

ILCC News

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ILCC.illinois.gov

State now accepting online liquor license renewals, brand registrations, and more!

Renewing your state liquor license just became a lot easier! The Illinois Liquor Control Commission (ILCC) and Illinois Department of Revenue (IDOR) have installed new system enhancements to the “MyTax Illinois” online management program.

The new system allows licensees to renew a liquor license online and other functions as well. Many licensees already utilize the MyTax Illinois system to file returns and make tax payments. The new system will also allow licensees to print licenses, check the registrations, update ownership information, and more.

Regardless of whether you have a current MyTax Illinois account, the ILCC suggests you visit their home page at **ILCC.illinois.gov** (click on the link at the top of the “Latest News” section) to learn about all the new features available to liquor licensees.

What are the benefits of using MyTax Illinois to file liquor license renewal applications, make payments, and enter brand registrations?

- MyTax Illinois has many features that make renewing your liquor license online, making payments, and completing brand registration easier.
- You will no longer have to mail your renewal or come to our Chicago or Springfield offices to renew in person.
- You will be able to log in to your account to see if your license has been renewed and to print your license. You will no longer have to wait for the license to be mailed to you.
- Liquor license renewals can be saved and edited at a later time before they are submitted or withdrawn.

“Online Renewals” continued on page 2



What online features are available to Illinois Liquor Licensees?

With MyTax Illinois, liquor licensees will be able to do the following online:

- ✓ View account information.
- ✓ Renew a liquor license online.
- ✓ Make payments online.
- ✓ Check the status of a liquor license renewal.
- ✓ Print a liquor license.
- ✓ View copies of correspondence ILCC mailed in reference to a liquor license.
- ✓ Change your corporate officers.
- ✓ Submit brand registrations (for manufacturers and distributors).



See back page for new ID info

How do I access MyTax Illinois?

Regardless of whether you are logging onto the MyTax Illinois system for the first time or are an existing user, creating and using your new Liquor Control Commission account is quick and easy.

First time MyTax Illinois users:

To set up your MyTax Illinois access, you must complete specific information about you and your company by clicking on the “Sign up now!” button located on the MyTax.Illinois.gov web page, completing all required fields on the “Activation Summary” page, and then clicking “Submit”.

After IDOR verifies your submitted information – usually within a minute or two – a message will be sent to the email address you provided giving you the authorization code needed for your initial login. After you receive this email, go back to the MyTax Illinois home screen or use the link provided in the email and enter your username and password, along with the authorization code. Note: The authorization code is only required for your first login.

As licensing features are added to MyTax Illinois, no additional action will be necessary. MyTax Illinois

will automatically provide account information and additional functionality for you in reference to your liquor license.

Regarding of whether you are logging onto the MyTax Illinois system for the first time or are an existing user, creating and using your new Liquor Control Commission account is quick and easy.

Existing MyTax Illinois users:

To add access to your liquor license account(s) for existing MyTax Illinois users, first log into your account at MyTax.Illinois.gov. On the left side of the page, click the “Add Access to Another Account” link. Select “Liquor Control Commission” from the drop-down list of available accounts. Enter the shared secret information requested and click “Submit” on the upper right hand of the screen. Once we verify your information, you will have access to your liquor license account.

If you were unable to add access to your Liquor Control Commission account after attempting to enter the shared secret information, please call 217-785-3707.

“Online Renewals” continued from page 1

- You will be able to view copies of correspondence and letters the ILCC mailed in reference to your liquor license
- You will be able to enter your brand registrations online, view your account, and check the status of your brand registration.
- There are helpful tips available for many of the lines where common mistakes are made. These tips can be viewed or hidden by clicking on the blue question mark icon next to the lines.
- Fields that contain errors are displayed in red, providing a clear indication where changes must be made before the return or payment is submitted.

Will I have a separate MyTax Illinois account for each return I file?

No. Activation is based on your Social Security

number (SSN) if you are a sole proprietor or your Federal Employer Identification Number (FEIN) for all other businesses. Your company will be required to designate a “Primary User” to set up your MyTax Illinois account who will then grant others access.

Will my liquor license number change?

