



# CITY OF CHICAGO TAX STAMP

## CORPORATE ACCOUNT

### OVERVIEW

The Tax Stamp mobile application provides Chicago area taxi drivers a quick and easy way to purchase virtual tax stamps for Midway and O'Hare airport terminal access. The mobile application will automate and enhance the current stamp process. Drivers can create an account using their driver's license and purchase stamps for use at the terminals. The system will provide the ability for taxi and limo companies to create a corporate account, allow for the bulk purchase of stamps, add authorized drivers to the account, and provide those drivers the ability to access the corporate account tax stamps. Companies will be required to register an account to purchase stamps in bulk, minimum purchase of 500 tax stamps.

### WHAT IS DIFFERENT?

1. Companies will no longer be able to buy tax stamp books at City Hall.
2. Corporate accounts can be created allowing participating companies to purchase virtual tax stamps online using a stored credit card payment method.
3. Corporate account tax stamps can then be made accessible to authorized registered drivers for use at the airports.
4. If the company does not have a corporate account, their drivers will be required to register and purchase their own stamps.

### HOW TO SET UP A CORPORATE ACCOUNT

1. Send an email to [CorpAccounts@ChicagoStampTax.com](mailto:CorpAccounts@ChicagoStampTax.com) or attend one of the upcoming sign-up sessions.
2. Provide the following information
  - a. Company name
  - b. Company contact information
  - c. Company address
3. The company will have the ability to purchase stamps in minimum quantities of 500 and pay with a credit card.
4. The company will be provided a portal link, user name, and password.
5. The company can search for drivers and send an invitation for stamp use.
6. The portal will provide At-a-Glance reporting capabilities for driver stamp allocation and use.

### HOW DO DRIVERS USE CORPORATE ACCOUNT TAX STAMPS

1. Drivers download the mobile app onto an iOS or Android mobile device.



2. Register for an account using a Driver's License.
3. The company can search drivers and send an invitation to authorize the driver to access the corporate account tax stamps.
4. The Driver will accept the invite to the corporate account and then the application will automatically add a corporate payment option to the Driver's account.
5. The Driver corporate payment option will allow the Driver to access available corporate account tax stamps, it will not allow the Driver to purchase additional tax stamps.
6. The Driver will then be able to Display the tax stamp QR code to be scanned at the terminal.