



City of Chicago

How to file the 7595 Ground Transportation Tax Annual Return

The Ground Transportation Tax applies to businesses that provide ground transportation vehicles for hire in Chicago to passengers for consideration. Ground Transportation providers whose vehicles hold City-issued livery plates must file the 7595 - Ground Transportation Tax Return. Likewise, suburban taxis and suburban liveries providing ground transportation services in Chicago and its airports must file the 7595 - Ground Transportation Tax Return. The aforementioned transportation providers must report on the 7595 - Ground Transportation Tax return the number of days each of their vehicles were in service in Chicago for the previous fiscal year (July-June). The 7595 - Ground Transportation Tax Return for the fiscal year 7/1/2023-6/30/2024 will be available starting 7/1/2024 on the Chicago Business Direct website and must be filed by 8/15/2024.

TO FILE:

In order to file your return(s), log onto: [Chicago.gov/ChicagoBusinessDirect](https://chicago.gov/ChicagoBusinessDirect)

If you have not yet created a profile, click "Register Today"


<https://webapps1.chicago.gov/AccountServices/userRegister.do>

Your profile should be linked to your account number. Email revenue@cityofchicago.org if your profile is not linked to your IRIS account number. Write "Link my profile to my Account" in the subject line of your email. Enter your account number and your profile username. You will be emailed when your account has been linked.

webapps1.chicago.gov/AccountServices/login.jsp

Managed bookmarks Contact Center - M... Suggested Sites Imported From IE Geenslips cityofchic... Sisense for Cloud D... MidwayPeriscope Cook County Record Imported From IE (1)

CHICAGO BUSINESS DIRECT



Sign in or register today

User ID

Forgot your User ID

Password

Forgot your password

To have the most successful experience, please login to Chicago Business Direct using one of the following web browsers: Chrome, Safari, Edge.

SIGN IN

Select "File A Tax Return"


Suggested Sites Imported From IE Geenslips cityofchic... Sisense for Cloud D... MidwayPeriscope Cook County Record Imported From IE (1) QuickSight_daniel.r... Chanty Navigator Dashboa

Welcome to Chicago Business Direct

TAX SERVICES **LICENSE SERVICES** **MY BUSINESS ACCOUNTS** **MY APPLICATIONS** **APPLICATION REVIEW WAIT TIMES**

4


Make a Tax Payment



Make a tax payment for a current period, outstanding deficiency, or payment plan


3

File a Tax Return




File a tax return or view and print returns that have already been filed

Tax Voluntary Disclosure




Resolve undisclosed tax and certain non-tax debts without penalty

Renew Business Licenses




Renew business licenses and Pharmaceutical Representative licenses

License Services



Submit business license related application types

Renew Weighing/Measuring Device Certifications



Renew weighing and/or measuring device certifications


Click on the drop-down arrow and select your **Business Account**

CHICAGO

BUSINESS DIRECT

Available Tax Returns

Select a Business Account

Account # 494526 - Reichart Feb2023 Test - 3 

Tax Forms linked to Account

Select the return you are required to file and click on **“Prepare and File”**

7595	Ground Transportation Tax	07/01/2022 -06/30/2023	08/15/2023	OPEN	Prepare and File
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On the next page reading “Tax Payments”, scroll down to lower right corner and click “Continue”

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BUSINESS DIRECT

Tax Payments

Unposted Payments - Additional Payments to be Added Related to the Return

If your return does not show a payment(s) for the coupon period(s) below, where payment was in fact made, please enter the amount paid for each period(s). This will notify the Department of Finance to research the periods under dispute. Until verification is complete, any computed balance due to you or the Department of Finance at the conclusion of your online filing session may be misstated. We encourage you to continue to file returns online in the interim. You will be notified of any balances due or overpayments after verification complete.

After you finish filing your return, please send the following document(s) to expedite the dispute resolution.

For Payments made by Check: Please scan a copy of the front and back of your canceled check to revenu database@cityofchicago.org with Unposted Payment and your Business Account Number in the subject line.

For Payments made by Credit Card: Please scan a copy of your receipt or credit card statement to revenu database@cityofchicago.org with Unposted Payment and your Business Account Number in the subject line.

For Payments made Online: Please forward a copy of your payment confirmation to revenu database@cityofchicago.org with Unposted Payment and your Business Account Number in the subject line.

Misposted Payments - Payments noted below that are incorrect and not applicable to the return

Please select the appropriate **Incorrect Posting Reason** from the following:

- **Does not belong to my business:** The Department will research this payment issue.
- **Belongs to a different payment period:** Select payment period to which the payment should be posted.

