



Report to Determine Succession

Please answer these questions carefully. Your answers may impact upon your liability for Unemployment Insurance contributions.

- 1. a. Date of acquisition (or change of business entity, e.g., from a sole proprietorship to a corporation) _____
- b. Is the previous owner still doing business? _____ Yes _____ No
- c. If No, indicate the date the previous operation ceased doing business. _____
- d. If there is a gap of seven days or more between 1.a. and 1.c., please explain; for example: seasonal business, closed for remodeling, or other. _____

- 2. a. Name of previous owner _____
- Doing business as _____
- What was the previous owner's trade or business? _____
- What was his principal product or service? _____ % Sales or Receipts _____
- Illinois U.I. account number (if known) _____ Fed. I.D. Number (if known) _____
- Address: _____
- E-mail Address: _____

Enter the required information for sole proprietor or each partner or officer:

Name	Title	Social Security No.	Home Address	Home Phone	E-mail address
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- b. Name of current owner _____
- Doing business as _____
- What is your trade or business? _____
- What is your principal product or service? _____ % Sales or Receipts _____
- Illinois U.I. account number _____ Fed. I.D. Number _____
- Address: _____
- E-mail Address: _____

Enter the required information for sole proprietor or each partner or officer:

Name	Title	Social Security No.	Home Address	Home Phone	E-mail address
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Check all boxes that apply to you:

3. What is the nature of this acquisition or change of business entity?
- A. Purchase of Business Entirely In Part (Explain) _____
- B. Lease of Business Entirely In Part (Explain) _____
- C. Change in Type of Business Entity
From: Sole Proprietor Partnership Corporation Other (Explain) _____
To: Sole Proprietor Partnership Corporation Other (Explain) _____
- D. Corporate Change:
 Merger or consolidation Reorganization Issuance of new corporate charter
- E. Foreclosure Receivership Bankruptcy
If bankruptcy was checked, did you purchase the assets through federal bankruptcy court? Yes No
- F. Death of Owner Partner
4. a. Did the former owner operate at more than one location in Illinois? Yes No If no, skip to #5.
b. Did you acquire all of the former owner's business locations in Illinois? Yes No
c. What number of locations did you acquire? _____
d. List the name and address of the additional Illinois business locations acquired by you (attach additional sheets if necessary):
- | Name and address | City/Town | State | Zip | County |
|------------------|-----------|-------|-------|--------|
| Location 1 | _____ | _____ | _____ | _____ |
| Location 2 | _____ | _____ | _____ | _____ |
| Location 3 | _____ | _____ | _____ | _____ |
| Location 4 | _____ | _____ | _____ | _____ |
| Location 5 | _____ | _____ | _____ | _____ |
| Location 6 | _____ | _____ | _____ | _____ |
5. Is your Illinois business owned, managed or controlled in any way by the same interests that owned, managed or controlled the former business? Yes No
6. Did you acquire all of the Illinois operations? Yes No
If **No**, percent of Illinois operations that you acquired _____ %
Percent of operations retained by previous owner _____ %
7. Are you employing all of the same people that the previous owner did on the last day of business? Yes No
If **No**, how many people were employed by the former owner? _____
How many of them did you employ? _____
How many people are you employing? _____
8. What percent of the former owner's assets did you acquire? _____
Percent of assets retained by previous owner _____
9. Did you acquire any of the owner's trade or business?
 Yes No If yes, what percent? _____ %
If No, what did you acquire? _____

10. Are you conducting the Illinois business you acquired? Yes No

If **No**, is the former owner conducting the business? Yes No

If **neither** you nor the former owner, who is conducting the business? _____

11. Is this business a franchise? Yes No

If **Yes**, did you acquire this from the _____ franchisee or from the _____ franchisor?

CERTIFICATION: I hereby certify that the information contained in this report and any sheets attached hereto is true and correct. This report must be signed by you, a partner, officer or authorized agent within the employing enterprise. If signed by any other person, a power of attorney must be attached.

Name of Acquiring Employer _____

Signature _____ Title _____

Date _____

If you should need further assistance in filling out this form, you may contact the Employer Hot Line Section at telephone number **(800) 247-4984**. The TTY number is **(866) 212-8831**.

This state agency is requesting information that is necessary to accomplish the statutory purpose as outlined under 820 ILCS 405 / 100 - 3200. Disclosure of this information is **REQUIRED**. Failure to disclose this information may result in statutorily prescribed liability and sanction, including penalties and / or interest.

For a full explanation of succession, visit our web site at www.ides.state.il.us. Click on Publications and find the Guide to the Illinois Unemployment Insurance Act.

INSTRUCTIONS FOR REPORT TO DETERMINE SUCCESSION

The Department's determination as to whether you have acquired the employing enterprise of the previous owner may affect the rate at which you pay contributions.

If you are determined to be a transferee of assets of the previous owner's business, you may be obligated under the Unemployment Insurance Act for the payment of debts owed by the business.

If you purchase or lease an existing business, in whole or in part or if you change the organization of your business entity (e.g. from a partnership to a corporation, from a corporation to a proprietorship, etc.), it is required that you fill out this form.

Succession will be determined based upon several criteria. For example:

1. The percentage of the existing business entity that was acquired by you.
2. The percentage of the workers employed by the previous owner that were subsequently employed by you.
3. The percentage of the business assets of the previous owner acquired by you. Assets are defined as inventory, real property, machinery, accounts receivable, goodwill, etc.
4. Determination of succession is also based upon the amount of time that has elapsed since the previous owner ceased employing workers in Illinois and the new owner began employing workers.

The purchaser of less than substantially all of another's business may acquire a portion of that predecessor's experience under certain conditions. This transfer is optional and may be beneficial or detrimental.