payments noted below that are incorrect and not applicable to the return

Please select the appropriate **Incorrect Posting Reason** from the following:

- Does not belong to my business: The Department will research this payment issue.
- Belongs to a different payment period: Select payment period to which the payment should be posted.

Coupon Period	Posting Date	Misposted	Unposted
09/01/2022 - 09/30/2022	10/17/2022	Misposted	Unposted
10/01/2022 - 10/31/2022	11/15/2022	Misposted	Unposted
11/01/2022 - 11/30/2022	12/15/2022	Misposted	Unposted
12/01/2022 - 12/31/2022	01/17/2023	Misposted	Unposted
01/01/2023 - 01/31/2023	02/15/2023	Misposted	Unposted
02/01/2023 - 02/28/2023	03/15/2023	Misposted	Unposted
03/01/2023 - 03/31/2023	04/17/2023	Misposted	Unposted
04/01/2023 - 04/30/2023	05/15/2023	Misposted	Unposted
05/01/2023 - 05/31/2023	06/15/2023	Misposted	Unposted
06/01/2023 - 06/30/2023	07/17/2023	Misposted	Unposted

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If you are a livery driver whose vehicle(s) have a capacity of 10 or less, GO TO LINE 2

On 2a, enter the number of vehicles in service for the fiscal year (July-June). So if you have two vehicles which performed ground transportation activity, enter "2".

Line 2b enter the total number of days in the fiscal year ALL your vehicles did pick-ups at a Chicago Airport. Most taxpayers find it easy to review their calendar to count all the days their vehicles did drop-offs at the airport. For example, if you have two vehicles and during the July 2022- June 2023 fiscal year, one vehicle was used to do airport pick-ups on 25 days and the second vehicle was used to do airport pickups on 75 days, you should enter 100 on line 2b. Even if you already paid for those days, you should still enter 100.

Line 2c Enter the total number of days your vehicles performed ground transportation services in Chicago when there was no pick-ups at any of the Chicago Airports. For example, suppose you have two vehicles and one vehicle did 15 days of service in Chicago which did not include the airports and the second vehicle did 30 days of service in Chicago which did not include the airports, you should enter 45 on line 2c. Even if you already paid for those days, you still should enter 45.

In summary, lines 2b and 2c when added together should capture all the days your vehicles did ground transportation activity during the fiscal year in Chicago (whether at or outside the airports).

KEEP LINE 2D AS ZERO (0). Please refrain from entering anything on line 2d. For everyone receiving these instructions via email, line 2D would not apply to you. Entering any number other than 0 will cause errors.

Line 2c (48-060). DO NOT report any more than 45 days per month for each taxpayer.

Line 2. 10 or fewer passenger capacity vehicles	
2a. Enter the total number of vehicles that were used in Chicago during the period reported on this return	2
2b. Enter the total number of days vehicles reported on line 2a were used in Chicago to depart from any airport with a passenger during the period reported on this return	100
2c. Enter the total number of ADDITIONAL days vehicles reported on line 2a were used in Chicago during the period reported on this return (DO NOT INCLUDE DAYS REPORTED ON LINE 2b ABOVE)	45
2d. Enter the total number of days reported above where the vehicles on line 2a were exclusively used in conformity with the exemptions defined in Section 3-48-060 of the Municipal Code of Chicago	0
2e. Taxable days (subtract line 2d from the sum of lines 2b and 2c)	0

EXAMPLE: You own two vehicles. Vehicle A was used to pick up passengers from the airports on 75 days. On days it wasn't used to pick up passengers at the airports, it was used an additional 25 days to drop off passengers in the City. Vehicle B was used to pick up passengers from the airports on 150 days. On days it wasn't used to pick up passengers at the airports, it was used an additional 60 days to drop off passengers in the City. For this example you would enter 225 on Line 2b (75+150) and 85 on Line 2c (25+60).

After entering numbers on lines 2a, 2b, and 2c, please go to the lower-right corner and click on “Calculate and Continue”

9b. Enter the total number of SHARED rides accepted where passengers were either picked up or dropped off in a Downtown Zone in Chicago between 6AM and 10PM Monday through Friday. Note: Rides reported on lines 8b or 11b should also be reported here, if applicable.

Line 10. Transportation Network Providers (at the tax rate of \$53 per ride)

10a. Enter the total number of wheelchair accessible vehicles that were used in Chicago during the period reported on this return

10b. Enter the total number of rides accepted where passengers were either picked up or dropped off in Chicago, or both, in a WHEELCHAIR ACCESSIBLE VEHICLE

LINE 11. Transportation Network Providers (at the tax rate of \$5 per ride)

11a. Enter the total number of vehicles that were used in Chicago during the period reported on this return

11b. Enter the total number of rides accepted where passengers were either picked up or dropped off at Chicago airports, McCormick Place, or Navy Pier.

