

Suburban Taxi, Suburban Livery, and Charter Bus Registration Process for Chicago Ground Transportation Tax and MPEA Airport Departure Tax

Ground transportation companies and providers who are new to operating in Chicago must complete a New Account Registration Form and an Affidavit for Initial Taxable Period to obtain a Chicago IRIS account number and a PIN number for filing and paying Chicago taxes. Scan and email completed forms to the Department of Finance (“DOF”) at revenuedatabase@cityofchicago.org. **Please include the phrase “New Account” in the Subject field of your e-mail.**

If the business is a Corporation, Partnership, or LLC use:

[NewAccountRegCorp_Finance](#)

Sole Proprietors use:

[NewAccountInfoSheetSoleProprietor_Finance](#)

Affidavit for Initial Taxable Period: [StartDateAffidavit_Finance](#)

Once DOF processes the New Account Registration Form and Affidavit, the Chicago IRIS account number and Pin Number will be sent to the registrant. These will be used to register each vehicle on the account and obtain an MPEA emblem for each at <https://gtt-app.chicago.gov/>. DOF will also follow up by sending specific instructions on how to remit tax payments and file annual tax returns online on our Chicago Business Direct (CBD) platform.

Suburban Taxi and Suburban Livery operators must ALSO do the following on their mobile device.

- Download **CHI MPEA Tax** application on your mobile device from either the App Store (IOS phones) or Google Play (Android phones).
- Enter a payment method to purchase stamps.

Out of State Chartered Bus Operators will automatically be registered for the following tax types.

- [MPEA Airport Departure Tax \(8500\)](#)
- [Ground Transportation Tax \(7595\)](#)

For questions about registration, obtaining a PIN number, or using the new CHI MPEA Tax App or GTT website, e-mail revenuedatabase@cityofchicago.org anytime or call (312) 747-4747 Monday thru Friday between the hours of 8:00 a.m. and 5:00 p.m.