

# LICENSE RENEWAL PAYMENT INSTRUCTIONS



Scan this QR code to go to Timber buyers information page on the website.

1) Select License application/Renewal. Enter the social security number. Include the dashes when entering

Illinois Department of Natural Resources

## Timber Buyer License Application/Renewal

License Fee is \$125.00 for Illinois resident Timber Buyers - \$300.00 for out of state Timber Buyers

This License will expire on December 31st, 2024

Enter the Social Security Number of the new or renewing Timber Buyer Licensee to begin the application for a 2024 Illinois Timber Buyer License

SSN of New/Renewing Licensee:  \* Include the dashes (-) when entering

Click Here to Begin Application: [Begin Application](#)

2) If you are renewing your license, double check that the information under Section 1 is accurate.

3) If you are applying for the first-time , you will see the following page and you can fill out the details and click 'Save application information'.

SSN of New/Renewing Licensee: 777-88-9999

First Name:

Middle Initial:

Last Name:

Birth Date:

Business Name:

Phone Number:

Email Address:

Out of State LLC/Corp must be registered with the Illinois Secretary of State

Applicant Type:

If Other, please specify:

FTRN:

Mailing Address/PO Box:

City:

State:

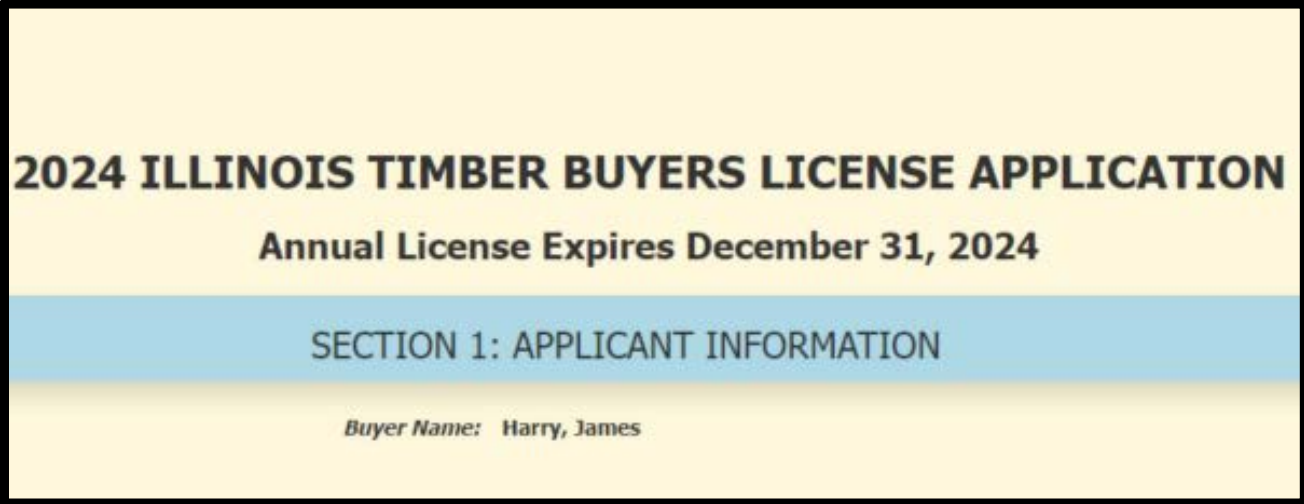
Zip Code:

Office Location (if different from mailing address):

County:

