

# 2021



State of Illinois  
Department of Revenue

## **MYDEC COUNTY ASSESSOR ACCESS PROCEDURES**

<https://mytax.illinois.gov/mydec/>



# Table of Contents

- When is a PTAX-203, Illinois Real Estate Transfer Declaration, required?..... 3
- Account Administrator Initial Setup..... 4
- Inviting New Users (Administrators Only)..... 13
- Invited User Setup..... 16
- Editing Users (Administrators Only)..... 25
- Deactivate Access ..... 28
- Reactivate Access ..... 29
- Assigning or Re-Assigning User Roles..... 30
- Editing Your Profile ..... 31
- An Overview of the Customer Summary ..... 34
- Search, Sort and Filter..... 35
  - Search ..... 35
  - Sort ..... 37
  - Filter..... 38
- Understanding the Status of a Declaration..... 40
  - MyDec PTAX-203 Flow Chart..... 40
  - MyDec PTAX-203 Flow Chart for Assessor ..... 41
- Non-MyDec Counties ..... 42
  - Your Customer Summary Screen..... 42
  - Add a Recorded Declaration..... 43
- MyDec Counties..... 48
  - MyDec Declarations..... 49
  - Non-MyDec Declarations..... 50
- PTAX-203 DATA ENTRY ..... 54
  - Saving..... 54
  - Continue Data Entry..... 59
  - Update Address..... 61
  - Additional PINs..... 61
  - Significant Physical Changes to the Property..... 64
  - Items That Apply to This Sale..... 65
  - Transfer Tax Calculation..... 66
  - Personal Property..... 68
  - Legal Description..... 69

Seller, Buyer, and Preparer Information.....	70
Submit the Declaration.....	76
Available Actions.....	78
Update Assessment Information .....	79
Finalize the Assessment.....	88
Un-Finalize the Assessment .....	91
Release to Recorder – MyDec Counties ONLY.....	94
MyDec Assistance .....	96
Appendix A .....	967

## When is a PTAX-203, Illinois Real Estate Transfer Declaration, required?

A PTAX-203, Illinois Real Estate Transfer Declaration, is only required for transactions which have a full actual consideration of \$100 or greater (Line 11).

Exempt B, K, or M must only be entered if the consideration on line 11 is \$100 or greater.

Exempt K:

Trade of Equal Value (Line 11 = Line 14) – no tax is due

Exempt K – Trade of Lesser Value (Line 11 > Line 14) – tax IS due

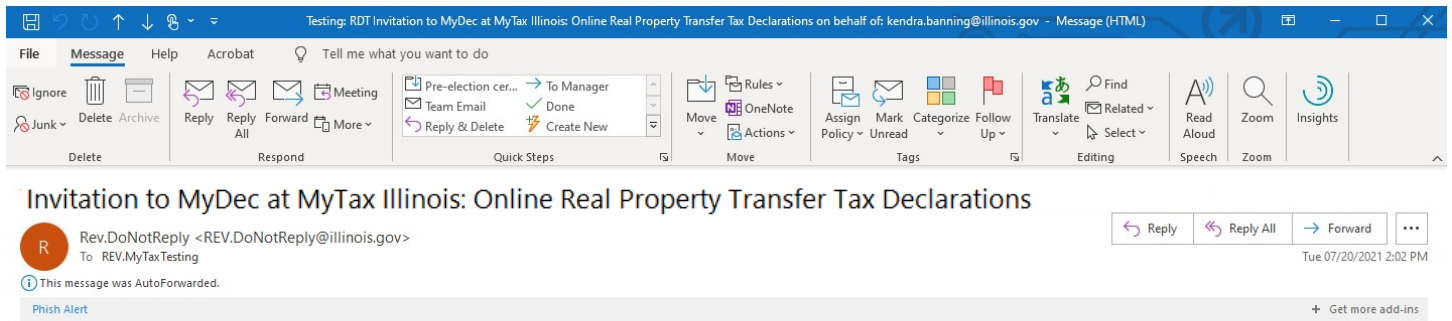
Exempt K – Trade of Greater Value (Line 11 < Line 14) – no tax is due

Other than Exemptions B, K, or M, the PTAX-203 is not required for any other type of exemption.