Yes. To provide more consistency with license numbers, your Illinois Liquor License Number will no longer begin with the two-digit year of issuance. The license number will begin with the two-character category identifier followed by seven numbers. For example, if your prior license number was 13-1A-0001234, your new license number would be 1A-0001234. Note that all seven digits following the category identifier must be entered when searching or inquiring on our website.

“MyTax Illinois” continued on page 3

ILCC News

Article suggestions are welcome!

The Commission welcomes your input to enhance the *ILCC News* publication. If you have a suggestion for an article topic or a helpful hint to share with other licensees, please contact the Commission’s Chicago Office.

ILCC News is published by the Illinois Liquor Control Commission for state liquor licensees, local government officials, industry associations and related government agencies.

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Can I enter brand registrations in MyTax Illinois?

Yes. MyTax Illinois allows brand registrations to be submitted in your account. Once you have logged onto MyTax Illinois, you will select the account number under which you want to submit the brand registration. Click "Brand Registration" on the left side of the page under Account Maintenance. Complete the required information and provide the attachments requested on the screen. Processing time for approval will be approximately 3 to 10 business days.

Can I renew a Special Use Permit or Special Event License in MyTax Illinois?

Yes. MyTax Illinois allows you to renew an Illinois Liquor Control Commission Special Use Permit or Special Event License from within your account. You will need to attach a copy of your local approval and certificate of insurance. Complete the required information and provide the attachments requested on the screen. Processing time for approval will be approximately 3 to 10 business days.

How do I grant others access to my MyTax Illinois account?

The primary user has two methods for granting others access to your company's MyTax Illinois account. The first method is to create a secondary user ID, which enables another person to access your account without requiring them to set up their own primary account. The secondary user will have a unique user ID and password for your account. The primary user can set up multiple secondary users as needed.

The second method the primary user can use is to grant third-party access to your company's MyTax Illinois account. This is typically used for a tax preparer. The third-party user must have their own MyTax Illinois account in order to access your account, and they are required to enter shared secret information to verify that they should have access to your account. If the third party is not registered for one of the taxes currently available in MyTax Illinois, they will not be able to create their own MyTax Illinois account or have access to yours through the third-party method.

Any third-party you wish to grant access to who does not have their own MyTax Illinois account can still be granted access through the secondary user method described in this section.

As primary user, you control the settings for all access to your account. You can choose to allow other users only to view your tax account information, file returns, make payments, or to file and pay. The primary user will be responsible for any maintenance needed to secondary or third-party users.

What happens if our company needs to change the primary user?

The department can reset your company's primary user on your MyTax Illinois account. For assistance with changing your company's MyTax Illinois primary user, please call 217-785-3707.

What can I expect my liquor license account to look like in MyTax Illinois?

When filing your renewals, you will be required to provide attachments, such as a copy of your local liquor license, certificate of insurance, federal basic permit, and proof of officer changes.

Providing this information electronically does change the appearance of the information during your filing session because it has been developed to save you time and to help ensure accuracy. You can expect to see some information pre-populated for you as well as the use of drop down menus, check boxes, and hyperlinks to make your filing experience more efficient. Note: Do not send paper copies of returns you have filed electronically.

Visit our home page at ILCC.illinois.gov today to learn more! The Illinois Department of Revenue also has detailed information available on navigating through MyTax Illinois and how to access your account. Informational Bulletin FY2013-02 can be found on IDOR's web site at www.tax.illinois.gov. A comprehensive Authentication Guide can also be found on the MyTax Illinois home page.

Manufacturers/Wholesalers: Have you submitted your "Statement of Ownership Interests" form?

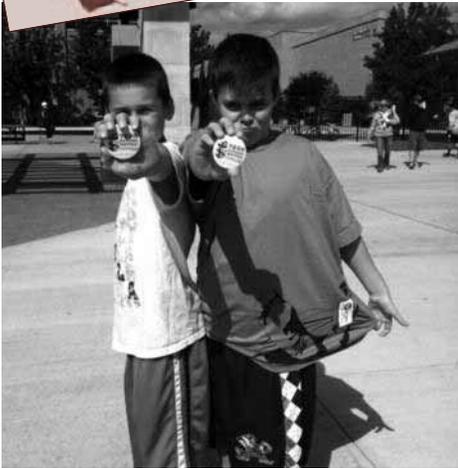
Liquor manufacturers and distributors are required by law to divest prohibited ownership interests by January 1, 2015 as well as complete and return a "Statement of Ownership Interests" form to the Illinois Liquor Control Commission (ILCC) by August 12, 2013.

