

PROCEDURES TO ACCESS LL DATA

DATE	VERSION	CHANGE DESCRIPTION
9/29/2022	001	Initial Version.

General Information

Following is an overview of the Limited Liability Company (LLC) procedures that are utilized to obtain LLC data from the Illinois Secretary of State's office.

The data is comprised of eight (8) different data sets for each record type (Master, Name, Agent, Annual Report, Assumed Names, Old Names, Manager and Series data). Each record type can be related by a unique file number. Each file will contain a header record indicating the date and Name of file, the format of which is 'RUN DATE = CCYYMMDD FILE:<File Name>' followed by filler of spaces. Each file will also contain a trailer record indicating the end of file and total number of records in the file, the format of which is 'END OF FILE RECORD COUNT= <Count>' followed by filler of spaces. The count is defined to be 7 digits long.

There will be one set of each of these 8 files generated at the time the job runs (Daily). Each of these files generated would contain all the records and not just the additional/changed records.

For every master record collected, all record types associated with the file number will be transmitted in their own specific data set.

The Master record types will be transmitted in fixed-length one hundred and thirty-six (136) character records. All fields therein, character or numeric, are in display format (i.e., no packed fields).

The Name record types will be transmitted in fixed-length one hundred and twenty-eight (128) character records.

The Agent record types will be transmitted in fixed-length one hundred and sixty-four (164) character records.

The Annual Report record types will be transmitted in fixed-length seventy-four (74) character records.

The Assumed Names record types will be transmitted in fixed-length two hundred and eighty-one (281) character records.

The Old Names record types will be transmitted in fixed-length one hundred and thirty-nine (139) character records.

The Manager record types will be transmitted in fixed-length one hundred and sixty-three (163) character records.

The Series record types will be transmitted in fixed-length two hundred and seventy-seven (277) character records.

There will be only one (1) Master record for every file number. There will also be exactly one (1) Name, Agent and Annual Report record per file number written to the Master data set. Multiple Assumed Names, Old Names, Manager and Series records could be associated with each Master. It is also possible not to have any associated records, only a Master/Name/Agent/Annual Report. The file number is unique; it is associated with only one Master record.

The Agent record contains the agent's name and address information. There is no associated state field as all agents must have/use an Illinois address.

RECORD DESCRIPTIONS

LL-MASTER

DD No.	COBOL NAME	PICTURE	POSITION
42001	LL-FILE-NUMBER	9(08)	001 – 008
42009	LL-PURPOSE-CODE	9(06)	009 – 014
42010	LL-STATUS-CODE	9(02)	015 – 016
42011	LL-STATUS-DATE	9(08)	017 – 024
42012	LL-ORGANIZED-DATE	9(08)	025 – 032
42013	LL-DISSOLUTION-DATE	9(08)	033 – 040
42014	LL-MANAGEMENT-TYPE	9(01)	041 – 041
42016	LL-JURIS-ORGANIZED	X(02)	042 – 043
42017	LL-RECORDS-OFF-STREET	X(45)	044 – 088
42018	LL-RECORDS-OFF-CITY	X(30)	089 – 118
42019	LL-RECORDS-OFF-ZIP	X(09)	119 – 127
42016	LL-RECORDS-OFF-JURIS	X(02)	128 – 129
42020	LL-ASSUMED-IND	9(01)	130 – 130
42021	LL-OLD-IND	9(01)	131 – 131
42022	LL-PROVISIONS-IND	9(01)	132 – 132
42086	LL-OPT-IND	9(01)	133 – 133
42103	LL-SERIES-IND	X(01)	134 – 134
42107	LL-UAP-IND	X(01)	135 – 135
42106	LL-L3C-IND	X(01)	136 – 136

LL-NAME

DD No.	COBOL NAME	PICTURE	POSITION
42001	LL-FILE-NUMBER	9(08)	001 – 008
42028	LL-NAME	X(120)	009 - 128

LL-AGENT

DD No.	COBOL NAME	PICTURE	POSITION
42001	LL-FILE-NUMBER	9(08)	001 – 008
42002	LL-AGENT-CODE	9(01)	009 – 009
42003	LL-AGENT-NAME	X(60)	010 – 069
42004	LL-AGENT-STREET	X(45)	070 – 114
42005	LL-AGENT-CITY	X(30)	115 – 144
42006	LL-AGENT-ZIP	9(09)	145 – 153
42007	LL-AGENT-COUNTY-CODE	9(03)	154 – 156
42008	LL-AGENT-CHANGE-DATE	9(08)	157 – 164