MyDec will not allow you to enter paper declarations that do not meet the above conditions, even if the Recorder accepted the PTAX-203. If the PTAX-203 is for a transfer under \$100 or for an exemption other than B, K, or M (\$100 or greater), you cannot enter it into MyDec and you do not have to send it to the Illinois Department of Revenue.

## Account Administrator Initial Setup

The County Assessor will receive an invitation code from the Department of Revenue (Department) via email from MyTax Illinois. The Assessor will click on the hyperlink in the email.



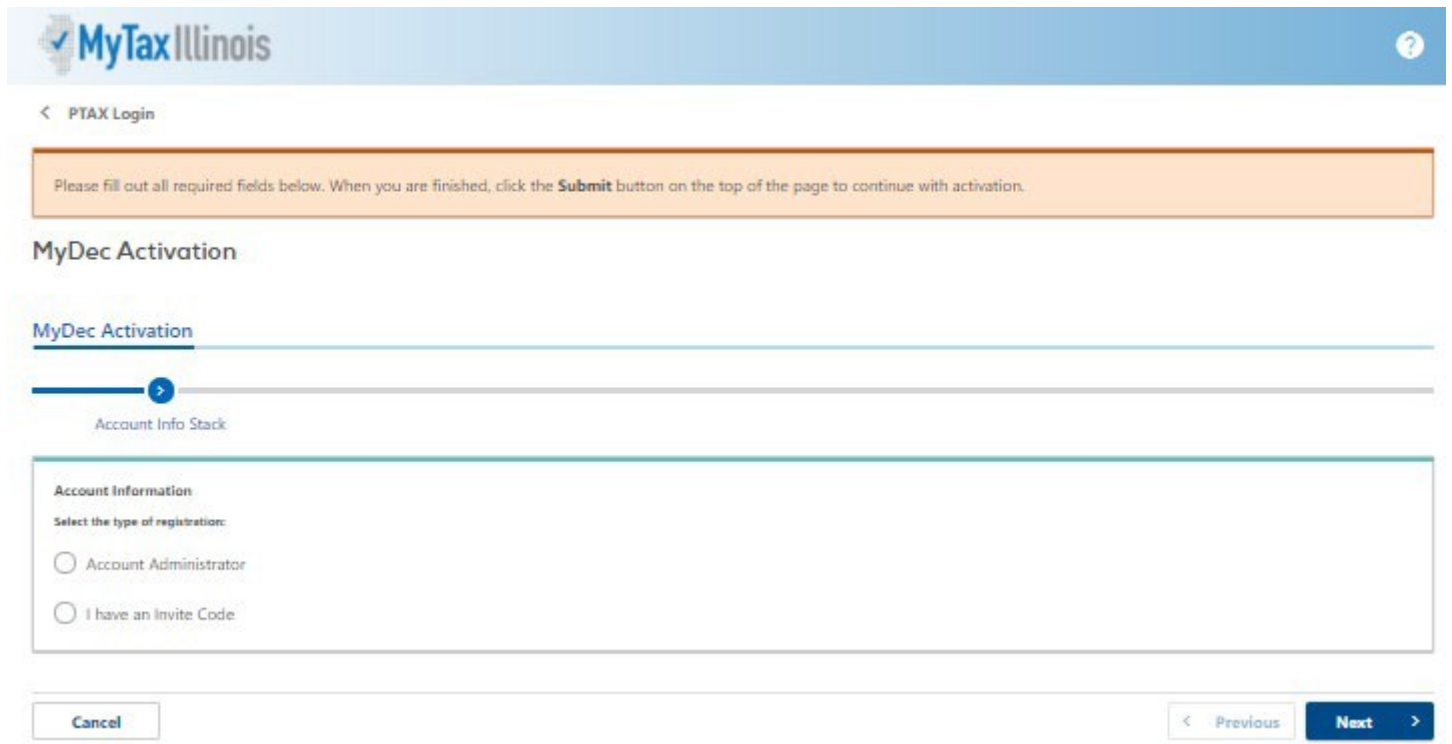
You have been invited to create a MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account.

Your Invite Code is **h63fzchv**. This code is needed to create your new account.

[Click here to set up your new MyDec account](#)

Do not reply to this email. This is an unmonitored address and replies to this email cannot be responded to or read. If you have questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114.