The next page will display the calculated tax due before applying any payments already made. Please also go to the lower right corner and click on “Calculate and Continue”

Welcome |

CHICAGO BUSINESS DIRECT

Tax Form

Account Number: 207617

Legal Name: DEPT OF REVENUE - CITY OF CHICAGO

Tax Form: 7596 - Ground Transportation Tax

Tax Period: 07/01/2022 - 06/30/2023

Due Date: 08/15/2023

	Taxable Days	Tax Rate	Tax Due
Line 1. Taxicabs (line 1d of worksheet)	0	3.50	0
Line 2. 10 or fewer passengers (line 2e of worksheet)	145	3.50	508
Line 3. 11 to 24 passengers (line 3e of worksheet)	0	6.00	0
Line 4. 25 or more passengers (line 4e of worksheet)	0	9.00	0
Line 5. Pedicabs (line 5b of worksheet)	0	1.00	0

	Taxable Rides	Tax Rate	Tax Due
Line 12. Tax due before credits and current year's payments (add lines 1 through 11)			508

To apply any overpayment to next year's tax due select credit

Credit
 Refund

On the next page, please click on Actual payer and complete the annualization schedule.

Based on your records, multiply the number of days of ground transportation activity for each month by \$3.50.

So if your records indicate that in July 2022 your vehicle were used for a total of 10 days that month, enter " 35 " (10 days * \$3.50) . Please just enter numbers and not dollar signs. The running total for all twelve month (here called "Annualization Total" should equal what you calculated earlier (Total Tax Due). If there is a slight difference, please make the adjustment in the June box. When both the Annualization Total and Total Tax Due equal, the "Calculate and Continue " button will turn orange and will allow you to proceed.

● Actual Payer

Period Annualization

Note: The total amount entered in the annualization schedule must equal the total tax match, you will not be allowed to continue filing your return.

July 2022:	<input type="text" value="35"/>
August 2022:	<input type="text" value="35"/>
September 2022:	<input type="text" value="35"/>
October 2022:	<input type="text" value="35"/>
November 2022:	<input type="text" value="35"/>
December 2022:	<input type="text" value="70"/>
January 2023:	<input type="text" value="14"/>
February 2023:	<input type="text" value="14"/>
March 2023:	<input type="text" value="175"/>
April 2023:	<input type="text" value="28"/>
May 2023:	<input type="text" value="14"/>
June 2023:	<input type="text" value="18"/>
Annualization Total:	\$508.00
Total Tax Due (from completed tax form):	\$508.00

The next page may ask you to verify contact information . This is an opportunity to make any contact updates. Once updates are made (if any), click on “Continue”

Verify Tax Contact Information

Account Number: 207517

Legal Name: DEPT OF REVENUE - CITY OF CHICAGO

Tax Form : 7595 - Ground Transportation Tax

Tax Period : 07/01/2022 - 06/30/2023

Due Date : 08/15/2023

[Edit Information](#)

*First Name	Middle Name	*Last Name
<input type="text" value="Dan"/>	<input type="text" value="tax"/>	<input type="text" value="Reich"/>
* Street #	Direction	* Street Name
<input type="text" value="333"/>	<input type="text" value="S"/>	<input type="text" value="STATE"/>
Suite Number	Floor	*Email
<input type="text" value="Suite Number"/>	<input type="text" value="Floor of building"/>	<input type="text" value="daniel.reichart@cityofchicago.org"/>
* City		* State
<input type="text" value="CHICAGO"/>		<input type="text" value="Illinois"/>


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The next page requires you to attest that the tax return is accurate to the best of your knowledge. If that is so, please click on the checkbox then click on "Continue"

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Electronic Signature

	Account Number: 207517
	Legal Name: DEPT OF REVENUE - CITY OF CHICAGO
	Tax Form : 7595 - Ground Transportation Tax
	Tax Period : 07/01/2022 - 06/30/2023
	Due Date : 08/15/2023

[Acknowledgement](#)


Under penalty of perjury, I certify that I have examined this return, and to the best of my knowledge and belief, it is true, correct, and complete.

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The next page is a confirmation you filed a fiscal annual (July-June) Tax Return. If you owe any money (which may happen if you did not pay anything during the fiscal year), this page will show the amount due and give you the opportunity to pay that balance online (in the lower part of page click on "Pay Online"). If you have any other returns to file, please go to the upper right corner and under "Menu" click on "File a Tax Return"

CHICAGO

BUSINESS DIRECT

Welcome Dan  [MENU](#)

Tax Form Confirmation

Account Number: 207517
Legal Name: DEPT OF REVENUE - CITY OF CHICAGO
 Tax Form : 7595 - Ground Transportation Tax
Tax Period : 07/01/2022 - 06/30/2023
Due Date : 08/15/2023

Electronic Receipt

Thank you for submitting your electronic tax return. This notice serves as confirmation that the City of Chicago, Department of Finance has received your 7595 - Ground Transportation Tax form for the period 07/01/2022 to 06/30/2023 on 09/08/2023. This is your proof of filing and there is no need to mail your return.

x Return Receipt Confirmation Number: **13894163** [Print Tax Return](#)

Validation Information

Total Amount Due: **\$596.11** [Payment Allocation Report](#)

Filing a Tax Return

- ✔ Step 1 - Available Tax Forms
- ✔ Step 2 - Periodic Payments
- ✔ Step 3 - Worksheet
- ✔ Step 4 - Tax Form
- ✔ Step 5 - Annualization Schedule
- ✔ Step 6 - Verify Tax Contact Information
- ✔ Step 7 - Tax Signature
- ➔ Step 8 - Tax Confirmation