**Section 1570.40 Employer's Identifying Information**

a) There shall be one employer's identification number issued for each political entity under coverage. The designated reporting official shall file one consolidated report of wages for all departments within the entity for retroactive coverage under a new coverage agreement for periods prior to January 1, 1987. Functional units of administration which are integral parts of the entity, even though maintaining separate divisional payrolls, shall not report wages separately to the State Agency unless such functional units have been authorized for reporting purposes by the State Agency.

b) The employer identification number and mailing address shall not be changed or altered upon the preprinted wage report. If a change of address or appointment of a new reporting official has occurred, the State Agency shall be notified immediately in writing. If, through mailing error one entity receives another entity's report forms, it shall be the responsibility of the reporting official to immediately contact the State Agency.

(Source: Amended at 13 Ill. Reg. 1577, effective January 23, 1989)