

Fines - Frequently Asked Questions

Q. Does this affect me?

A. This only affects you if you are delinquent (as determined by statute) for your fiscal year 2025 report(s) and all fiscal years thereafter. You will be notified via email upon delinquency. Please verify the Contact Information section of the AFR is updated with current mailing and email addresses to ensure you receive all Local Government Division (LGD) correspondence.

Due Dates

Q. How do I determine my due date and my final due date for my Annual Financial Report (AFR) and Audit Report?

A. Per statute, your due date is your fiscal year end (FYE) + 180 days. Your due date with extension is your FYE + 240 days. Extensions must be requested via the [Comptroller Connect Internet Filing Application](#) (CCIF). Please see the following example:

Fiscal Year End (FYE)	Due Date (FYE + 180 days)	60-Day Extension Requested?	Final Due Date
31-Dec	29-Jun	No	29-Jun
31-Dec	29-Jun	Yes	28-Aug

Table 1

Q. How do I determine my due date and my final due date for my Tax Increment Finance (TIF) Report(s)?

A. Per statute, the TIF report due date is 180 days after the close of the fiscal year, or as soon thereafter as your audit is complete, and no later than your Joint Review Board (JRB) meeting date. For your convenience, your TIF due date may be viewed in the [TIF Upload Application](#) after completing the three preliminary questions regarding audit readiness. You may also request extensions for your TIF due date with sufficient evidence that your audit is in process of being worked on by your auditor.

Q. I submitted my report(s) during the available extension period, but I forgot to request the extension. Will I be still fined?

A. Yes. It is your responsibility to request the extension prior to submission and before the extension option expires (FYE + 240 days).

Q. What if I wait until after my extension option expires (FYE + 240 days) before I remember to request an extension for my AFR or Audit Report?

A. Unfortunately, the extension is only available until FYE + 240 days; however, it is accessible until 11:59pm via [CCIF](#). As a result, you will be subject to fines starting the day after your due date (FYE + 181 days).

Fines

Q. When do fines start accruing?

A. Fines start accruing immediately upon a report becoming delinquent. A report is delinquent if it is not submitted on or before the due date or the final due date.

Q. Are fines assessed per report? Or per fiscal year?

A. Fines are assessed per non-compliant report for each fiscal year.

Q. How many days of fines will I be assessed?

A. Fines are assessed for each day of delinquency. Fines stop accruing with the issuance of a “Received date” after submission of a compliant report.

Q. How much am I being fined per day per report?

A. The fine schedule is identified in statute, and is as follows:

Number of Days Late	Amount per report per day
1 – 15	\$ 5
16 – 30	\$ 10
31 – 45	\$ 15
46+	\$ 20

Table 2

Q. How will I be notified of fines?

A. You will receive three fine notices outlining days of delinquency and assessable fine amounts, with the first being issued approximately 3 months after your due date, and approximately 1 month after your final due date (with extension). Notices 2 and 3 will be sent subsequently in monthly increments. You will receive all three notices before the fine is certified as debt owed to the Illinois Office of Comptroller (IOC).

Report Resubmits/Rejections

Q. I need to request to resubmit my report. What day will my fines start accruing?

A. If you are notified that your request to resubmit warrants a “Received date” removal, you will be subject to fines for each day after your due date or your final due date (with extension), until such time that the report is resubmitted. If you are not notified that the “Received date” will be removed, then the date is honored, and fines accrue accordingly.

Q. I was just notified that my report is being rejected for being non-compliant with statute. What will I be fined for?

A. The Local Government Division (LGD) works diligently to ensure reports are reviewed timely, to allow for corrective action as soon as possible. Per statute, the IOC has 45 days to review and approve/reject uploaded reports. When a report is rejected, the “Received date” is removed, and fines accrue starting after the due date or the final due date (with extension).

Q. I uploaded a draft report, but it was rejected for being a draft. What can I be fined for?

A. Draft documents are not accepted and are not compliant with statute. As a result, the “Received date” will be removed, and you will be fined starting the day after your due date or final due date (with extension).

Other Questions

Q. I just found out I need an audit, can I submit my AFR without my audit being ready? What will I be fined for?

A. Yes. You should submit all reports as they become available and are approved by the governing body.

You will only be fined for any report(s) not submitted before its due date or its final due date (with extension).

Q. What if I was waiting for my Certificate of Vote Document (COVD) to be approved? Will I be subject to fines while I am waiting?

A. Yes. We explicitly identify that it may take up to 5 business days for COVD approval. It is your responsibility to ensure that the COVD is approved before your due date or final due date (with extension) to allow for timely submission and to avoid delinquency.

Q. I have good cause for why my report was late. Is there anything I can do to mitigate fines?

A. You will have an opportunity to request an abatement of fines AFTER you submit your report(s). Upon receipt of your report(s), the LGD will send all necessary information and instructions on how to proceed with your request. Please withhold all abatement related inquiries until you receive the abatement information from our office.