



## 2015 ANNUAL CHECK PRINTER REGISTRATION INSTRUCTIONS

Section 20 of the Check Printer and Check Number Act, 205 ILCS 690 ("Act"), requires that a person, other than a financial institution, who sells or distributes checks that may be drawn against funds held by financial institutions in a consumer-deposit account shall register with the Secretary of the Department of Financial and Professional Regulation ("Department") within 30 days after the effective date of the Act or commencement of doing business in this state. An annual registration is required thereafter.

To renew your registration or to register as a check printer, the following items must be mailed to the Department:

1. Completed Registration of Sellers or Distributors of Checks form;
2. Completed New Seller or Distributor of Checks Bond form (*for new applications*), **OR** Certification of Continued Compliance with the Bond Requirements form (*for renewals*); and
3. Completed Designation for Automated Clearing House Payment of Regulatory Fees (ACH Form).

If this is a renewal registration, the \$200.00 annual regulatory fee will be withdrawn from the account listed on the attached Fee Statement. If this is a new application, it must be accompanied by a check for \$200.00 to pay the annual registration fee, made payable to the Illinois Department of Financial and Professional Regulation.

**In accordance with IL Administrative Code 38 Chapter II. 375.70, no other payment form will be accepted to pay annual renewal fees will be accepted except ACH payments.** The Department will debit these payments from the accounts you have previously identified on July 30, 2015.

The following three items should be sent to the Department at the following address and **postmarked no later than Monday, June 30, 2015**:

**Check Printer and Check Number Act  
Illinois Department of Financial and Professional Regulation  
Division of Banking – Compliance Section  
320 West Washington Street – 5<sup>th</sup> Floor  
Springfield, Illinois 62786**

**The completion of the attached registration form is required. Incomplete forms will be rejected for non-compliance.** All registration form entries must be printed or typed, provide the relevant information requested as responses such as, "see above", "see below", or "not applicable or NA" are not acceptable, and must be legible. **All applicable partnerships, companies, business entities associations or d/b/a are required to be listed on the form.** The first section contains information the Department currently has on file for your company. You may write corrections on the form or on the back of the form if more room is necessary. Failure to complete this form will result in the business not being registered and will result in the violation of the Act. Violations may result in a fine of up to \$10,000. This form has been approved by the Agency Forms Coordinator.

*(Instructions continued on Page 2)*

**STATE OF ILLINOIS**  
**Department of Financial and Professional Regulation**  
**Division of Banking**  
**Registration of Sellers or Distributors of Checks**

**2015 ANNUAL CHECK PRINTER REGISTRATION INSTRUCTIONS (continued)**

Section 25 of the Act states that **at the time of each registration**, the Check Printer shall file with the Secretary written proof of surety bond. Each registrant is required to maintain at all times a surety bond procured by the Check Printer and issued by a bonding company authorized to do business in the State of Illinois in a principal sum of no less than \$10,000. The bond shall be for any liability incurred due to any violation of the Check Printer and Check Number Act.

If you wish to obtain a list of bonding companies authorized to do business in Illinois from the Department of Insurance (DOI), you can obtain this listing by visiting their website at <http://www.insurance.illinois.gov/>. Once there, retrieve the most recent Report to the Governor regarding DOI Lines of Authority. Any company from which to purchase your surety bond must have a Class 2, Clause G Line of Authority. Should you have any questions regarding insurance or surety bond purchase, please call the Department of Insurance at (217) 782-4701 for assistance.

The actual surety bond agreement must be filed with the Department and provide for the following:

1. Penal Sum of \$10,000 payable to any party injured as a result of violating the Act;
2. The Bond shall be continuous in form; and
3. The Surety Company must give the Secretary a 45 day notice before termination of a Check Printer's surety agreement.

All forms for renewal are to be submitted back to the Department no later than **June 30, 2015**.

The ACH payment will be debited from your account noted on your fee statement on **July 30, 2015**.

Questions concerning the completion of this form may be addressed to the Division of Banking at (217) 524-5364 or by electronic mail at [IL.Banks@Illinois.gov](mailto:IL.Banks@Illinois.gov).

**STATE OF ILLINOIS**  
**Department of Financial and Professional Regulation**  
**Division of Banking**  
**Registration of Sellers or Distributors of Checks**

Name of Check Printer/Seller:

Name of Seller or Distributor (including <u>all</u> business associations or d/b/a – attach another piece of paper if necessary):		
Address		
City:	State: Illinois	Zip Code:
Phone:	Fax:	Email:
Company Website:		

Check all applicable boxes (minimum of one):     Seller                       Distributor

Name of individual the Secretary's Office may contact with respect to this registration.

Name:		Title:	
Address:			
City:	State: Illinois	Zip Code:	
Phone:	Fax:	Email:	

Name of person or department that consumers should call for assistance.

Name:		Title:	
Address:			
City:	State: Illinois	Zip Code:	
Phone:	Fax:	Email:	

**STATE OF ILLINOIS**  
**Department of Financial and Professional Regulation**  
**Division of Banking**  
**Registration of Sellers or Distributors of Checks**

Name of person to whom legal process should be served.

Name:	Title:	
Address:		
City:	State: Illinois	Zip Code:
Phone:	Fax:	Email:

Name of surety bond company.

Name:	Website:	
Address:		
City:	State: Illinois	Zip Code:
Name of Contact Person at the Bond Company:		
Phone:	Policy Number:	

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**Certification**

**The information provided on this form and any attachments is true and complete to the best of my knowledge and belief. The submission of false information with the intent to deceive the Secretary or his/her administrative officers is a felony.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

In accordance with IL Administrative Code 38 Chapter II. 375.70, no other payment form except ACH transfer on the specified date will be accepted as payment for annual fees. In accordance with the Check Printer and Check Number Act (205 ILCS 690/20), failure to file this form on an annual basis by the seller or distributor of checks in a manner prescribed by the Secretary of Financial and Professional Regulation may be subject to civil penalties of up to \$10,000 for each failure to comply with this Act.