



Stephenson County Treasurer
Stephanie Helms

FREEDOM OF INFORMATION ACT

October 20, 2016

**This Facility: Stephenson County Administrative Offices (Stewart Center – 5th Floor)
Stephenson County Treasurer
50 W. Douglas St., Suite 503
Freeport, IL 61032**

- **This facility is part of the County of Stephenson and houses the Stephenson County Administrative Offices namely the Chief County Assessment Office, County Clerk and Recorder's Office, and the County Treasurer's Office.**
- **The Stephenson County Treasurer's Office has an annual budget of \$98,310.00**
- **The Stephenson County Treasurer's Office employs 2 full time employees and 1 part time employee.**
- **The functions of this office include, but are not limited to, generating and mailing property tax bills, collection and distribution of property tax dollars, accounts payable and receivable for the county, duties associated with payroll, safekeeping and management of the county's various funds and bank accounts, sales tax, and mobile home (personal property) tax.**
- **All records pertaining to this office may be obtained by contacting the Stephenson County Treasurer's Office, 50 W. Douglas Street, Suite 503, Freeport, Illinois 61032. This Office operates Monday through Friday, 8:30am to 4:30pm CST with the exception of Legal or Court holidays.**

Freedom of Information requests must be made in writing. A template form is available for use, but is not mandatory. Requests may be made via mail, special courier, email, or other means as long as it is in writing. Requests should be as detailed as possible to assist in finding the requested information in a timely fashion.

The designated Freedom of Information Act officers for the Stephenson County Treasurer's Office are:

S. Helms – County Treasurer – email: shelms@co.stephenson.il.us

L. Hauck – Chief Deputy Treasurer – email: lhauck@co.stephenson.il.us