



MAYOR RAHM EMANUEL

CITY OF CHICAGO BUSINESS LICENSE RENEWAL NOTICE

OFFICIAL NOTIFICATION

As of January 1, 2012, all business license renewals must be processed online.

ABZ Corp.
1234 Main St.
Chicago, IL 60600

LEGAL NAME: Alpha Beta Zeta Corporation

Your City of Chicago Business License(s) is/are due to expire on January 15, 2012.

We are confident that you will find the online license renewal process to be fast, easy and secure!

3 Easy Steps to RENEW:

1

Access the City of Chicago Online Business License Renewal System at:
<https://webapps.cityofchicago.org/LicenseRenewalWeb>; follow the on-screen prompts.

2

Enter your **ACCOUNT #**: 123456 and **PIN**: 1A2B3C4, and complete your renewal process. Payment methods: MasterCard, Visa, American Express, and Electronic Check.

3

Print and post your payment receipt at the business establishment listed in the license as proof of renewal. Your license certificate will arrive, by mail, within 10 - 14 days.

Important things to consider when renewing your business license:

Outstanding Debt

If you owe the City money, then you may have outstanding debt holds on your account. You may still renew your business license online, however the **license certificate will not be mailed to you until all debt holds are resolved**. License fees not paid on time will incur late fees, and may be subject to interest charges.

Changes to the Licensing Account

If you have changed your business legal entity or officers/owners, then **you are required to report the changes to us within 60 days**. These changes should be filed before you renew your license(s).

If you have changed your business location, then do NOT renew your current license. Licenses are specific to a location and are not transferable. **You will need to apply for a new a business license for your new address.**

Please make an appointment with one of our business consultants, by calling 312-74-GOBIZ or going online at www.cityofchicago.org/bacp, in order to process your change request(s). Be sure to file any of the aforementioned changes in a timely manner to prevent your license(s) from becoming invalid.

Internet Access

If you do not have internet access, please go to your local **Chicago Public Library for free internet access**. Please call (312) 747-4300 to find your nearest branch.

You may also access the City of Chicago Online Business License Renewal System at our **renewal kiosk located in City Hall, 8th Floor – Lobby**. If you have any questions, please contact us at the information listed below.



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION • BUSINESS ASSISTANCE CENTER • CITY HALL
121 N. LASALLE ST., RM. 800 • WWW.CITYOFCHICAGO.ORG/BACP • 312-74-GOBIZ (744-6249) • 312-744-1944 (TTY)