The user will be taken to the MyDec website “PTAXLogin: MyDec Activation” screen.



Select "I have an Invite Code".

Account Information

Select the type of registration:

Account Administrator


I have an Invite Code

Enter Your Invite Code <sup>\*</sup>

*Required*

Cancel < Previous **Next** >

Copy and paste or enter the invite code from the email.

 ?

< PTAX Login

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

### MyDec Activation

MyDec Activation

Account Info Stack

Account Information

Select the type of registration:

Account Administrator

I have an Invite Code

Enter Your Invite Code

**h63fzchv**

Cancel < Previous **Next** >

Complete all required fields and click "Next" in the lower right corner.

< Previous **Next** >

If the proper code was entered, several required fields will appear.

The screenshot shows the MyTax Illinois PTAX Login page. At the top, there is a blue header with the MyTax Illinois logo and a help icon. Below the header, a breadcrumb trail shows '< PTAX Login'. A light orange banner contains the instruction: 'Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.'

### MyDec Activation

**MyDec Activation**

The activation progress bar shows two steps: 'Account Info Stack' (completed with a checkmark) and 'Organization Information' (current step, highlighted with a yellow box and a right-pointing arrow).

The 'Organization Information' form contains the following fields, all marked as 'Required' with a red asterisk:

- Organization Type (dropdown menu)
- Organization Name (text input)
- Your Name (text input)
- Street Address (text input)
- City (text input)
- State (dropdown menu)
- ZIP Code (text input)


At the bottom of the form, there are three buttons: 'Cancel', '< Previous', and 'Next >'. The 'Next >' button is highlighted in blue.

Complete all required fields and click "Next" in the lower right corner.

< Previous    Next >



Once the Assessor submits the information required above, the Assessor will advance to next step: establishing login info.

?

< PTAX Login

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

### MyDec Activation

#### MyDec Activation

Account Info Stack    Organization Information    **Login Info**

**Create Your New Login**

Enter the contact information for this login:

Email Address <sup>\*</sup>  
*Required*

Confirm Email Address <sup>\*</sup>  
*Required*

Contact Phone Number <sup>\*</sup>  
*Required*


Extension


Select your login credentials:

Pick a Username <sup>\*</sup>  
*Required*


**Password Rules**

- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

Password <sup>\*</sup>  
*Required* 

Confirm Password <sup>\*</sup>  
*Required* 

In case you forget your username or password:

Select a secret question <sup>\*</sup>  
*Required* 

Type your answer <sup>\*</sup>  
*Required*

Confirm your answer <sup>\*</sup>  
*Required*

< Previous

Complete all required fields and click "Next" in the lower right corner.

< Previous

Once the Assessor submits the information required above, the Assessor will advance to next step: review. This allows the Assessor to review the full information that has been entered since clicking the link in the invite email.

- If the information is correct, the Assessor should click “Submit” in the lower right corner.

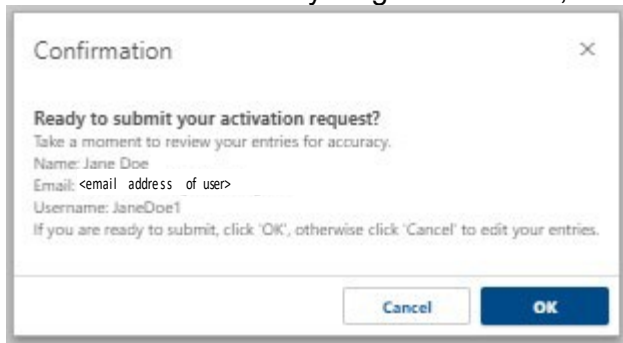


- If the information needs to be edited/corrected, the Assessor should click “Previous” in the lower right corner to return to the step that needs to be corrected.