If you missed the August 12 deadline, please send in your statement as soon as possible. Failure to comply may result in a disciplinary action taken against your license. For those non-resident dealers, brewers, brew pubs, and distributors who already submitted their statement (after receiving a final notice letter earlier this fall) please disregard this message.

If you have not returned your statement, please do so immediately by downloading the necessary form located in the "Latest News" section of our website ILCC.illinois.gov.



State “kicks off” fall underage drinking prevention effort at weekend high school football games



Everyone from pre-teens (above) to parents received the prevention message – and even some giveaways, including t-shirts and buttons – during the YOUR ACTIONS MATTER! kickoff events in September.



ILCC Parental Responsibility Coordinator Laura Murphy and ILCC Education Manager Ted Penesis complete their setup of educational materials prior to the YOUR ACTIONS MATTER! kickoff event.



Deborah Zilm and her fellow Project Oz staff conducted YOUR ACTIONS MATTER! events throughout the Bloomington-Normal area beginning on September 26. Dozens of “Youth Action Board” volunteers from several high schools participated.

The Illinois Liquor Control Commission (ILCC) *kicked off* its fall “YOUR ACTIONS MATTER!” alcohol awareness program under the Friday Night Lights of high school football during the September 20-21 weekend.

“Football games are prime events for us to spread the message where we have a captive audience,” says Gloria Materre, executive director of the ILCC. “Unfortunately, alcohol often becomes part of the excitement of the game and teens should focus their energies on other celebratory activities.” “While increased teen alcohol use is well known during springtime events such as prom and graduation, many do not realize the fall season has its own enticements, with the weekly football game at the top of the list.”

As part of the **YOUR ACTIONS MATTER!** festivities, ILCC staff conducted fun educational activities and prize giveaways during the two high school football games over the kickoff weekend. Public service announcements promoting the fall campaign also aired on television stations through the month of October.



A Mundelein teen gets ready to post YOUR ACTIONS MATTER! signs during an effort organized by Rachel Messina and Patrick Gara from the Mundelein Police Department.

Then, thousands of teen and adult volunteers spread the **YOUR ACTIONS MATTER!** message statewide by distributing bottle neckers (or necktags), window decals, drink coasters, posters, and signs in their home towns. These materials were designed by teens to remind adults that “preventing underage drinking is everyone’s responsibility.”

The Liquor Commission also conducted other fall prevention activities throughout the state, including student assemblies, responsible beverage service classes, parental responsibility programs, and more.

“To be effective, we have to remain true to the **YOUR ACTIONS MATTER!** message of reaching out to everyone in the community,” says ILCC Education Manager Ted Penesis, who coordinates the ILCC’s efforts to educate the general public on underage drinking prevention.

*To arrange for a **YOUR ACTIONS MATTER!** public awareness campaign in your community – and to order FREE materials – please visit www.YourActionsMatter.org. To learn more about all ILCC educational efforts, visit www.DontBeSorry.org.*



Volunteers gather in the Sullivan’s Foods grocery store in Princeton on September 25 for the Bureau/Putnam County Community Partners Against Substance Abuse (CPASA) YOUR ACTIONS MATTER! event organized by CPASA’s Dawn Conerton.

New law bans e-cigs for minors



On August 15, 2013, Illinois Governor Pat Quinn signed Public Act 098-0350 (Senate Bill 1756) banning the use of alternative nicotine products, or e-cigarettes, by those under the age of 18.

While electronic cigarettes do not contain tobacco, they do contain nicotine, an addictive substance that makes smoking difficult to quit. Just as concerning, e-cigarette use by middle and high school

students has doubled during the past year, according to the Centers for Disease Control & Prevention (CDC).

Sponsored by Illinois Senator John G. Mulroe and Illinois Representative Kathleen Willis, the new law bans the sale of any alternative nicotine product (or any cartridge or component of an alternative nicotine product) to those 18 years of age. The new law takes effect on January 1, 2014.

