

# REPORTING REQUIREMENTS



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
JB Pritzker, Governor

## EDGE Tax Credit Program

Economic Development for a Growing Economy

With the approval of your Illinois EDGE tax credit incentive, you are required to complete certain reporting requirements as identified below:

### 1. **Agreed Upon Procedures Audit (AUP)**

Companies seeking to claim their first tax credit certificate are required to submit an Agreed-Upon Procedures audit (AUP) within 90 days after its tax year-end (3/31 for companies with a 12/31 tax-year end).

### 2. **Annual Tax Credit Report**

To receive an annual tax credit certificate, companies must provide documentation that the required project investments and full-time jobs requirements have been attained. Required forms (Exhibit D and Exhibit E) must be submitted annually to DCEO. For the first-year reporting, submissions must be within 90 days of the tax year-end date; subsequent submissions must be submitted 45 days after tax year-end (2/15 for companies with 12/31 tax year-end periods). Required forms can be found on the EDGE website at [Economic Development for a Growing Economy Tax Credit Program \(EDGE\) - Incentives \(illinois.gov\)](https://www.illinois.gov/economic-development/growing-economy-tax-credit-program/edge-incentives).

Please submit the completed report through the SmartSheet link: [EDGE Tax Certificate Submission Form \(smartsheet.com\)](https://smartsheet.com/edge-tax-certificate-submission-form)

### 3. **Vendor Diversity/Sexual Harassment Policy Reporting**

Reporting is required for companies that entered into EDGE Agreements (or amended an existing agreement) after October 1, 2017, AND the related companies identified in the EDGE application employ over 100 individuals worldwide. In these cases, the company responsible for new job creation is required to complete the Vendor Diversity/Sexual Harassment Policy Report by April 15 each year. Failure to submit this form annually by April 15 will result in a loss of tax credits for that taxable year. The report form can be found on the EDGE website at [Economic Development for a Growing Economy Tax Credit Program \(EDGE\) - Incentives \(illinois.gov\)](https://www.illinois.gov/economic-development/growing-economy-tax-credit-program/edge-incentives).

### 4. **Corporate Accountability**

Pursuant to the Corporate Accountability for Tax Expenditure Act, the first annual report is due the year after the year in which the EDGE agreement was executed. For example, companies with EDGE agreements dated in 2021 must submit their first online report during 2022 for the period ending 12-31-21. Notice of reporting is sent annually and includes filing instructions and due dates. Additional information regarding this report can be found on the Illinois Accountability Project website at [DCEO - Illinois Corporate Accountability \(ildceo.net\)](https://ildceo.net).

**For questions, please contact EDGE staff at [CEO.EDGE@illinois.gov](mailto:CEO.EDGE@illinois.gov)**