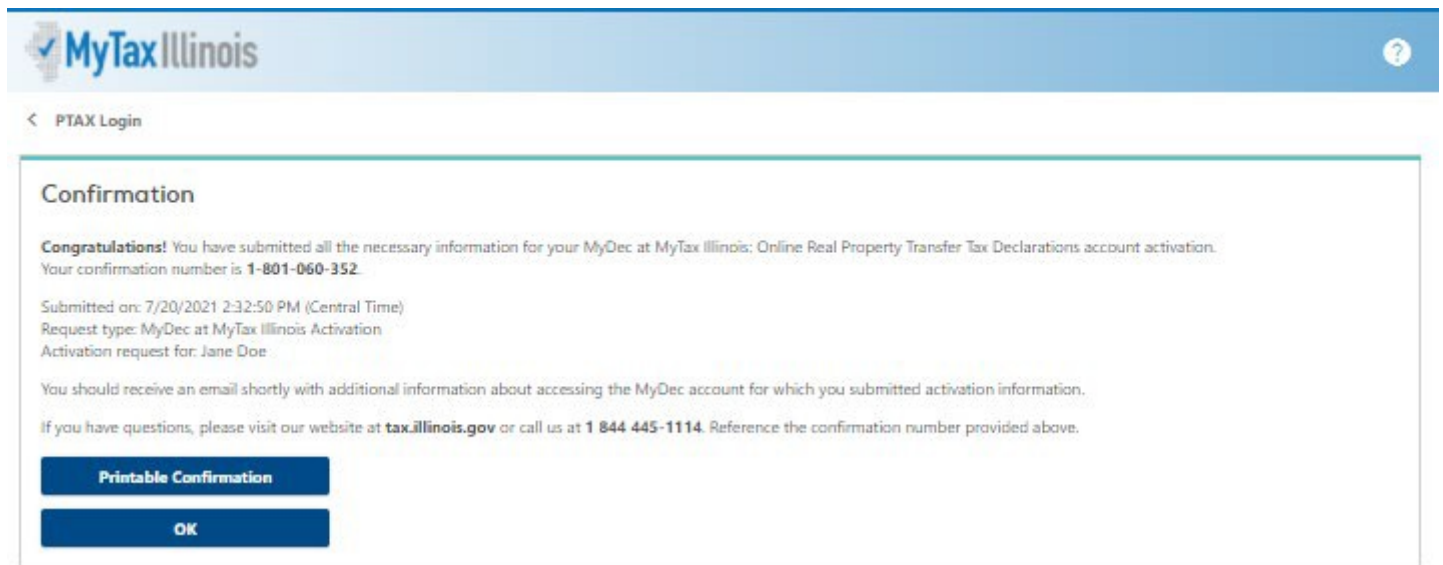


After completing edits/corrections, the Assessor should click “Next” in the lower right until advancing to the review step and submitting.

Once the Assessor clicks “Submit”, a confirmation message pops up with a few key entries for you to verify once more. When everything looks correct, click “OK” in the confirmation box to finish the submission.

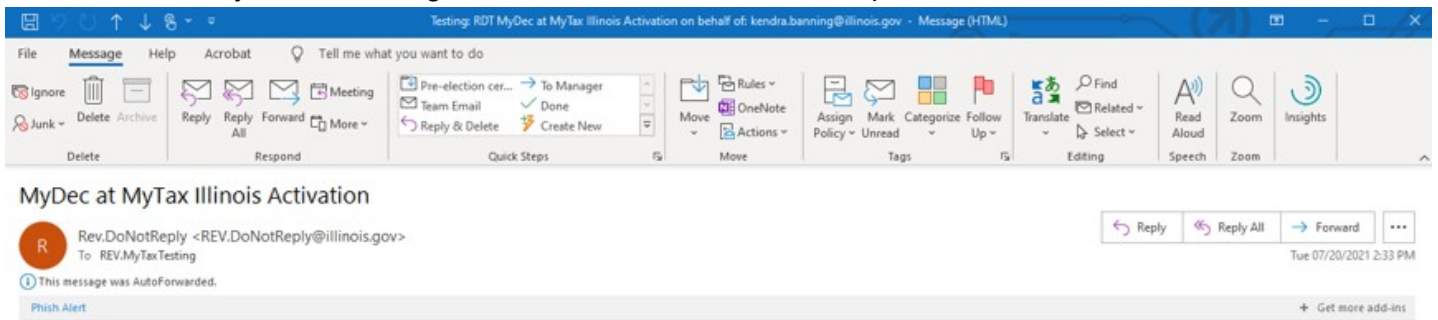


A printable confirmation screen will appear. To print, click “Printable Confirmation”. To advance beyond the confirmation screen, click “Ok”.



Now that the Assessor has submitted the form, an email will be sent to the email address entered during the “login info” step. The email will contain a link to the login screen for the Assessor’s new MyDec account.

