



**PROTEST AND PETITION FOR HEARING**

Date \_\_\_\_\_ File Number \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_

Petitioners Name

Street Address

\_\_\_\_\_, hereby protests its

City, State, Zip Code

assessment for \_\_\_\_\_ concerning the

Tax Type

following periods: \_\_\_\_\_,  
and hereby files a petition for hearing on these matters. The petitioner received notice of the City's  
determination and assessment in the amount of \_\_\_\_\_ on  
and hereby files, (See note 2), this petition within thirty-five days thereof pursuant to section 3-4-330 of the City  
of Chicago Municipal Code.

State reasons for protest below. These sections must be completed with specific factual and legal reasons. A  
separate statement must be given for each penalty being protested. If additional space is needed, attachments  
may be submitted.

**REASONS FOR PROTESTING ASSESSED TAX:**

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**REASONS FOR PROTESTING ASSESSED PENALTIES:**

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**REASONS FOR PROTESTING ASSESSED INTEREST:**

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(2)

Type or print and see note #3

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Name of Petitioner or authorized representative:

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Title of Petitioner or authorized representative:

Street Address \_\_\_\_\_  
\_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Area Code and Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

**Notes to petitioner:**

1. All protests must be mailed or delivered to: Chicago Department of Finance, Tax Division, 333 South State Street, Suite 300, Chicago, IL 60604-3977. All hand deliveries should be date and time stamped by the Department of Finance. All mailed protests should display a valid, readable United States mail postmark on the envelope, dated on or before the due date, properly addressed and with adequate postage prepaid.
2. You will be given written notice of the time, date and location of your case management conference by an administrative law officer.
3. Power of Attorney forms must be executed for each representative of the taxpayer, unless the representative is an officer or employee of the taxpayer.
4. Statutory interest will continue to accrue on all tax amounts due until paid in full. Deposits equal to the full amount due will stay the accrual of additional interest.