

Illinois Department of Revenue

PTAX-1092-B, Employment Verification Report Information and Instructions

What is the Employment Verification Report?

The Employment Verification Report is a half-page report of information that has been pre-populated for each employee in a qualifying position and provided to each county's Chief County Assessment Officer (CCAO) for verification. CCAOs review the provided information and check the box at the top of each employee's form if the information is correct. If there are errors or incomplete information, the CCAOs must provide the correct information on the line(s) next to the applicable field. After reviewing and updating missing or incorrect information, the CCAOs sign and date the report and return all pages of the report to the Department by January 31st of the following year.

What qualifying positions are included?

Qualifying positions include: chief county assessment officer, board of review members and alternates, township assessors, and deputy assessors (including both township and county level deputies).

What do I do if I have new or omitted employees?

For new or omitted employees in qualifying titles, complete the blank forms that are provided at the end of the report. Additional copies of the blank forms may be made, if necessary. Be sure to provide the township or multi-township name, if appropriate, on the "Jurisdiction" line.

What is new on the report?

- The "Designations Requiring Documentation" page was added to request that a member in good standing letter for any designation listed on this page be submitted to the Department. The letter should include a date through which the designation is valid.

What do I need to attach to the Employment Verification Report?

You must attach:

- the current oath for new/omitted employees and a valid oath for employees whose oath has expired, or who have begun a new term of office;
- a completed IRS W-9 form for new/omitted employees; and,
- a "member in good standing letter" for employees listed on the "Designations Requiring Documentation" page.

Where do I send the Employment Verification Report?

Send the report to:

**ILLINOIS DEPARTMENT OF REVENUE
ATTN: KARA SIAS
101 WEST JEFFERSON STREET
PO BOX 19033
SPRINGFIELD, ILLINOIS 62794-9033**

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Specific Instructions

Review the pre-printed information. If the information is correct, check the box provided at the top of the entry. If the information is incorrect, draw a line through it and enter the correct information on the line provided. If adding a new employee, enter all requested information and attach support.

A. Name and Contact Information

Provide the employee's name and address of his/her principal residence. Provide an email address, if available, and list a work phone that can be accessed during daytime hours.

B. Designation(s)

List any of the following designations that the employee has achieved **and provide a "member in good standing" letter for any designation other than CIAO**, which includes a date through which the designation is valid:

- CIAO – Certified Illinois Assessing Officer
- CAE – Certified Assessment Evaluator, International Association of Assessing Officers (IAAO)
- AAS – Assessment Administration Specialist, IAAO
- CMS – Cadastral Mapping Specialist, IAAO
- RES – Residential Evaluation Specialist, IAAO
- ASA – Accredited Senior Appraiser, American Society of Appraisers
- IFA – Residential Appraiser Specialist, National Association of Independent Fee Appraisers (NAIFA)
- IFAC – Appraiser-Counselor, NAIFA
- IFAS – Senior Member, NAIFA
- MAI – Member Appraisal Institute (AI)
- RM – Residential Member, AI
- SREA – Senior Real Estate Analyst, AI
- SRPA – Senior Real Property Appraiser, AI
- SRA – Senior Residential Appraiser, AI

C. Position Title

List one of the following qualifying titles (employees with non-qualifying titles do not need to be reported):

- Board of Review Alternate
- Board of Review Chairperson
- Board of Review Member
- Chief County Assessment Officer
- Chief Deputy Supervisor of Assessments
- Chief Deputy Township Assessor
- County Assessor
- Deputy County Assessor

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- Deputy Supervisor of Assessments
- Deputy Township Assessor
- Supervisor of Assessments
- Township Assessor

D. Type of Employment

Check one of the choices to indicate if the employee is Elected, Appointed, Contracted or serving a 60-Day Interim term for this position. (NOTE: 60-Day Interim is only applicable for the following positions: Chief County Assessment Officer, County Assessor, and Supervisor of Assessments.)

E. Oath Expired

If this field is provided on the report with a date, then this employee's oath has expired prior to or during this verification period. Submit a valid oath that, at a minimum, covers the employee's service during this verification period. For example, for the 2017 verification period, if a board of review member's oath expired on 5/31/2017, a new oath, beginning 6/1/2017 through *at least* 12/31/2017, should be submitted.

F. Employment Verified

The pre-populated report for an existing employee displays 1/1 through 12/31 of the verification year. If the employee left service prior to 12/31, provide the exact date of departure. For new employees, provide the exact start date and list the end of the verification period (or departure date if applicable).

G. Other Dates

If applicable, provide the exact date of the employee's resignation; retirement; or death.