

Ordinance No. 04- 16

AN ORDINANCE APPROVING A RECIPROCAL AGREEMENT ON EXCHANGE OF INFORMATION WITH THE ILLINOIS DEPARTMENT OF REVENUE

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHATHAM, SANGAMON COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: That certain Reciprocal Agreement on Exchange of Information Between the Village of Chatham and the Illinois Department of Revenue, a copy of which is attached hereto, is hereby approved.

SECTION 2: The Village President is hereby authorized to execute the consulting agreement, and thereafter, the proper officers and employees of the Village are authorized and directed to carry out the agreement according to its terms.

SECTION 3: This Ordinance is effective immediately.

PASSED this 13 day of APRIL, 2004.

Thomas S Gray

VILLAGE PRESIDENT

ATTEST:

[Signature]

Village Clerk



AYES: 6 HEER MADDAMS BOLLE MCCARTY MCGRATH KAVANAGH
NAYS: 0

PASSED: 4-13-04
APPROVED: 4-13-04

ABSENT:

0

ORDINANCE CERTIFICATE

STATE OF ILLINOIS)
) SS.
COUNTY OF SANGAMON)

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk of the Village of Chatham, Sangamon County, Illinois.


I do further certify that the ordinance attached hereto is a full, true, and exact copy of Ordinance No. 04-16, adopted by the President and Board of Trustees of said Village on the 13 day of APRIL, 2004, said Ordinance being entitled:

AN ORDINANCE APPROVING A RECIPROCAL AGREEMENT ON EXCHANGE OF INFORMATION WITH THE ILLINOIS DEPARTMENT OF REVENUE

I do further certify that prior to the making of this certificate, the said Ordinance was spread at length upon the permanent records of said Village, where it now appears and remains.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said Village this 13 day of APRIL, 2004.




Village Clerk

**RECIPROCAL AGREEMENT ON EXCHANGE OF INFORMATION
BETWEEN THE VILLAGE OF CHATHAM
AND THE
ILLINOIS DEPARTMENT OF REVENUE**

The Illinois Department of Revenue, in accordance with the statutes of the State of Illinois, agrees to share under the terms of this Reciprocal Agreement on Exchange of Information with the City/Village of Chatham returns and return information obtained pursuant to the Simplified Municipal Telecommunications Tax Act.

The Municipality agrees to share with the Department tax returns and return information for the taxes that it imposes under the Act.

It is further agreed that all returns and return information exchanged will be used only for the official purposes of the State and of the Municipality and shall be kept confidential in accordance with the Act. Each party agrees to take appropriate steps to protect from unauthorized disclosure the tax information obtained pursuant to the Reciprocal Agreement and to destroy it when no longer needed by shredding or other appropriate means.

The Municipality agrees to follow the procedures to protect the confidentiality of information provided in "Minimum Standards Required to Safeguard Information Given as a Result of a Reciprocal Agreement on the Exchange of Information", which is incorporated into the Reciprocal Agreement as Attachment A. Both parties understand and agree that the Department will not provide any information under the Reciprocal Agreement to the Municipality unless and until the Municipality signs Attachment A.

It is agreed that only the chief executive of the Municipality may request information, inspect returns, or receive related information from the Department. The Department agrees to provide the Municipality with a written list showing the names and official titles of personnel designated by it to request information, inspect returns, or receive related information from the Municipality. Both parties agree to furnish additions to and deletions from the lists as they occur. It is agreed that no information provided under the Reciprocal Agreement will be provided by telephone or pursuant to a telephone request.

It is further agreed that either party for administrative reasons may refuse to share information.

The Reciprocal Agreement may be cancelled by either party at any time and will be cancelled in the event of any unauthorized use or disclosure of State tax returns or return information obtained pursuant to the Reciprocal Agreement or failure to abide by the

procedures set forth by the Department for safeguarding the confidentiality of such returns or return information.

Director
Illinois Department of Revenue

Date

Thomas J Gray

Chief Executive of the Municipality

Pat Schrad

Clerk of the Municipality

APRIL 13, 2004

Date

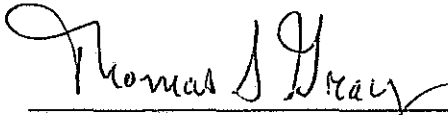


ATTACHMENT A

MINIMUM STANDARDS REQUIRED TO SAFEGUARD INFORMATION
GIVEN AS A RESULT OF A RECIPROCAL AGREEMENT
ON THE EXCHANGE OF INFORMATION

1. All requests for information under the Reciprocal Agreement on the Exchange of Information (the "Reciprocal Agreement") will be in writing and addressed to the appropriate contact person at the Illinois Department of Revenue (the "Department").
2. Information received under the Reciprocal Agreement will be kept in a locked storage facility, e.g., locked file cabinet, closet, desk, etc., that is only accessible by persons authorized under the Reciprocal Agreement to receive information.
3. Any municipality that receives information under the Reciprocal Agreement will promptly notify the Department when an employee, who has been authorized to receive information under the Reciprocal Agreement, leaves employment of the municipality or otherwise is no longer authorized by statute or by the municipality to receive the information.
4. Any municipality that receives information under the Reciprocal Agreement will report immediately to the Department any possible or suspected breach of confidentiality of the information.
5. The proper method for destruction of information that is no longer needed is shredding.
6. Any municipality that receives information under the Reciprocal Agreement agrees to allow the Department to physically view its facilities to insure proper compliance with these standards.

The City/Village of Chatham agrees to abide by the aforementioned standards in safeguarding the information that it receives pursuant to the Reciprocal Agreement on the Exchange of Information, which it has entered into with the Illinois Department of Revenue.



Chief Executive of the Municipality
APRIL 13, 2004

Date