**Section 560.305 Time, Place and Manner for Filing Semi-monthly Reports**

a) A *report for the period beginning July 1, 2010 and ending on December 31, 2010 shall be filed no later than January 15, 2011*. *Beginning January 1, 2011, reports shall be filed semi-monthly as follows:*

1) *for the period beginning the first day of the month through the 15th day of the month, the report shall be filed no later than the 20th day of the month; and*

2) *for the period beginning on the 16th day of the month through the last day of the month, the report shall be filed no later than the 5th day of the following month.* (Section 6(f) of the Act)

b) Semi-monthly reports shall be filed in accordance with the definition of "filing" (see Section 560.100).

c) *Within 5 business* *days after a* reporting *deadline, the Secretary of State* Index Department *shall notify* authorized agents of their *failure to file* a report. (Section 7(b) of the Act)

(Source: Amended at 35 Ill. Reg. 12761, effective July 18, 2011)