

County of Adams

Office of County Treasurer

F. Bryden Cory
County Treasurer/Collector
bcory@co.adams.il.us
(217) 277-2223

507 Vermont St Ste G12
Quincy, Illinois 62301-2998

Phone: (217)-277-2245
Fax: (217)-277-2000

Standard Response for Public Records Request "Excess Funds List"

I often receive the following public records request for an excess funds list. Below is an example of a typical request:

Public Records Request

Good Day!

This communication is an electronic formal request for a copy of your county's current year's "**excess funds list**" also known as "*unclaimed excess funds from a tax foreclosure sale*" which we believe is maintained by your department. In case of any confusion, the excess funds to which we are referring are to those arising in the case of a bid over the amount of property taxes owed during a tax sale. We are only looking for uncollected surplus funds on unredeemed properties that have not been disbursed.

The information we need from the records is the tax sale date, owner's name, either the property address or owner's mailing address, and the amount of surplus funds due the owner. If you have these records in electronic format, we prefer the information be sent to us via a email reply (spreadsheet is preferred).

Otherwise, please let us know how much a hard copy of your list will be, and where and to whom to mail the check. If you do not maintain a list of these surplus amounts, any advice on how we could collect that information from existing files you have would be very much appreciated!

If we have reached the wrong department, we would very much appreciate this funds request being forwarded to the correct department, with a carbon copy sent to us (if forwarded by email). If there is anything we can do to aid or expedite the process, please let us know, as we're eager to do whatever we can to make your job easier.

P.S. Although we know most everyone in your office is likely familiar with the tax and public records access code, if you have any questions or concerns please contact us.

Thank you in advance,

John Doe,
Public Records Administrator

Adams County has no excess funds list. Tax buyers only pay the amount due on each property per Illinois Statute:

*Sec. 21-215. Penalty bids. **The person at the sale offering to pay the amount due on each property for the least penalty percentage shall be the purchaser of that property.** No bid shall be accepted for a penalty exceeding 18% of the amount of the tax or special assessment on property.*

Tax buyer package: <http://www.co.adams.il.us/treasurer/Forms/taxsale.pdf>
Tax sale results: <http://www.co.adams.il.us/treasurer/Forms/taxsaleresults.pdf>
Governing Statute 35 ILCS 200/21-215

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