



# DEKALB COUNTY CLERK & RECORDER'S OFFICE



TASHA SIMS  
COUNTY CLERK & RECORDER

110 E. SYCAMORE STREET  
SYCAMORE, IL 60178  
(815) 895-7149

## Statements of Economic Interests (SEI)

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*PLEASE NOTE: Neither DeKalb County nor the DeKalb County Clerk's Office is able to provide any legal advice or consultation to any elected officials, candidates for office or employees regarding the filing of Statements of Economic Interest (SEIs). It is important for each affected individual to consider this obligation carefully and to consult an attorney if, appropriate. The following information is provided as mere background information for any who are affected by the SEI filing requirement.*

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**Original SEI Statute:** [5 ILCS 420/3A-45](#)

**Updated SEI Questions from 2021 Statute:** [Public Act 102-0662](#)

In accordance with the Illinois Governmental Ethics Act, 5 ILCS 420, many county employees, public officials and appointees to boards or commissions are required to submit an economic interest filing to the County Clerk & Recorder's Office. Local government agencies certify a list of individuals who must file a Statement of Economic Interests (SEI) each year with the Clerk's Office by **May 1**.

The Clerk & Recorder's Office is responsible for accepting and retaining these records. The Clerk & Recorder's Office is not responsible for assisting filers on how to complete the form.

### **Examples of Persons Required to File a Statement of Economic Interest:**

1. All DeKalb County elected officials
2. All members of Boards or Commissions unless they function only in an advisory capacity
3. All local government personnel within DeKalb County who:  
Function as a department head and
  - o have responsibility over contracts
  - o have authority to approve licenses or contracts
  - o are involved with arbitration
  - o have authority to promulgate rules or regulations
  - o have supervisory responsibility for 20 or more employees
  - o holds a position that requires a school administrative certificate

## **Who has to File**

### **Requirements to File Statements of Economic Interests with the County Clerk's Office**

Excerpt from Article 4A-101 of the Illinois Governmental Ethics Act

4A-101. The following persons shall file verified written statements of economic interests, as provided in this Article...

(g) Persons who are elected to office in a unit of local government and candidates for nomination or election to that office.

(h) Persons appointed to the governing board of a unit of local government, or of a special district, and persons appointed to a zoning board, or zoning board of appeals, or to a regional, county, or municipal plan commission, or to a board of review of any county, and persons appointed to a board or commission of a unit of local government. This applies only to board members who have authority to authorize the expenditures of public funds, but does not apply to those who function in an advisory capacity.

(i) Persons who are employed by a unit of local government and are compensated for services as employees and not as independent contractors and who:

1. are, or function as, the head of a department, division, bureau, authority or other administrative unit, or who exercise similar authority within the unit of local government;
2. have direct supervisory authority over, or direct responsibility for the formulation, negotiation, issuance or execution of contracts entered into by the unit of local government in the amount of \$1,000 or greater;
3. have authority to approve licenses and permits. Employees who function in a ministerial capacity are not required to file;
4. adjudicate, arbitrate, or decide any judicial or administrative proceeding, or review the adjudication, arbitration or decision of any judicial or administrative proceeding within the authority of the unit of local government;
5. have authority to issue or promulgate rules and regulations within the areas under the authority of the unit of local government; or
6. have supervisory responsibility for 20 or more employees of the unit of local government.

(k) Persons employed by a school district whose position requires them to hold an administrative or chief school business official endorsement.

## **Where to File**

The statements of economic interests required of persons listed in items (g), (h), (i) and (k) of Section 4A-101 shall be filed with the DeKalb County Clerk & Recorder's Office:

In-Person or Mail: DeKalb County Clerk, 110 E. Sycamore St., Sycamore, IL 60178

Fax: (815) 895-7148

Scan & Email: [countyclerk@dekalbcounty.org](mailto:countyclerk@dekalbcounty.org)

### **Economic Interest Penalties**

Any person failing to file a statement of economic interests by **May 1** of any year, will be notified by the DeKalb County Clerk by mail of the individual's failure to file. Individuals must then file their statement of economic interests on or before May 15 with the DeKalb County Clerk with a \$15 late filing fee. Failing to file by May 15 will result in a \$100 penalty for each day from May 16 to the date of filing, in addition to the \$15 late filing fee. Failure to file by May 31 shall result in a forfeiture in accordance with Section 4A-107 of this Act. (*See below*)

### **Section 4A-107**

Any person required to file a statement of economic interests under this Article who willfully files a false or incomplete statement shall be guilty of a Class A misdemeanor.

Failure to file a statement within the time prescribed shall result in ineligibility for, or forfeiture of, office of position of employment.

The State's Attorney shall bring an action in quo warranto against any person who has failed to file by either May 31 or June 30 of any given year.