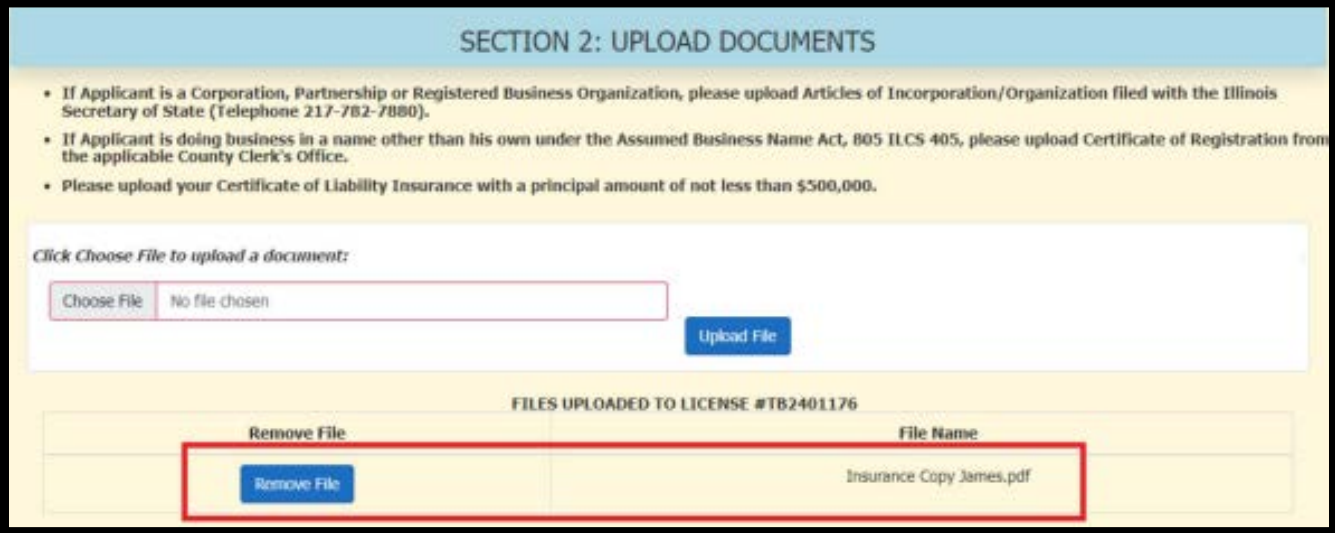
Click here to save Applicant information: [Save Applicant Information](#)

4) Your application is now saved and the information should now show up in Section 1 for you to verify.

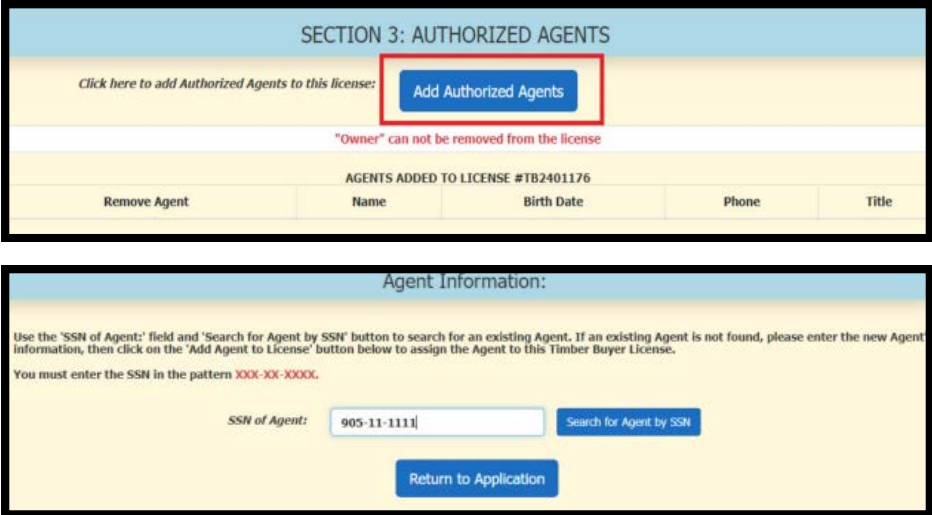


5) Upload a copy of required documents mentioned in section 2. After choosing the file, select ‘upload file’ and you should be able to see your files uploaded as shown below.

Note: If you uploaded an incorrect file, you can use the ‘remove file’ option and upload again.



6) If you are adding authorized agents in section 3, Select ‘Add Authorized Agents’ and start by entering their SSN number.



7) Fill out rest of the agent information and then select 'Add Agent to License'.

Note: You will see a pop-up saying 'Agent added successfully'. You can repeat the process for more agents if needed.

SSN of Agent:  [Search for Agent by SSN](#)

First Name: **Karty**

Middle Initial:

Last Name: **Marshal**

City: **Springfield**

State: **Illinois**

Birth Date: **10/21/1977**

Click here to add agent: [Add Agent to License #TB2401193](#)

8) Click on 'Return to application' and then in Section 4 select 'Click here to Review/pay fee'.

SECTION 4: REVIEW/PAYMENT

Click the button below to review your application and pay the application fee.

[Click Here to Review/Pay Fee](#) [Click Here to Cancel Application](#)

9) Verify the information provided in the next step and select 'Certify/Pay \$125 Fee'.