LL-ANNUAL-REPORTS

DD No.	COBOL NAME	PICTURE	POSITION
42001	LL-FILE-NUMBER	9(08)	001 – 008
42023	LL-CUR-MAIL-DATE	9(08)	009 – 016
42024	LL-CUR-FILE-DATE	9(08)	017 – 024
42025	LL-CUR-DELIQ-DATE	9(08)	025 – 032
42026	LL-CUR-PAID-AMT	9(05)	033 – 037
42027	LL-CUR-YEAR-DUE	9(04)	038 – 041
42023	LL-PV-MAIL-DATE	9(08)	042 – 049
42024	LL-PV-FILE-DATE	9(08)	050 – 057
42025	LL-PV-DELIQ-DATE	9(08)	058 – 065
42026	LL-PV-PAID-AMT	9(05)	066 – 070
42027	LL-PV-YEAR-DUE	9(04)	071 – 074

LL-ASSUMED-NAME

DD No.	COBOL NAME	PICTURE	POSITION
42001	LL-FILE-NUMBER	9(08)	001 – 008
42033	LL-ASSUMED-ADOPT-DATE	9(08)	009 – 016
42034	LL-ASSUMED-CAN-DATE	9(08)	017 – 024
42035	LL-ASSUMED-CAN-CODE	9(01)	025 – 025
42036	LL-ASSUMED-RENEW-YEAR	9(04)	026 – 029
42089	LL-ASSUMED-RENEW-DATE	9(08)	030 – 037
42037	LL-ASSUMED-IND	9(01)	038 – 038
42028	LL-LLC-NAME	X(240)	039 – 278
42097	LL-SERIES-NBR	9(03)	279 – 281

LL-OLD-NAME

DD No.	COBOL NAME	PICTURE	POSITION
42001	LL-FILE-NUMBER	9(08)	001 – 008
42038	LL-OLD-DATE-FILED	9(08)	009 – 016
42028	LL-LLC-NAME	X(120)	017– 136
42097	LL-SERIES-NBR	9(03)	137 – 139

LL-MANAGER-MEMBER

DD No.	COBOL NAME	PICTURE	POSITION
42001	LL-FILE-NUMBER	9(08)	001 – 008
42039	LL-MM-NAME	X(60)	009– 068
42040	LL-MM-STREET	X(45)	069 – 113
42041	LL-MM-CITY	X(30)	114 – 143
42016	LL-MM-JURIS	X(02)	144 – 145
42042	LL-MM-ZIP	X(09)	146 – 154
42043	LL-MM-FILE-DATE	9(08)	155 – 162
42044	LL-MM-TYPE-CODE	9(01)	163– 163

LL-SERIES-NAMES

DD No.	COBOL NAME	PICTURE	POSITION
42001	LL-FILE-NUMBER	9(08)	001 – 008
42097	LL-SERIES-NUMBER	9(03)	009– 011
42098	LL-SERIES-STATUS	9(02)	012 – 013
42099	LL-STATUS-DATE	9(08)	014 – 021
42100	LL-BEGIN-DATE	9(08)	022 – 029
42101	LL-DISSOLUTION-DATE	9(08)	030 – 037
42102	LL-SERIES-NAME	X(240)	038 – 277

DATA ELEMENT DESCRIPTIONS

42001	<p>The file number is a unique number assigned to every Limited Liability Company at the time they file with the Illinois Secretary of State's office.</p> <p>Each number is processed thru a check digit routine (modified modulus 11) with the last position of each number being the check digit.</p> <p>This number will be used throughout the system when accessing this company</p>	Numeric, greater than zero and correct computed check digit.
42002	<p>The agent code will describe as an individual, or as of one of the following service bureaus, that act as agents.</p> <p>0 = Individual Agent 1 = CT Corporation System 3 = Prentice-Hall Corp</p> <p>4 = US Corporation 5 = Illinois Corporation Service Company 6 = National Registered Agents Inc 8 = Agent Vacate Pending 9 = Agent Vacated</p>	Must be numeric and less than 7. Code 8 & 9 used by ILSOS for vacating agents.
42003	The agent's name will be spelled out in this field, including any of the special coded agents.	N/A
42004	The agent's street will be described in this field, including any of the special coded agents.	N/A
42005	The agent's city will be described in this field, including any of the special coded agents.	N/A
42006	The agent's zip code will be described in this field, including any of the special coded agents.	N/A
42007	The agent's county code within Illinois, including any of the special coded agents.	Validate numeric county code thru "ILCN74" library (i.e., a called routine)
42008	This field will contain the date of the last registered agent change. It will contain the date of organization until the first agent change.	Must be numeric and greater than zero. The date is in century, year, month, and day sequence.
42009	This field will contain the business code from IRS Form 1065, which will include the purpose for which the LLC is organized.	Must be numeric and greater than zero.

