

EDGE Reporting Requirements



Illinois
Department of Commerce
& Economic Opportunity
Bruce Rauner, Governor

With the approval of your State of Illinois EDGE tax credit incentive, you are required to complete certain reporting requirement as identified below:

1. Vendor Diversity/Sexual Harassment Policy Reporting: For companies which entered into EDGE Agreements or amended existing agreements after October 1, 2017, AND if your company and the related companies identified in your EDGE application employ over 100 individuals world-wide, the company which is responsible for new job creation is required to complete an annual Vendor Diversity/Sexual Harassment Policy Report by April 15. This new annual Diversity Report form may be found on the DCEO website: <https://www2.illinois.gov/dceo/ExpandRelocate/Incentives/Pages/EDGE.aspx>

Please email the completed report to the email address identified on the report.

Failure to submit this form annually by April 15 will result in a loss of tax credits for that taxable year.

2. Corporate Accountability: Pursuant to the Corporate Accountability for Tax Expenditure Act, the first annual report is due the year after the year in which the agreement was executed. For example, companies with EDGE agreements dated in 2017 must submit their first online report during 2018 for the period ending 12-31-17. Notice of annual reporting is sent annually and includes filing instructions (password, etc.) as well as due date. Additional information regarding this report can be found at the bottom of the page in the following link (Illinois Corporate Accountability):
<https://www2.illinois.gov/dceo/ExpandRelocate/Incentives/Pages/EDGE.aspx>

3. Annual Tax Credit Application: Section 6 of the EDGE agreement requires companies to provide separate reporting when the required number of jobs have been created, and required investments completed, in order to receive the annual tax credit certificate. Companies do not receive notice for submission of these documents as the report is submitted only when the company has reached the required investment and full-time jobs requirements, and the company seeks to receive a tax credit certificate for that tax year.
 - a. For companies seeking to claim their first tax credit certificate, your agreement requires completion of an Agreed Upon Procedures audit (AUP), provided to DCEO within 90 days after its tax year-end (3/31 for companies with a 12/31 tax-year-end).
 - b. Subsequent year tax credit certificate requests must be submitted to DCEO within 45 days after the company's tax year-end (2/15 for companies with 12/31 tax year-end periods). Schedule D can be found as an attachment to the EDGE agreement.

For all reports, companies are required to complete the Supplementary Payroll Report which can be found at the bottom of the page in the following link:

<https://www2.illinois.gov/dceo/ExpandRelocate/Incentives/Pages/EDGE.aspx>

Reports are provided to DCEO at the address identified in the agreement.

NOTE: Companies which submit only Corporate Accountability and Vendor Diversity/Sexual Harassment Policy reports will be in compliance but will NOT receive a tax credit certificate until DCEO has received and approved the annually tax application documents required in Item 3 above.

We thank you for the important capital investment and jobs which your company contributes to the Illinois economy. Should you have any questions regarding access or completion of this new mandatory information or other issues regarding your EDGE incentive, please contact Hubert Murray (EDGE Tax Certificate Coordinator) at hubert.murray@illinois.gov.