**2024 ILLINOIS TIMBER BUYERS LICENSE APPLICATION**

Please review your application and click on the Certify/Pay Fee button if it is complete

Use this button to return to the application to make any changes: [Return to Application](#)

Buyer Name: **Harry, James**  
Business Name: **Harry Hardwoods**

**"Owner" can not be removed from the license**

AGENTS ADDED TO LICENSE #TB2401176

Name	Birth Date	Phone	Title
James Harry	9/13/1990	6184910026	Owner
Vance Moore	4/20/1975	(618) 491-0026	Agent

FILES UPLOADED TO LICENSE #TB2401176

File Name
Insurance Copy James.pdf

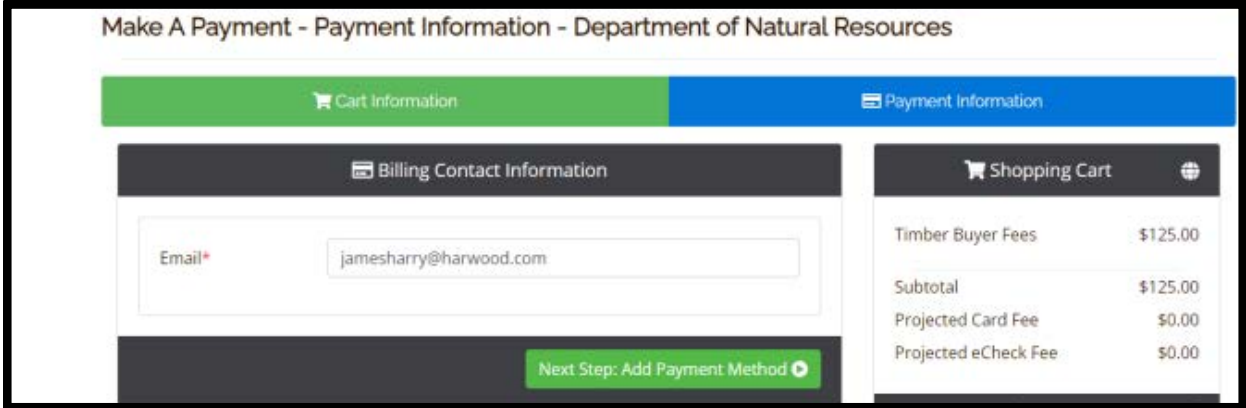
SECTION 5: CERTIFICATION/PAYMENT

Pursuant to 5 ILCS 200/10-65, IDNR must require license applicants to certify as follows:  
"I hereby certify, under penalty of perjury, that I am not more than 30 days delinquent in complying with a child support order and that I have not been convicted of any Timber offenses nor been suspended/revoked for any Timber offenses in any state."  
"I also hereby certify that the information contained herein is true and accurate to the best of my knowledge."

[Certify/Pay \\$125.00 Fee](#)

Failure to so certify may result in denial of the application/renewal and making false statements may subject the licensee to

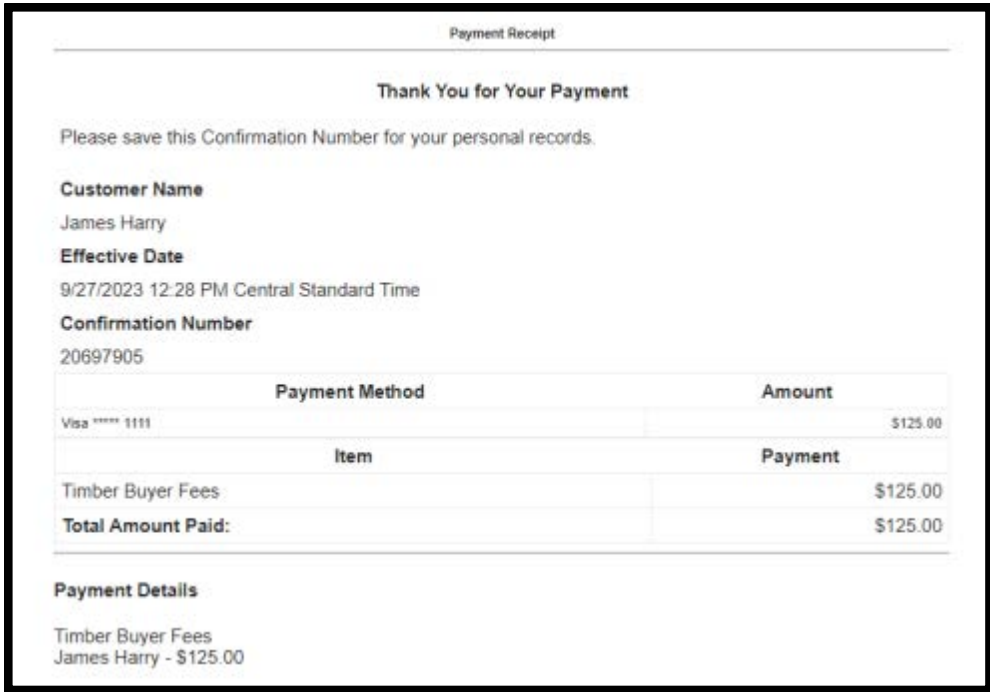
10) Add your email in the next step to receive a payment confirmation receipt. Select 'Add Payment method' and pay either by card or E-check.