Coupon Period	Posting Date	Incorrect Posting Reason	Misposted	Unposted
09/01/2022 - 09/30/2022	10/17/2022		Misposted	Unposted
10/01/2022 - 10/31/2022	11/15/2022		Misposted	Unposted
11/01/2022 - 11/30/2022	12/15/2022		Misposted	Unposted
12/01/2022 - 12/31/2022	01/17/2023		Misposted	Unposted
01/01/2023 - 01/31/2023	02/15/2023		Misposted	Unposted
02/01/2023 - 02/28/2023	03/15/2023		Misposted	Unposted
03/01/2023 - 03/31/2023	04/17/2023		Misposted	Unposted
04/01/2023 - 04/30/2023	05/15/2023		Misposted	Unposted
05/01/2023 - 05/31/2023	06/15/2023		Misposted	Unposted
06/01/2023 - 06/30/2023	07/17/2023		Misposted	Unposted

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The next page will display the “Worksheet” as follows.

Line 2. 10 or fewer passenger capacity vehicles	
2a. Enter the total number of vehicles that were used in Chicago during the period reported on this return	<input type="text" value="2"/>
2b. Enter the total number of days vehicles reported on line 2a were used in Chicago to depart from any airport with a passenger during the period reported on this return	<input type="text" value="100"/>
2c. Enter the total number of ADDITIONAL days vehicles reported on line 2a were used in Chicago during the period reported on this return (DO NOT INCLUDE DAYS REPORTED ON LINE 2b ABOVE)	<input type="text" value="45"/>
2d. Enter the total number of days reported above where the vehicles on line 2a were exclusively used in conformity with the exemptions defined in Section 3-46-060 of the Municipal Code of Chicago	<input type="text" value="0"/>
2e. Taxable days (subtract line 2d from the sum of lines 2b and 2c)	0

If you are a livery driver whose vehicle(s) have a capacity of 10 or less, GO TO LINE 2.

Line 2a, enter the number of vehicles in service for the fiscal year (July-June). So, if you have two vehicles which performed ground transportation activity, enter “2”.

Line 2b enter the total number of days in the fiscal year ALL your vehicles did pick-ups at a Chicago Airport. Most taxpayers find it easy to review their calendar to count all the days their vehicles did pick-ups at the airport. For example, if you have two vehicles and during the July 2023- June 2024 fiscal year, one vehicle was used to do airport pick-ups on 25 days and the second vehicle was used to do airport pickups on 75 days, you should enter 100 on line 2b. Even if you already paid for those days, you should still enter 100.

Line 2c Enter the total number of **additional days** the vehicles did a pickup or drop-off in Chicago from 7/1/2023-6/30/2024 that did not include a pickup at the airports. **DO NOT INCLUDE DAYS APPLICABLE TO LINE 2b.** Example, suppose you have two vehicles, and one vehicle did 15 days of service in Chicago which did not include the airports and the second vehicle did 30 days of service in Chicago which did not include the airports, you should enter 45 on line 2c. Even if you already paid for those days, you still should enter 45.

In summary, lines 2b and 2c when added together should capture all the days your vehicles did ground transportation activity during the fiscal year in Chicago (whether at or outside the airports).

KEEP LINE 2D AS ZERO (0). Do not enter data on line 2d. For everyone receiving these instructions via email, line 2D would not apply to you. Entering any number other than 0 will cause errors.

After entering numbers on lines 2a, 2b, and 2c, go to the lower-right corner and click on “**Calculate and Continue**”

Line 9. Transportation Network Providers (at the tax rate of \$.60 per ride)

9a. Enter the total number of vehicles that were used in Chicago during the period reported on this return.

9b. Enter the total number of SHARED rides accepted where passengers were either picked up or dropped off in a Downtown Zone in Chicago between 6AM and 10PM Monday through Friday. Note: Rides reported on lines 8b or 11b should also be reported here, if applicable.

Line 10. Transportation Network Providers (at the tax rate of \$.53 per ride)

10a. Enter the total number of wheelchair accessible vehicles that were used in Chicago during the period reported on this return

10b. Enter the total number of rides accepted where passengers were either picked up or dropped off in Chicago, or both, in a WHEELCHAIR ACCESSIBLE VEHICLE

LINE 11. Transportation Network Providers (at the tax rate of \$5 per ride)

11a. Enter the total number of vehicles that were used in Chicago during the period reported on this return

11b. Enter the total number of rides accepted where passengers were either picked up or dropped off at Chicago airports, McCormick Place, or Navy Pier.


[Back](#) [Calculate](#) [Calculate & Continue](#)

The next page displays the **Calculated Tax Due**. Go to the lower right corner and click **“Calculate and Continue”**

Tax Form

Account Number: 494526

Legal Name: Reichart.Feb2023 Test

 **Tax Form :** 7595 - Ground Transportation Tax

Tax Period : 07/01/2022 - 06/30/2023

Due Date : 08/15/2023

	Taxable Days	Tax Rate	Tax Due
Line 1. Taxicabs (line 1d of worksheet)	0	3.50	0
Line 2. 10 or fewer passengers (line 2e of worksheet)	145	3.50	508
Line 3. 11 to 24 passengers (line 3e of worksheet)	0	6.00	0
Line 4. 25 or more passengers (line 4e of worksheet)	0	9.00	0
Line 5. Pedicabs (line 5b of worksheet)	0	1.00	0

Line 12. Tax due before credits and current year's payments (add lines 1 through 11) **508**

To apply any overpayment to next year's tax due select credit

Credit

Refund

[Back](#) [Calculate](#) [Calculate & Continue](#)

On the next page, click **Actual Payer** and complete the annualization schedule.