Retrieve the new email. The Assessor will click on the link in the email and the system will direct them to the home screen of MyDec, where log in to the new account can be completed.



You have successfully activated your MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account for: Jane Doe

The username and password you created will be needed to login to your MyDec account.

[Click here to login to MyDec](#)

Do not reply to this email. This is an unmonitored address and replies to this email cannot be responded to or read. If you have questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114.

The Assessor will enter their username and password and click on the “Log in” button.



### Who Can Use This Site?

This website allows individuals, law firms, and settlement agencies (title companies) to file Transfer Tax Declarations online, and view Declarations already created. Additionally, users can track the status of, and make corrections to, the Declaration during the recording process.

Law firms and settlement agencies who wish to have multiple users acting on Declarations already created must choose one representative to create the MyDec account establishing the Account Administrator logon. The Account Administrator can then invite additional users (employees, partners, etc.) to access the company's MyDec account.

### Getting Started

Before starting a new Declaration, check for the county where the property is located in the list of participating government agencies below. If the county is not found in the list of participants, do not prepare your Declaration with this site.

**Note:** If the county is listed but the municipality is not, you may prepare your Declaration with this site, but you also will be required to follow the municipality's current processes not included in this system.

> [List of participating government agencies](#)

### Settlement Agencies

Settlement agencies (title companies) registered on this site are the only settlement agencies with the capability of closing Declarations on this site. Do not prepare your Declaration on this site if the settlement agency you intend to utilize is not registered. Use the Search feature below to verify registration. If the settlement agency is registered and authorized, they may also issue Real Estate Tax Stamps using this site.

**Note:** Individuals and law firms performing their own closings may also take advantage of the MyDec site. Additionally, law firms may accept and close on Declarations passed to them by individuals. These users will need to purchase Real Estate Transfer Tax Stamps from the applicable government agency(ies).

> [Search for registered settlement agencies.](#)

The Assessor has now logged into their MyDec account. Upon the first log in, the Assessor will be able to set up two-step verification to protect their MyDec account.

**MyTax Illinois**

< PTAX Login

### Protect your RDT MyDec profile with two-step verification

Two-step verification is used to better protect your RDT MyDec profile. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you log in.

**Authentication App**

Use an authentication app, such as Google Authenticator, to get security codes.

[Set Up](#)

**Text Message**

Receive security codes by text message.

[Add Phone](#)

Message and data rates may apply. To stop receiving SMS messages, remove your number above.

**Email**

Receive security codes by email.

[Add Email](#)

Don't want to use two-step verification? [Disable](#)

[Cancel](#) [Confirm](#)

The Assessor will choose the method of two-step verification and click on the hyperlink available for that type:

- Authentication App “Set Up” link – follow the instructions on screen and click “Save” in the lower right corner.

**MyTax Illinois**

< Two-Step Verification Setup

### Set Up Authentication App

Instead of waiting for text messages or emails, get your RDT MyDec security codes on your device. Any time-based one-time password (TOTP) app, such as Google Authenticator, can be used.

Scan the QR code or enter the key below manually into your authentication app to get started.

Can't scan it? Enter this key in your authenticator app instead (spaces not required).

P57B AOSG BQKC 4LCD

[Cancel](#) [Save](#)

- Text Message “Add Phone” link – enter the required information and click “Save” in the lower right corner.

MyTax Illinois

< Two-Step Verification Setup

**Add Phone**

A security code will be sent via text message when trying to log in. Message and data rates may apply.

What phone number would you like to use?

Country: USA  
 Phone Number: Required  
 Carrier: Required

By adding your number you consent to receive SMS messages when you log in. Message and data rates may apply. To stop receiving SMS messages, remove your number from your two-step verification setup.

Cancel Save

- Email “Add Email” link – enter the required information and click “Save” in the lower right corner.

MyTax Illinois

< Two-Step Verification Setup

**Add Email**

A security code will be sent via email when trying to log in. Add REV.DoNotReply@illinois.gov to your email whitelist to prevent security codes going to your junk folder.

What email address would you like to use?

Email: Required

Cancel Save

Once a two-step verification method is selected, the saved process will be required each time the Assessor logs into their account.

If the Assessor chooses not to utilize two-step verification, they can click “Disable” in the bottom left of the two-step screen.