Save the date: College Town Summit set for February 19, 2014

The 5th Annual College Town Summit will be held on Wednesday, February 19, 2014 at the University of Illinois in the student union's Illini Room (1401 West Green Street, Urbana).

As in past summits, the meeting format will feature breakout sessions separated by both occupational field (elected officials, school administrators, prevention professionals, hospitality industry, law enforcement, etc.) and by college town.

The College Town Summit Steering Committee is currently working on the program agenda, which is expected to be finalized shortly. To find out more about the 2014 College Town Summit, please visit the "Latest News" section on the Illinois Liquor Control Commission's home page at ILCC.illinois.gov.



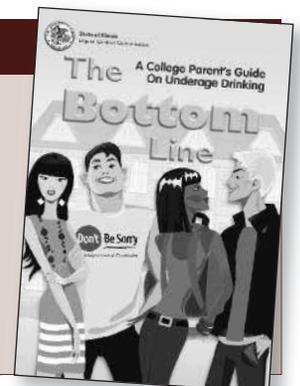
Child off to college...?

Then you'll want to order *The Bottom Line: A College Parent's Guide On Underage Drinking*.

Here's the bottom line: It is illegal for college students under the age of 21 to drink alcohol. This booklet was produced with the advice from college professionals, and provides parents with the bottom line facts regarding underage drinking in Illinois as well as issues

related to the over-consumption of alcohol on our college campuses.

It is our hope that you will share this information with your son or daughter as they begin a new life on their own in college. Please visit www.DontBeSorry.org/CollegeGuide.htm to order your FREE guide.





Carelessness is costly

By Lee J. Roupas, ILCC BASSET Program Manager

Carelessness is a contributing factor in the failure of a business. Fines, suspension of a liquor license and lawsuits have been caused by carelessness.

This observation was evident during my 12 years working in the hospitality industry. As a former server, manager and security personnel I saw firsthand how costly carelessness is to a business owner. The same observation is still prominent now as a regulator and industry educator.

Carelessness has cost business owners and employees their livelihood. Fines are issued when a server/clerk gets careless when checking IDs. All security features, descriptions and information on the card must be thoroughly checked.

It is prudent to check the back of the card for any tampering and to see if card features are present. Lawsuits and deaths can also result due to the careless practice of overserving alcohol. By not demonstrating intervention and prevention techniques, alcohol-related incidents can land someone in court, out of a job, or both.

Chances are that carelessness in job duties can be carried over to their job performance and not providing prompt customer service.

Careless customer service can give an establishment a bad image. Poor customer service can give a business an unfavorable

reputation that would deter new customers from patronizing the business. After a period of time poor customer service will convince regular customers to take their business elsewhere.

Proper training is an incentive for servers to be more attentive to their customers. Customers should not wait long to be served food or drink. Servers should always tend to their area and watch their customers to see if they would like to place another order or pour the desired refills of coffee or water.

One sure proof way to prevent carelessness is training. Training is paramount to practice responsible beverage service and customer service. The ramifications for not training can be the fines for serving minors which can lead to a suspension of a license, ultimately a loss of revenue. Untrained staff can be poor business and loss of profits.

Responsible beverage training will make a owner and employee more cognizant of their surroundings. Training has kept places in compliance with the laws. More attentiveness to detail and customer service make businesses more successful.

It is recommended to train new hires before they begin their employment duties. Continued training courses for current employees will make them better practitioners in the skills and techniques taught to prevent carelessness. The practices taught in training will eventually become habit.

Training will keep owners and staff informed of new laws being written, new trends in the industry and the cyclical

changes of state driver's licenses and identification cards.

Give your customers a great experience and don't be careless.

To ensure you are running a profitable and lawful operation, it is critical that you enroll your entire staff in a Beverage Alcohol Seller/Server Education & Training (BASSET) class. Please visit ILCC.illinois.gov/basnet and click on "Training Class Directory" for a class near you.

BASSET trainers: We need your semi-annual reports

Twice a year, licensed BASSET trainers are required to submit a semi-annual report to the Illinois Liquor Control Commission. Information requested for each six-month period includes the following: Number of servers/sellers trained, how many BASSET courses were conducted, and the number of businesses that have sent employees.

