



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

PLACE Abatement Request Form

Pursuant to Illinois law (815 ILCS 390, 760 ILCS 100, 225 ILCS 45, and 410 ILCS 18), the Illinois Office of Comptroller (IOC) is required to assess licensees a late filing penalty for each delinquent annual report. If you have reason to believe that the IOC erred in properly assessing a penalty, you may contest the assessment. The IOC also has the discretion to abate penalties, partially or completely, for good cause shown. To request an abatement, please complete and return this form to the IOC, by mail or e-mail to the addresses below, within thirty (30) days from the date of the Late Filing Penalties Invoice.

ALL FIELDS MUST BE COMPLETED TO BE ELIGIBLE FOR REVIEW

Licensee Name: _____ License # _____/_____/_____

Contact Person: _____ Contact Phone #: _____

Email: _____

List Fiscal Year(s) of Annual Report(s) Subject to Late Filing Penalty: _____

I am requesting an abatement for the reason(s) below:

- Economic Hardship
- Closed Business/Abandoned
- Wrong Mailing Address
- Death/Illness of Bookkeeper
- E-file Error
- Natural Disaster
- I acknowledge the late filing penalty; I am requesting a reduction of \$ _____
- Other

Please describe in detail, and attach supporting documents, for your reason(s) for requesting an abatement of the late filing penalty. Attach additional page(s), if necessary. **All past due annual reports must be submitted to be considered for a review. Please also include below a plan to prevent late filing in the future.**

I understand that the information provided above (and attached) will be used by the IOC to make a final decision regarding my late filing penalty.

Signature of Authorized Representative of Licensee: _____ Date: _____

The IOC will notify you of our final decision in writing within thirty (30) days of receipt of your completed request.

Form can be mailed to: Illinois Office of Comptroller, Budget and Fiscal Department, 325 West Adams Street, Springfield, IL 62704
Or e-mailed to: PLACE@illinoiscomptroller.gov