42010	<p>This field will contain the current status of the LLC.</p> <p>00 = Goodstanding 08=Voluntary Diss./Terminated 01 = Reinstated 09 = Involuntary Dissolution 02 = NGS 10 = Merged 03 = Domesticated 11 = Dissolved 04 = Converted 12 = Void 05 = Agent Vacated 13 = Bankruptcy 06 = Withdrawn 14 = Incomplete File 07 = Revoked</p>	Must be numeric and less than 15.
42011	<p>This field will contain the date the current status of the LLC was attained. On new LLCs, the date of organization with be contained in this field.</p>	Numeric and must be in century, year, month, and day.
42012	<p>The date which the LLC was organized to do business in Illinois. For foreign LLCs, this will not necessarily be the same date they were organized in their original jurisdiction.</p>	The date will be in century, year, month, and day format.
42013	<p>The latest date upon which the LLC is to dissolve.</p>	The date will be in century, year, month, and day format.
42014	<p>This indicator will describe what type of management has been selected by the LLC:</p> <p>0 = No type selected (Foreign only) 1 = Member Managed 2 = Manager Managed 3 = Member and Manager Managed</p>	Must be numeric and equal to a 0, 1, 2 or 3.
42016	<p>The jurisdiction field will contain the jurisdiction which applies to the situation. This will either be a state or a country. If it is a state, then the two character alpha abbreviation will be present in this field. If the jurisdiction is a country, then this field will be numeric, and the numeric code must relate to a code on the country code table.</p>	Verify a state using "ILST74". Verify country codes by using library routine
42017	<p>The street address where the LLC will keep all records as defined in the LLC act.</p>	None
42018	<p>The city where the LLC will keep all records as defined in the LLC act.</p>	None
42019	<p>The zip code where the LLC will keep all records as defined in the LLC act.</p>	None

42020	If the LLC has adopted an assumed name, this indicator will be set. 0 = No assumed name 1 = Assumed name on file	Numeric and less than 2.
42021	If the LLC has changed its original name, an old name will then be created, and this indicator will be set. 0 = No old name 1 = Old name on file	Numeric and less than 2.
42022	This indicator will denote if any, or all, provisions have been selected by the LLC. 0 = No provisions selected 1 = Some, but not all, provisions selected 2 = All provisions selected	Numeric and less than 3.
42023	This will contain the date the annual report was mailed to the LLC.	Numeric and in century, year, month and day sequence.
42024	This will contain the date the annual report was filed.	Numeric and in century, year, month and day sequence.
42025	This will contain the date the delinquent notice was mailed.	Numeric and in century, year, month, and day sequence.
42026	This will contain the annual report filing fee collected for the reporting year.	Numeric
42027	This will contain the reporting year of the annual report. The year will not necessarily be the same as the year filed or the year the report was mailed.	Numeric and in century year sequence.
42028	This field will contain the LLC name.	None
42033	This field will contain the date the assumed name was adopted.	Numeric and in century, year, month and day sequence.
42034	This field will contain the date the assumed name was cancelled.	Numeric and in century, year, month and day sequence.
42035	This field will indicate the type of cancellation that occurred. 1 = voluntary cancellation 2 = involuntary cancellation	Numeric and less than 3.
42036	This field will contain the next year the assume name is to be renewed. This year is to be divisible by five.	Numeric and century and year sequence.