Currently, out of a 48 percent response rate of 207 licensed BASSET providers, a total of 22,956 people successfully have completed a BASSET course. 2,434 training courses have been conducted and 702 businesses have participated in training.

If you are a BASSET provider and have yet to submit your January-July 2013 data, please send to Lee Roupas either by fax 312-814- 2241 or via email lee.roupas@illinois.gov.

Order FREE Illinois Liquor Control Commission materials today!

The following FREE Illinois Liquor Control Commission materials are available to all licensees by visiting ILCC.illinois.gov and choosing the “Click for Industry Education Materials” link located at the lower right of the screen:

- Illinois Liquor Control Act and ILCC/BASSET Rules and Regulations.
- “Happy Hours Prohibited” and “Just the Facts” fliers.
- Alcohol “Proof of Age” and “Pregnancy Warning” signs.
- Past “ILCC News” newsletters.
- “ID Checking Guide” order form.
- “We Card Hard” decal.
- “Enhance Your Business with BASSET” brochure.
- “Kids Can’t Buy ‘em Here” retail tobacco kit.
- And much more!

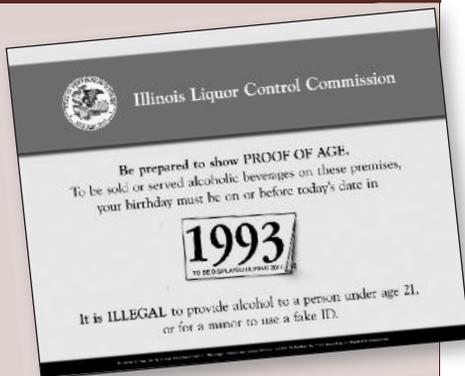


2014 “Proof of Age” signs and “1993” stickers

DO NOT throw away your current “Proof of Age” signs, as these signs are no longer printed.

However, 2x4 labels with the year “1993” (for placement over the old year) will be made available in December along with printable 2014 signs.

The Illinois Liquor Control Commission will have a link, located in the “Latest News” section on its home page at ILCC.illinois.gov, this coming December where you will be able to either print out your own 2014 Proof of Age signs or order 1993 labels (for display in 2014). Please note, until this date, only 1992 labels and printable 2013 signs will be available on the Liquor Commission’s website.



FREE cashmat available

All valid “Under 21” IDs are now in a vertical format. The Illinois Liquor Control Commission’s popular 15x10-inch countertop cashmat, to be displayed wherever alcohol is sold, includes a representation of all current underage ID cards. Also included is a listing of penalties on BOTH the seller and customer.

Remember, it’s a 2-way street; remind your employees and patrons that alcohol purchased for underage consumption has consequences! Order your FREE cashmat today by visiting our website at ILCC.illinois.gov/mat.asp.

Illinois Liquor Control Commission



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Undocumented immigrants can obtain driver's licenses on November 28

According to Illinois law, business owners who sell tobacco products and alcoholic liquor may verify legal purchasing age and likeness of a person by requiring to see a government issued identification card before selling tobacco and alcoholic liquor. One acceptable form of identification is a current driver's license issued by the Illinois Secretary of State's Office or a similar card issued by any other State.

As with any driver's license or other form of valid identification, business owners have the right to refuse the sale of tobacco products (legal minimum selling age: 18 years of age) or alcoholic beverages (21 year of age) to any customer who appears to be under the legal age.

Beginning on November 28, 2013, undocumented immigrants can obtain a State of Illinois Temporary Visitor's Driver's License (TVDL) which expressly states "not for identification purposes" on its face. To protect your business from being sued for discriminatory practices, the Illinois Liquor Control Commission (ILCC) encourages liquor and tobacco retailers to implement a written policy as to whether the acceptance of a TVDL will be



allowed and, if so, under what circumstances. For example, your store policy can include language which requires a secondary form of photo identification with birth date for customers who appear to be under 30 years of age.

To ensure your business follows proper ID checking procedures, the ILCC strongly advises retailers to enroll their entire staff in a Beverage Alcohol Seller/Server Education & Training (BASSET) class. Please visit ILCC.illinois.gov/basaset and click on "Training Class Directory" for a class near you.

Online renewal has arrived...see page 1 for details!

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