11) Your payment confirmation page will look something like this.



12) Your email confirmation copy will look something like this.



# HARVEST FEE REPORTING PAYMENT INSTRUCTIONS



1) Select 'Harvest Fee Report' and then enter the following:

- 7-digit Timber Buyers License
- Date of payment to the landowner

Example: TB23xxxxx

TB23 = Year      XXXXX = Your timber buyer license no.

- Click 'Begin'

A screenshot of the online form titled "Timber Buyer Harvest Fee Report and Payment" from the Illinois Department of Natural Resources. The form asks for the "Timber Buyer's License Number" (TB2309988) and the "Date of payment to Land/Timber Owner" (08/August/2023). A blue "Begin Report" button is highlighted with a red box.

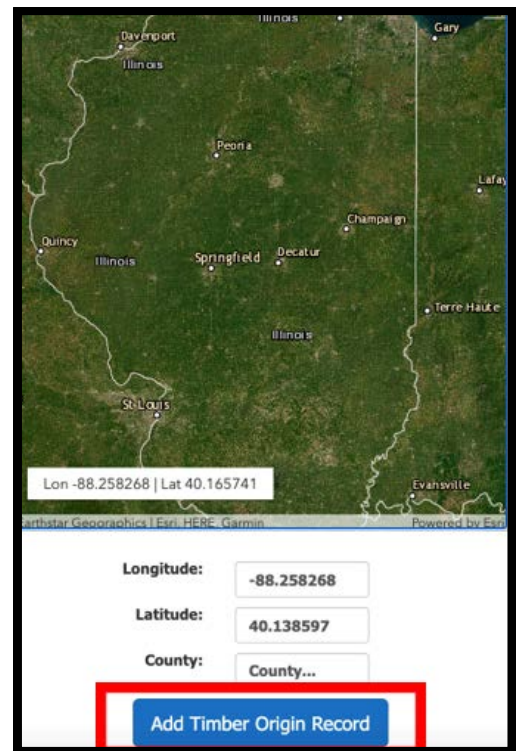
2) Verify that the information in Section 1 is correct Select 'Add Timber Origin Location Record'

A screenshot of the "SECTION 2: TIMBER ORIGIN INFORMATION" form. It contains instructions: "Click on the blue 'Add Timber Origin Location Record' button to add timber harvest location records. Use the Harvest Location Map link on the pop up screen to find your timber coordinates. Enter Longitude, Latitude and County of the location where the timber was harvested on that screen. Multiple origin records can be added to this report if needed." A blue "Add Timber Origin Location Record" button is highlighted with a red box.

- A map will pop up and you can hover with mouse to the stand harvested location.
- On Clicking the location, the longitude and latitude blanks will get filled automatically.

A screenshot of a map showing a location in Illinois. The map displays several cities including Quincy, Peoria, Springfield, Decatur, Champaign, Terre Haute, St. Louis, and Evansville. A white box at the bottom of the map displays the coordinates: "Lon -88.258268 | Lat 40.165741". Below the map, there are input fields for "Longitude" (filled with -88.258268), "Latitude" (filled with 40.138597), and "County" (filled with County...).

- Enter County of origin and then press 'Add Timber Origin Record'



- 3) Enter Timber Seller information in section 3 and Timber purchase information in section 4. Explain any unique circumstances if required.

