

ILLINOIS DEPARTMENT OF LABOR

Fair Labor Standards Division
Compliance Processing Section
160 North LaSalle Street - Suite C-1300
Chicago, Illinois 60601-3150
Telephone #: 312-793-2804 Facsimile #: 312-814-1210
Web Home Page: <http://www.state.il.us/agency/idol>

INSTRUCTIONS FOR FILING A MINIMUM WAGE AND OVERTIME CLAIM

Complaints must be filed within one (1) year from the date of separation of employment or within one (1) year after the alleged underpayment, whichever occurred later. The Department of Labor may investigate payments made to all employees for up to three (3) years prior to the date the complaint was filed.

In order to best serve you, please follow these simple steps when filing your claim:

- Please print or type the application.
- Answer **all** questions completely. Incomplete responses may delay or hinder the processing of your claim.
- All applications must be signed and dated.
- Be sure to indicate whether or not you wish your name to be revealed to your employer.
- Please provide two (2) copies of the claim application to the Department of Labor and retain one copy for your records. This agency is not responsible for the loss or damage of originals.
- Submit with your application two (2) copies of any documents that are relevant to your claim and retain one copy for your records. These items may assist us in our investigation. This agency is not responsible for the loss or damage of originals.
- Update us immediately in writing whenever you have a change of address. After filing your claim, you must notify the IL Department of Labor each time you move. Your claim may be dismissed if we cannot locate you!
- Be advised that this is lengthy procedure that requires a substantial amount of time to investigate. Your claim will be reviewed promptly upon receipt of the properly completed information. However, you may not hear from this agency for 180 days.
- Mail your completed application to the address indicated on the application.