

**COOK COUNTY DEPARTMENT OF REVENUE  
TAX COMPLIANCE UNIT  
NOTICE OF BULK SALES OR TRANSFER  
(See instructions on back)**

**I. Seller/Transferor**

Name \_\_\_\_\_  
Street address \_\_\_\_\_  
City, state and zip code \_\_\_\_\_  
Phone # \_\_\_\_\_

**II. Purchaser/Transferee**

Name \_\_\_\_\_  
Street address \_\_\_\_\_  
City, state and zip code \_\_\_\_\_  
Phone # \_\_\_\_\_

**III Contact Person**

Name, Title and Phone # \_\_\_\_\_  
\_\_\_\_\_

**IV. Business you are selling or transferring**

Business Name \_\_\_\_\_ \*CCTRN \_\_\_\_\_  
Business Street Address \_\_\_\_\_ IBTN \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_ FEIN \_\_\_\_\_

\*(Cook County Tax Registration #)

Legal Structure  Corp.  LLC  Partnership  Sole Proprietor

Date business to be sold or transferred: mm/dd/year Sales/Purchase Price \_\_\_\_\_

Describe business activity selling or transferring:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe property selling or transferring:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Print name of person filing this form) \_\_\_\_\_ (Signature of person filing this form) \_\_\_\_\_

(Title) \_\_\_\_\_

**For office use only:**

Date Notice Received \_\_\_\_\_ within 45 days allowed  yes  no

**COOK COUNTY DEPARTMENT OF REVENUE  
NOTICE OF BULK SALES OR TRANSFER  
FILING INSTRUCTIONS**

**Who must file this notice?**

Any person or business that is a seller, transferor, purchaser or transferee of:

- A business or activity that requires him/her to pay or remit Cook County Tax.
- A major part of the assets of the business or activity.
- A major part of any one or more of the following assets sold, transferred or purchased in other than the ordinary and usual course of business:
  - The stock of goods or inventory,
  - Furniture or fixtures,
  - Real property

**Filing Date**

The completed notice must be filed with the Department at least 45 days prior to the date of sale, transfer or purchase.

**Unpaid Taxes, Penalties and Interest**

Within 30 days after sale or transfer, the seller or transferor must remit to the Department any taxes, interest and penalties due or accrued, and not paid or remitted through the date of sale or transfer.

**Mailing Address** – Mail the completed form and a copy of the sales or transfer contract to the Cook County Department of Revenue, Tax Compliance Unit, Room 1160, and Chicago, Illinois, 60602.