

TIPS TO STREAMLINE YOUR ILLINOIS RENEWAL

Avoid delays by checking the points below before you file

- 1. Send correct payment:**
The renewal fee is \$100.00 and must be made in check payable to the Illinois Attorney General or the State of Illinois. This fee covers all changes made to the disclosure document; a separate fee is not required for each change. If the Franchisor has multiple registrations, please submit a separate check for each registration.
- 2. Include the correct forms:**
The Uniform Franchise Registration Application, Franchise Seller Disclosure Form(s), and the Consent of Accountant must be filed each year. The Franchisor's Costs and Sources of Funds and the Uniform Consent to Service of Process must be filed only if there is a change to the one currently on file with the Administrator. All of these forms can be found on the Attorney General's website at www.illinoisattorneygeneral.gov and clicking on "Protecting Consumers" and then on "Franchise Information and Publications." Use the "downloadable forms."
- 3. Consent of Accountant:**
The Consent of Accountant for the most recent audit report must track the language required by the NASAA Guidelines. Be certain it correctly discloses the issuance date of the disclosure document.
- 4. Submit a proper blackline:**
File two complete copies of the disclosure document, one of which has been clearly marked to show the revisions. The only acceptable means of "marking" the changes in the disclosure document is to underline *in black* all new disclosure and to strike-out *in black* all deleted disclosure. Do not file bound copies of the disclosure document; a rubber band or binder clip is recommended. Make certain that the disclosure document is properly compiled. It is not necessary to separate each exhibit and the forms referred to number 2 above should not be made part of it.
- 5. Update all necessary sections:**
Make sure all information is current. Revenue figures, advertising fund information and other date sensitive information must be supported with data from the previous year.
- 6. Financial Assurance requirements:**
If the franchisor is currently under a financial assurance requirement such as an escrow, deferral, surety bond, certificate of deposit or, in some

cases, a guaranty of performance, and believes that its financial condition has improved enough to have the requirement lifted, it may not do so without prior written authorization from the Administrator. To request a review and lift of the financial assurance requirement, please email the financial statements to the assigned examiner.

7. Illinois specific information:

If the franchisor provides for Illinois specific information in the disclosure document by way of a state addendum, rider, etc., make certain that the addenda are included in the disclosure document and are referenced in the Table of Contents and on the Receipt page.

8. File on time:

Annual Reports must be filed no later than one business day prior to the registration's anniversary date. Failure to do so will result in a termination of the registration by administrative order. The Administrator may consider a franchisor's incomplete filing of its Annual Report as partial compliance and allow the franchisor a 14 day grace period to file the required documents as long as the franchisor timely files the \$100 fee, a letter explaining why the Annual Report is incomplete, and states in that letter that it will not offer or sell franchises in Illinois until the Annual Report is complete. If the Annual Report remains incomplete 30 days after it has been filed, the franchisor's registration will be suspended by Administrative Order and if it is still incomplete 30 days after the Suspension, it will be terminated by administrative order.

9. Send to the correct address:

Submit a paper filing to the following address:
Illinois Attorney General's Office
Franchise Bureau
500 South Second Street
Springfield, Illinois 62706

10. Understand our process:

Annual Reports are effective when filed. The franchisor will receive a letter acknowledging its receipt and advising of the effective date, file number and anniversary date.

If you have any questions, you may contact the Bureau by telephone at (217) 782-4465. You may also email your assigned examiner at the address indicated on your correspondence.