Illinois Department of Revenue
Final Abstract Filing Checklist
PTAX-260-A and relevant schedules

All forms should be sent on the proper page size, printed single-sided, and signed where appropriate. Failure to file on the proper form and in the proper format will lead to delays in processing the Abstract package.

Below is a checklist that must be followed in preparation of completion and filing of the Abstract package.

Original Signatures

☐ PTAX-260-A signed by County Clerk on legal size paper.

☐ PTAX-204-BR signed by the clerk of the Board of Review on legal size paper.

☐ PTAX-282 signed by the CCAO.

☐ In the absence of a seated CCAO, the County Board Chairperson must sign the documents.

PTAX-260-A Form

☐ Add all classes to total line for acres, parcels, assessed values, use assessed values (billing totals) and property assessed for the first time. Parcels may not equal the total due to overlapping parcels.

☐ If Conservation Stewardship or Wooded Acreage –

    ☐ acres and parcels must be reported on lines 39 and 40.

    ☐ assessed values for only unimproved parcels must be reported on lines 39 and 40.

    ☐ assessed values for improvements and land associated with the improvements must be reported on lines 12 & 13 and 14 & 15.

☐ All totals for each class must equal the Total - All Locally Assessed Line 43.

☐ The total of all Locally Assessed for each Township must equal the Total – All Locally Assessed on the County Summary page for all columns.

PTAX-260-R Reclassification Table

☐ Add all classes for Parts 1, 2, 3, and 4. The total for each class of all the Townships must equal the total for each class on the PTAX-260-R County Summary page.

☐ All "From" in Part 1 has a "To" in Part 2 that is NOT from the same class to the same class of property.

☐ All FROM "Other" and TO "Other" is identified by class of property in Parts 1, 2, 3 and 4.

☐ If any property in the FROM "Other" or TO "Other" is listed as either a class 28 or 29, it must be identified whether it is improved or unimproved.

PTAX-204 Report on Equalization

☐ Add all classes (if reported by class) to the total line and all class totals to the column total line for each Township. The total of each column of all the Townships must equal the total for each column on the PTAX-260-A County Summary Page.

☐ If there are no factors reported or a factor of 1.0000 for all Non-Farm Property in column 8, columns 3+4+5 must equal column 10. If there are factors other than 1.0000 reported, columns 3+4+5 must NOT equal column 10.

☐ If a factor other than 1.0000 was applied, the factors published in the Preamble of Publication must match the factors reported on the Report on Equalization.

Final Abstract Filing Checklist, continued.

Newspaper Publication – per 35 ILCS 200/12-40 and 16-65

- ☐ Preamble of the Publication lists the proposed increase to the assessment of any class of property or of any township or multi-township or part thereof, or any portion of the county.
- ☐ The citizens of the territory have the opportunity to be heard within 20 days of the publication date.

PTAX-282 Non-Farm Property Exceeding $999,999 in Assessed Value

- ☐ Verify that the report does not include any Farm property. If the report that the Department receives includes farm property, the Department will return the report to the county and request that the report be updated.
- ☐ Subtotal each Township adding the Land, Improvements, and Total Assessment for Residential, Commercial and Industrial.
- ☐ Add all Township totals and confirm that it matches the grand total for the county.

Final Abstract Filing with the Department must contain the following:

- ☐ PTAX-260-A, Final Abstract of Assessments
- ☐ PTAX-204 B/R, Report on Equalization of Local Assessments by BOR
- ☐ PTAX-260-R, Reclassification Table
- ☐ Preamble of Publication of Factors, when applicable – a copy of the Preamble from the newspaper is required. If published in multiple newspapers, send a copy of each. The Preamble and Publication must meet requirements of Sec. 12-40 and Sec. 16-65.
- ☐ PTAX-282, Report of Non-farm Property with Assessments over $999,999