



ORDINANCE NO. 1955-19

AN ORDINANCE AUTHORIZING THE EXECUTION OF A CERTAIN RECIPROCAL AGREEMENT ON EXCHANGE OF INFORMATION BETWEEN THE VILLAGE OF HAWTHORN WOODS AND THE ILLINOIS DEPARTMENT OF REVENUE

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Village Clerk be, and the same are, are hereby authorized to execute a certain Agreement with the Illinois Department of Revenue, in substantially the form attached hereto as Exhibit "A", and, by this reference, made a part hereof.

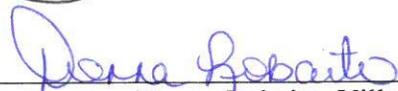
The foregoing Ordinance was adopted by a roll call vote as follows:

AYES: Gasik, Kaiser, Less, Corrigan, Dimaggio

NAYS: 0

ABSENT AND NOT VOTING: David

APPROVED:   
Joseph Mancino, Mayor

ATTEST:   
Donna Lobaito, Village Clerk

ADOPTED: May 28, 2019

APPROVED: May 28, 2019

**RECIPROCAL AGREEMENT ON EXCHANGE OF INFORMATION  
BETWEEN THE Village of Hawthorn Woods  
AND THE  
ILLINOIS DEPARTMENT OF REVENUE**

The Illinois Department of Revenue (the "Department"), in accordance with the statutes of the State of Illinois, agrees to share under the terms of this Reciprocal Agreement on Exchange of Information (the "Reciprocal Agreement") with the City/Village of Village of Hawthorn Woods (the "Municipality") returns and return information obtained pursuant to the Simplified Municipal Telecommunications Tax Act (the "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 chief executive of the Municipality will provide the Department with a list of names and official titles of personnel designated by him or her to request information, inspect returns, or receive related information on his or her behalf. 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 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.

Illinois Department of Revenue

David Harris by Ann All  
Director, Illinois Department of Revenue

7/29/19  
Date

Village of Hawthorn Woods  
Municipality

[Signature]  
Chief Executive of the Municipality

[Signature]  
Clerk of the Municipality

May 28, 2019  
Date

**RECEIVED**

JUL 25 2019

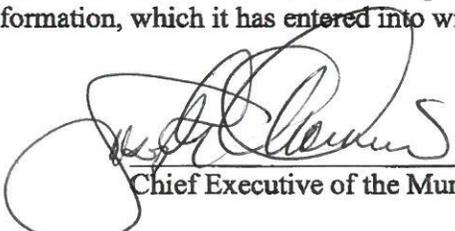
Local Tax  
Allocation  
Division

**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, or 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 Village of Hawthorn Woods 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

\_\_\_\_\_  
Date



2 LAGOON DRIVE - HAWTHORN WOODS, ILLINOIS 60047 (847) 438-5500

May 28, 2019

Local Tax Allocation Division (MC 3-500)  
101 W Jefferson St  
Springfield, IL 62702-5145

Email: [rev.localtax@illinois.gov](mailto:rev.localtax@illinois.gov)

To Local Tax Division:

The Village of Hawthorn Woods is requesting, pursuant to the Reciprocal Agreements on Exchange of Information, the remittance reports available to this municipality for businesses registered in our jurisdiction for the current calendar year.

The following list of employees or individuals are authorized to view and electronically request the confidential information through My Local Tax portal:

Pamela Newton, Chief Operating Officer  
Donna Lobaito, Chief Administrative Officer/Village Clerk  
Kristin Kazenas, Chief Financial Officer/Human Resources Director

Sincerely,

Joseph Mancino  
Mayor