



Illinois Department of Revenue

Class and Home Study Exam Registration Form

CLASSES ONLY	HOME STUDY ONLY
Course name _____	Course name _____
Location _____	Location _____
Class dates ____ / ____ / ____ to ____ / ____ / ____	Exam date ____ / ____ / ____
All classes begin at 8:30 a.m. Attendance is mandatory to receive credit.	Exam time: (check one) <input type="checkbox"/> Morning (9:00 a.m.) <input type="checkbox"/> Afternoon (1:00 p.m.)

Name _____ Job title _____

Street address _____ County of employment _____

City _____ Township of employment _____

State _____ ZIP _____ Email _____

Social Security number _____ - _____ - _____ ** Work phone _____

****Returning students may provide the last 4 digits only.**

How would you like to receive your confirmation letter?
 (check one) Email Postal mail

Registration Instructions

- Submit a separate registration form in advance for each class or exam, or to retake an exam.
- Register early to ensure your spot in the class or home study exam. Registrations must be received within 7 days of the class or examination date. After we process your registration form we will send you confirmation of your registration.
- Please contact us to cancel as soon as possible if you cannot attend your scheduled class or exam.
- We reserve the right to cancel any class or examination with an enrollment of fewer than 20 people.

About classes or examinations...

- Bring a noiseless calculator with a large-digit capacity, a note pad, and pencils to class or examination. Cell phones will not be allowed for use as calculators during the examination. For class only, you also may want to bring a highlighter and a 2-inch three-ring binder.
- You may retake a course; however, you may not receive credit from IDOR. Please see the Education Program Guide for more information about course credit.
- You are responsible for your own meals and lodging.

Illinois Department of Revenue education information and home study course materials are available at tax.illinois.gov.

Send your registration to:

ASSESSMENT EDUCATION UNIT
 ILLINOIS DEPARTMENT OF REVENUE
 PO BOX 19033
 SPRINGFIELD IL 62794-9033

Phone: 217 785-6636 or 217 524-1274
 Fax: 217 782-9932
 Website: tax.illinois.gov
 Email: rev.proptaxed@illinois.gov