



PROPERTY TAX DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19033
SPRINGFIELD IL 62794-9033

Email: Rev.PropertyTax@illinois.gov
Fax: 217 782-9932

To ensure you receive your reimbursement, be sure to submit your form by the 25th of the month.

Form with sections: 1. Identify the county, 2. Enter the county treasurer's name and office address, 3. Enter the county and pay period of claim, 4. Enter the reimbursement amount expected from the state of Illinois under 55 ILCS 5/3-6007.5, 5. Enter any additional reimbursements paid to the sheriff during the month, 6. Total amount (Add Lines 4 and 5.), 7. County treasurer's certification, 8. Sheriff's certification.

This form is authorized in accordance with 35 ILCS 200/1-1 et seq. Disclosure of this information is REQUIRED.

Do not write below this line

Official use only:

Amount paid: _____

Initials: _____

Amount adjusted: _____ for _____

PTAX-450-SF Instructions

General Information

Form PTAX-450-SF, Sheriff Invoice Voucher, is a monthly-filed voucher used to claim the portion of the sheriff's salary that the state of Illinois is required to furnish.

Failure to complete the form entirely may result in a delay of the reimbursement. To ensure you receive your reimbursement timely, be sure to submit your form by the 25th of the month.

General Instructions

- Line 1** – Identify the county by either entering the county code or the Federal Employer Identification Number (FEIN) associated with the county.
- Line 2** – Provide the name of the county treasurer and the mailing address of the county treasurer's office.
- Line 3** – Provide the county name and the pay period (month and year) associated with the claim.
- Line 4** – Enter the reimbursement amount expected from the state of Illinois under 55 ILCS 5/3-6007.5. The state is only required to furnish 66 2/3 percent (0.6666) of the monthly salary paid to the sheriff. Multiply the sheriff's monthly salary by 66 2/3 percent (monthly amount \times 0.6666). If you are calculating the monthly amount based on an annual salary, divide the sheriff's annual salary by 12 before multiplying by 66 2/3 percent (annual amount \div 12 \times 0.6666).
- IMPORTANT:** If the salary amount being reported on this form is different from the amount reported in the prior month or if a new sheriff has taken office, a PTAX-451 and supporting documentation must be filed to establish the new salary amount and/or to establish the new person in the position. Failure to report salary increases in a timely manner may result in a loss of reimbursement for the increased amount.
- Line 5** – Enter any additional reimbursements made to the sheriff for this pay period that the state is required to furnish. If completing this line, you also must provide a detailed explanation of the additional reimbursement being requested.
Note: Additional reimbursements are rarely allowed or authorized.
- Line 6** – Enter the total reimbursement amount (add Lines 4 and 5).
- Line 7** – The county treasurer must certify the accuracy of the information on this voucher by entering the county name, pay period (month/year), signature, printed name, and date of signature.
- Line 8** – The sheriff must certify the accuracy of the information on this voucher by entering the county name, pay period (month/year), signature, printed name, and date of signature.

Where do I submit this form?

This form is due by the 25th of each month and may be submitted by email (preferred), mail, or fax.

Email (preferred): Rev.PropertyTax@illinois.gov

Mail: Property Tax Division
Illinois Department of Revenue
PO Box 19033
Springfield, IL 62794-9033

Fax: 217 782-9932