

# Currency Exchange Annual Report Instructions

PLEASE NOTE:

This year, all Annual Report filings are due no later than **March 31, 2016**.

Only online submissions will be accepted. The Section cannot recognize paper reports as meeting the statutory requirement.

## **GENERAL INFORMATION**

To move to next field you can “Tab through” or place cursor with pointing device.

To move to next page of input, Click “Next” in lower left hand corner of screen

Save and Close located on lower right hand corner will allow you to save your work and come back to it later.

## **INSTRUCTIONS**

The Section has forwarded you a PIN that can be used along with your User ID (license number) to access the Annual Report System. Once you access the system, you will have the opportunity to change this PIN. If you do, please record it for future reference as the Section will not have access to it once it is changed.

Enter User ID and PIN and click “Login”.

At bottom of screen in the center, you will see “Currency Exchange Annual Report”. Click on this. You will then see “with descriptive information beneath it. Click Continue.

You will see the Department’s statement . At the bottom of the page you will see a button titled next. Click this.

A page titled General information will appear. This is the information that the Department currently has on file. Please confirm it is correct. If there is an error please contact the Currency Exchange Section at [FPR.CurrencyExchange@illinois.gov](mailto:FPR.CurrencyExchange@illinois.gov) or alternatively (312) 814-5153.

To proceed to next input screen, click “Next” in lower left hand corner. You will see tabs as the following sub-headings while proceeding through the input screens:

## **OWNERS OFFICERS DIRECTORS**

Regarding Officer Information If there is discrepancy between what is in database, please contact the Currency Exchange Section at (312) 814-5153

## **OTHER AUTHORIZED SERVICES**

Please click the boxes to the left of each service you provide.

## **SCHEDULE 1 (Transaction Data and Balance Sheet)**

Data fields will only accept round numbers (no decimals), so please round accordingly.

When entering Accumulated Depreciation amounts, please enter actual number, not a negative number.

## **Schedule 2 (Income Statement)**

Please use text boxes to describe Other Revenue items.

Please use text boxes to describe Miscellaneous Expense Items

Generally, the only Expense Item that could possibly be a credit balance is Cash Difference. Therefore, the system will not allow you to input a negative number in any other expense category. If necessary, use text boxes to describe an extraordinary item.

## **SCHEDULE 3**

Minimum Monthly Cash Requirement Schedule

## **ACCOUNTS PART 1**

Bank and Accountant Information

## **ACCOUNTS PART 2**

Bonding Information

## **REVIEW**

Allows you to view and print information that you have entered. You may want to keep a copy if you need to present financials to your Surety Bond provider.

If after reviewing, you need to make corrections, just click the pertinent Section Tab on the left and proceed with correction.

If everything is correct, click "Finalize" and data will be submitted to the Currency Exchange Section. An email confirming receipt will be sent to the Primary Email address on record with the Currency Exchange Section.