



Illinois Department of Financial and Professional Regulation

Division of Banking

BRUCE RAUNER
Governor

BRYAN A. SCHNEIDER
Secretary

KERRI A. DOLL
Director
Division of Banking

TO: ALL ILLINOIS FOREIGN BANK REPRESENTATIVE OFFICE INSTITUTIONS

FROM: Kerri A. Doll, Director

DATE: November 21, 2016

SUBJECT: Annual Renewal of License for 2017

Pursuant to the provisions of Section 5(b) of the Foreign Bank Representative Office Act, {205 ILCS 650/5(b)}, (Bank Name) is herein requested to renew your 2016 Foreign Bank Representative Office License. The current annual fee is \$300.00. All fees are billed for the previous calendar year. **The current annual fee payable for the calendar year 2016 is \$300.00 and will be collected on Tuesday, January 31, 2017.**

In accordance with the Illinois Administrative Rule Title 38, Chapter II, Section 375.70, the Department will collect this fee via an Automated Clearing House (ACH) transaction. The information we have on file indicates the funds will be withdrawn from the pre-designated account number and routing number as designated by your staff. **If your bank account information remains unchanged from last year**, you only need return the Annual Foreign Bank Representative Office Annual Report for 2016. If there is no ACH information on file with the Department or there was a change in your bank account information this year, **you are required to complete the *Designation for Automated Clearinghouse Payment of Regulatory Fees* form and submit the form to the Department no later than Friday, December 30th, 2016**. A copy of the form is enclosed for your convenience. **On Tuesday, January 31, 2017, the Department will debit a \$300.00 fee from the account you have designated.** Please ensure there are sufficient funds in the account to meet your required assessment.

You are required by State Statute to complete and return the attached Annual Report form to complete your annual License renewal with the Division of Banking. Please complete the forms in their entirety, printing or typing neatly so they are legible. These forms must be returned to the Department no later than Friday, December 30th, 2016 in order to comply with the Foreign Bank Representative Office Act. **Failure to submit any of the items listed above by the due date(s) may result in the revocation of your Foreign Bank Representative License and/or may result in an additional late fee of \$100 for each day of noncompliance.**

If you wish to surrender your License for your Foreign Bank Representative Office, you may do so by completing the final document provided with your annual renewal package. Should you have any additional questions concerning the annual licensing requirement or if any address or management changes take place at your Foreign Bank Representative Office throughout the year, please contact our Compliance Reporting Office. If you have any questions regarding the billing process or your ACH information, please contact the Division Compliance Supervisor, in our Springfield office at (217) 524-5364.

Thank you for your cooperation.

KAD:mcr
Enclosures