



## THINGS YOU SHOULD KNOW FOR TIF REPORTING

- **PASSWORDS ARE NO LONGER MAILED**  
Use your current password set up by your government. You should adopt internal procedures to manage access of your TIF password.
- Help to prevent Illinois Comptroller emails from being delivered to your “Spam” or “Junk” folder by **ADDING OUR EMAIL DOMAIN 'IllinoisComptroller.gov'** to your Contact E-mail list.
- The TIF application shows the Due Date for the corresponding fiscal year.
- **Extensions requested for the Government’s Annual Financial Reports (AFR) or Audit DO NOT generate an extension for TIF Reports.**
- TIF Users **must** log on to the **Upload TIF Reports** application and use the automated function to request a one-time 60-day filing extension for FY 2016 TIF Reports. The following criteria are required to be granted a TIF extension:
  - Request is received **on** or **before** the 180-day filing period ends.
  - This is the first extension request for FY 2016.
- Print the extension confirmation screen for your records.
- System will generate multiple PDF files should your total TIF Report exceed the limitation for upload.

### **FINES FOR LATE FILING TIF REPORTS**

▪ Delinquent 1-15 days:	\$5 per day, per delinquent TIF report
▪ Delinquent 16-30 days:	\$10 per day, per delinquent TIF report
▪ Delinquent 31-45 days:	\$15 per day, per delinquent TIF report
▪ Delinquent over 45 days:	\$20 per day, per delinquent TIF report

TIF reports received by the Local Government Division are available for viewing on **THE WAREHOUSE**, at [warehouse.illinoiscomptroller.gov](http://warehouse.illinoiscomptroller.gov)

If you require assistance regarding TIF Reports, please call the toll-free Local Government Hotline at (877) 304-3899 or email [LocGovTIF@illinoiscomptroller.gov](mailto:LocGovTIF@illinoiscomptroller.gov)