42037	This will determine the type of assumed name as by the following code: 0 = Assumed name 1 = Foreign assumed name	Numeric and less than 2.
42038	This field will contain the date the LLC old name was created.	Numeric and in century, year, month and day sequence.
42039	This field will contain the name of a manager or member of the LLC.	None.
42040	This field will contain the street address of a manager or member of the LLC.	None.
42041	This field will contain the city of a manager or member of the LLC.	None.
42042	The manager or member's zip code will be described in this field.	None.
42043	This field will contain the filed date of a manager or member of the LLC.	Numeric, and must be in century, year, month and day.
42044	This field will indicate whether this record contains a manager, member or a manager-member. 1 = manager 2 = member 3 = both a manager and member	Numeric, and equal to 1, 2 or 3.
42086	This code will describe if an LLC has “opted in” to the new LLC Act (which became effective January 1, 1998). 0 = Did not opt in 1 = Opted in	Must be numeric and less than 2.
42089	This data element will contain the date of the assumed name was renewed last.	Numeric and must be in century, year, month and day.
42097	This field will contain a number generated by the system. It is a consecutive number starting with the number 001. It is used to distinguish between multiple series with the same file number. It isn’t used for anything else except to track a particular series thru the system.	Must be numeric and less than zero.
42098	This field will contain the status of this particular series. It is either active, terminated, Involuntary Terminated or Merged. 00 = Active 01 = Terminated 02 = Involuntary Terminated 03 = Merged	Must be numeric and less than 4.

42099	This field will contain the date the status was last changed. For active it will be the date it was adopted and for terminated it will be the date it was terminated.	Must be numeric and in century, year, month, day sequence.
42100	This field will contain the date the series was adopted.	Must be numeric and in century, year, month, day sequence.
42101	This field is not currently being used.	None
42102	This field will contain the 240-character series name. It must contain the LL_Master LLC name which is the designator for this series.	None.
42103	This field will indicate whether this LLC filed as a designator to enable it to file Series. Y = Is a designator	Y or space.
42106	This field will indicate if the filing is a L3C or LWCA designation. Space and N = No indicator W = LWCA designation Y = L3C designation	Space, N, W or Y.
42107	This field will indicate if the filing has an Unacceptable payment. Y= is an Unacceptable Payment. N = Not an Unacceptable Payment.	N or Y.

COUNTY CODES

NAME	ALPHA	NUMERIC	NAME	ALPHA	NUMERIC
Adams	AD	001	Henry	HE	037
Alexander	AX	002	Iroquois	IR	038
Bond	BO	003	Jackson	JK	039
Boone	BN	004	Jasper	JA	040
Brown	BR	005	Jefferson	JF	041
Bureau	BU	006	Jersey	JE	042
Calhoun	CL	007	Jo Daviess	JO	043
Carroll	CR	008	Johnson	JN	044
Cass	CA	009	Kane	KA	045
Champaign	CH	010	Kankakee	KK	046
Christian	CT	011	Kendall	KE	047
Clark	CK	012	Knox	KN	048
Clay	CY	013	Lake	LK	049
Clinton	CN	014	La Salle	LS	050
Coles	CO	015	Lawrence	LR	051
Cook-Not in City of Chicago	CC	016	Lee	LE	052
Cook-In City of Chicago	CG	103	Livingston	LI	053
Crawford	CF	017	Logan	LO	054
Cumberland	CU	018	Mc Donough	MC	055
De Kalb	DK	019	Mc Henry	MH	056
De Witt	DW	020	Mc Lean	MK	057
Douglas	DO	021	Macon	MO	058
Du Page	DU	022	Macoupin	MP	059
Edgar	ED	023	Madison	MD	060
Edwards	ED	024	Marion	MI	061
Effingham	EF	025	Marshall	ML	062
Fayette	FA	026	Mason	MS	063
Ford	FO	027	Massac	MA	064
Franklin	FR	028	Menard	MN	065
Fulton	FU	029	Mercer	ME	066
Gallatin	GA	030	Monroe	MR	067
Greene	GN	031	Montgomery	MY	068
Grundy	GR	032	Morgan	MG	069
Hamiltion	HA	033	Moultrie	MT	070
Hancock	HC	034	Ogle	OG	071
Hardin	HR	035	Peoria	PO	072
Henderson	HN	036	Perry	PE	073

COUNTY CODES (continued)

NAME	ALPHA	NUMERIC	NAME	ALPHA	NUMERIC
Piatt	PI	074	Stephenson	SP	089
Pike	PK	075	Tazewell	TA	090
Pope	PP	076	Union	UN	091
Pulaski	PL	077	Vermilion	VR	092
Putnam	PU	078	Wabash	WB	093
Randolph	RA	079	Warren	WR	094
Richland	RH	080	Washington	WS	095
Rock Island	RI	081	Wayne	WY	096
St. Clair	SC	082	White	WH	097
Saline	SA	083	Whiteside	WT	098
Sangamon	SG	084	Will	WL	099
Schuyler	SY	085	Williamson	WI	100
Scott	ST	086	Winnebago	WN	101
Shelby	SH	087	Woodford	WD	102
Stark	SK	088			