### SECTION 3: TIMBER SELLER INFORMATION

Seller Name:	<input type="text" value="James Harry"/>
Seller Address:	<input type="text" value="101 N Street Williams"/>
	<input type="text"/>
Seller City:	<input type="text" value="Springfield"/>
Seller State:	<input type="text" value="Illinois"/>
Seller Zip:	<input type="text" value="62703"/>
Seller Phone:	<input type="text" value="2179898562"/>

### SECTION 4: TIMBER PURCHASE INFORMATION

Date of Payment to Landowner/Timber Owner:	<input type="text" value="8/8/2023 - Third Quarter, 2023"/>
Total Value, Price, or Payment for Timber:	<input type="text" value="74200"/>
Is there a written Contract or Agreement?	<input type="text" value="Yes"/>
Forested Acreage from which Timber was cut:	<input type="text" value="264"/>
Total Board Feet of Timber purchased and/or cut:	<input type="text" value="207275"/>
Primary three (3) species purchased and/or cut:	<input type="text" value="Sycamore"/>
	<input type="text" value="Beech"/>
	<input type="text" value="River birch"/>

Explain unique circumstances, facts, terms or payments (if any):

4) Enter Preparer name and phone number and select “Add to Cart”

**SECTION 5: REPORT PREPARER INFORMATION**

Preparer Name:

Preparer Phone Number:

**SECTION 6: SUBMIT REPORT/ADD TO CART**  
At least one Timber Origin record must be entered in SECTION 2

Add to Cart

Click Here to Cancel Report

5) At this point you will be able to add another harvest fee report (blue button) or finish and pay 4% fee owed on harvests. Payment can be made either by card or E-check.

### Harvest Reports

License #	Purchase Date	Timber Seller	Purchase Amount	4% Harvest Fee Due	Late Fee	Harvest Fee Total	
TB2309988	8/8/2023	James Harry	\$74,200.00	\$2,968.00	\$0.00		<a href="#" style="background-color: #E91E63; color: white; padding: 2px 5px; border-radius: 3px;">Remove</a>
			<b>Total:</b>	<b>\$2,968.00</b>	<b>\$0.00</b>	<b>\$2,968.00</b>	

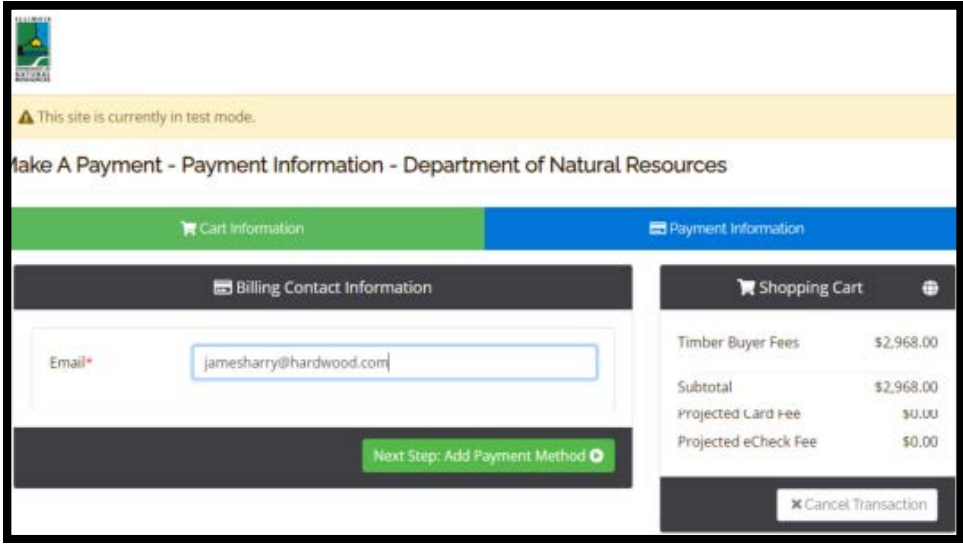
All timber transactions for which monies are due to the Department shall be submitted by the last day of the month following the end of each quarter. Late fees are assessed at \$25 plus 7.5% of the 4% Harvest Fee per month that the payment is late, up to five months, or \$25 plus 37.5% of the Harvest Fee for any payment submitted five or more months past the Harvest Fee payment due date.

Add Another Harvest Fee Report

Pay Harvest Fees - \$2,968.00

6) Once after clicking 'Pay Harvest Fees' you will see a payment screen as shown on the side.

Add your email to receive a payment confirmation receipt and then click on add payment method.



7) Review and make your payment. Your payment confirmation page should look like the one shown here.



If you have any questions please contact  
Suzanne or Kyle  
 Suzanne.Griffitts@Illinois.gov  
 or call 217-782-2894  
 Kyle.Burkwald@illinois.gov  
 or call 217-785-4984

Illinois Department of Natural Resources  
 Division of Forest Resources