**Section 310.70 Service**

a) Service of any document may be by mail or by personal delivery. Proof of service will be attached to the original of any document served. In the absence of evidence to the contrary, the date shown on the proof of service shall be deemed the date of service.

b) Service on the Comptroller, Director, or on the Department, is made by service on the Comptroller or Director, at the Chicago headquarters, or at the Springfield headquarters.

c) Service of any document as provided in the above paragraph will include at least three copies of the documents served.