**Section 2720.25 Form of Papers Filed**

a) Each form provided by the Department that specifies the information to be provided shall be completed in full as indicated. Every other document prepared by claimants, parties, or their representatives shall bear the name of the claimant, either the Social Security or Claimant Identification Number of the claimant, the name and address of the employer, the name, address, and telephone number of the person filing the document, and, if a person has received notice of appeal, the docket number of that appeal.

b) The omission of necessary information described in subsection (a) may lead to substantial delay in the review process of the document and could prevent any consideration of the document or its contents. In instances in which information cannot be obtained by other means, the Department shall immediately return the document with a description of the needed information to the person who filed it. If the document with all required information is returned within 10 days after the date the Department mailed it back to the person, the document shall be considered filed on the date the Department originally received it.

(Source: Amended at 43 Ill. Reg. 6385, effective May 14, 2019)