Actual / Estimated Payer Determination

Actual Payer

Based on your activity for each month, multiply the number of days of ground transportation activity for a given month by \$3.50 and enter that total in that month's field.

If your records indicate that in July 2023 your vehicle was used for a total of 10 days, enter "35" (10 days * \$3.50) in the "July" field. **Just enter numbers and not dollar signs.** If your vehicle was used a total of 4 days in January, enter "14" (4 days * \$3.50) in the January field. The running total for all twelve months (here called "**Annualization Total**") should equal what you calculated earlier (**Total Tax Due from completed tax form**). If there is a slight difference, make the adjustment in the June box. When both the Annualization Total and Total Tax Due equal, the "**Continue**" button will turn orange and will allow you to proceed.

Period Annualization

Note: The total amount entered in the annualization schedule must equal the total tax due from your completed tax form. If the amounts do not match, you will not be allowed to continue filing your return.

July 2022:	<input type="text" value="35"/>
August 2022:	<input type="text" value="35"/>
September 2022:	<input type="text" value="35"/>
October 2022:	<input type="text" value="35"/>
November 2022:	<input type="text" value="35"/>
December 2022:	<input type="text" value="70"/>
January 2023:	<input type="text" value="14"/>
February 2023:	<input type="text" value="14"/>
March 2023:	<input type="text" value="175"/>
April 2023:	<input type="text" value="28"/>
May 2023:	<input type="text" value="14"/>
June 2023:	<input type="text" value="18"/>
Annualization Total:	\$508.00
Total Tax Due (from completed tax form):	\$508.00

The next page may ask you to verify contact information. This is an opportunity to make any contact updates. Once updates are made (if any), click “Continue”

Verify Tax Contact Information

Account Number: 207517
Legal Name: DEPT OF REVENUE - CITY OF CHICAGO
Tax Form : 7595 - Ground Transportation Tax
Tax Period : 07/01/2022 - 06/30/2023
Due Date : 08/15/2023

Edit Information

*First Name	Middle Name	*Last Name
<input type="text" value="Dan"/>	<input type="text" value="tax"/>	<input type="text" value="Reich"/>
* Street #	Direction	* Street Name
<input type="text" value="333"/>	<input type="text" value="S"/>	<input type="text" value="STATE"/>
Suite Number	Floor	*Email
<input type="text" value="Suite Number"/>	<input type="text" value="Floor of building"/>	<input type="text" value="daniel.reichart@cityofchicago.org"/>
* City		* State
<input type="text" value="CHICAGO"/>		<input type="text" value="Illinois"/>

The next page requires you to attest that the tax return is accurate to the best of your knowledge. If that is so, click on the checkbox then click “Continue”

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Electronic Signature

Account Number: 207517
Legal Name: DEPT OF REVENUE - CITY OF CHICAGO
Tax Form : 7595 - Ground Transportation Tax
Tax Period : 07/01/2022 - 06/30/2023
Due Date : 08/15/2023

Acknowledgement

Under penalty of perjury, I certify that I have examined this return, and to the best of my knowledge and belief, it is true, correct, and complete.

The next page is a confirmation that you filed a fiscal annual (July-June) Tax Return. If you owe any money (which may happen if you did not pay anything during the fiscal year), this page will show the amount due and give you the opportunity to pay that balance online (in the lower part of page click on "Pay Online".)

If you have any other returns to file, go to the upper right corner and under "Menu" click "File a Tax Return".

The screenshot shows the Chicago Business Direct website interface. At the top left is the logo "CHICAGO BUSINESS DIRECT" with four red stars. At the top right, it says "Welcome Dan" next to a shopping cart icon with a red notification bubble containing the number "1", and a "MENU" button. The main heading is "Tax Form Confirmation".

Account Information:

- Account Number: 207517
- Legal Name: DEPT OF REVENUE - CITY OF CHICAGO
- Tax Form: 7595 - Ground Transportation Tax
- Tax Period: 07/01/2022 - 06/30/2023
- Due Date: 08/15/2023

Electronic Receipt:

Thank you for submitting your electronic tax return. This notice serves as confirmation that the City of Chicago, Department of Finance has received your 7595 - Ground Transportation Tax form for the period 07/01/2022 to 06/30/2023 on 09/08/2023. This is your proof of filing and there is no need to mail your return.

Return Receipt Confirmation Number: 13894163 [Print Tax Return](#)

Validation Information:

Total Amount Due: \$596.11 [Payment Allocation Report](#)

Filing a Tax Return:

- Step 1 - Available Tax Forms
- Step 2 - Periodic Payments
- Step 3 - Worksheet
- Step 4 - Tax Form
- Step 5 - Annualization Schedule
- Step 6 - Verify Tax Contact Information
- Step 7 - Tax Signature
- Step 8 - Tax Confirmation