MyTax Illinois

< PTAX Login

Protect your RDT MyDec profile with two-step verification

Two-step verification is used to better protect your RDT MyDec profile. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you log in.

**Authentication App**

Use an authentication app, such as Google Authenticator, to get security codes.

**Set Up**

**Text Message**

Receive security codes by text message.

**Add Phone**

Message and data rates may apply. To stop receiving SMS messages, remove your number above.

**Email**

Receive security codes by email.

**Add Email**

Don't want to use two-step verification: **Disable**

After the two-step verification screen is bypassed (either by choosing a method or disabling), the home page of the Assessor's MyDec account is displayed.

The screenshot shows the MyTax Illinois user dashboard. At the top left is the MyTax Illinois logo. To the right of the logo are two circular icons: a question mark and a user profile icon. Below the logo, the text "COUNTY OF <County Name>" is displayed. On the right side of the dashboard, there is a welcome message: "Welcome, Jane Doe" followed by "You last logged in on Tuesday, Jul 20, 2021 2:54:20 PM" and a "Manage My Profile" link. On the left side, there are fields for "FEIN#", "Street Address", and "City, IL12345-6789", followed by a "Menu" link. Below these fields is a search bar with the placeholder text "What are you looking for?". The main content area is divided into five cards: "Declarations" (with a sub-link "Search for Declaration"), "Reporting" (with a sub-link "View Reporting Options"), "Submissions" (with a sub-link "Search Submissions"), "Messages" (with a sub-link "View Messages"), and "Other" (with a sub-link "View My Township Access").

MyTax Illinois

COUNTY OF <County Name>

FEIN#  
Street Address  
City, IL12345-6789  
Menu

What are you looking for?

**Declarations**  
Access declarations.  
> Search for Declaration

**Reporting**  
Access reporting options.  
> View Reporting Options

**Submissions**  
Search for a submitted request.  
> Search Submissions

**Messages**  
View messages I've received from the agency.  
> View Messages

**Other**  
Access other online options.  
> View My Township Access

Welcome, Jane Doe  
You last logged in on Tuesday, Jul 20, 2021 2:54:20 PM  
Manage My Profile

# Inviting New Users (Administrators Only)

In the "Other" box in your Menu screen, click on the 'Invite a New User' link.

The screenshot displays the MyTax Illinois web application interface. At the top left is the MyTax Illinois logo. The top right corner shows a user profile for Jane Doe, with a welcome message and a 'Manage My Profile' link. Below the header, the user's county and address information are displayed. A navigation bar includes 'Menu', 'Attention Needed' (with a notification icon), 'Finalized' (with a notification icon), and 'Not yet Finalized' (with a notification icon). A search bar is present with the placeholder text 'What are you looking for?'. The main content area is divided into five menu categories: 'Declarations', 'Reporting', 'Submissions', 'Messages', and 'Other'. The 'Other' category is expanded, showing three options: 'Invite a New User', 'Update Township Assessor Access', and 'View Township Assessor Access'. The 'Invite a New User' option is highlighted with a red rectangular box.

**MyTax Illinois**

COUNTY OF <County Name>

FEIN#  
Street Address  
City, IL12345-6789

Menu Attention Needed Finalized Not yet Finalized

What are you looking for?

**Declarations**  
Access declarations.  
> Add Recorded Declaration  
> Search for Declaration

**Reporting**  
Access reporting options.  
> View Reporting Options

**Submissions**  
Search for a submitted request.  
> Search Submissions

**Messages**  
View messages I've received from the agency.  
> View Messages

**Other**  
Access other online options.  
> Invite a New User  
> Update Township Assessor Access  
> View Township Assessor Access

Enter the name and email address for each staff member and choose the type of access for that staff member. Click "Next".

MyTax Illinois

< COUNTY OF <County Name>

### Invite New User

COUNTY OF <County Name>

FEIN #

Invite New User      Review and Submit

**Invite a New User**

Enter the contact information below for the person you wish to invite. Newly invited users will be granted basic user permissions to begin. These permissions can be changed by an Admin account after the invite has been accepted.

Enter contact information for the invitee:

First Name  
Required

Last Name  
Required

Email Address  
Required

Select an access type:

Access Type  
Required

- CA Administrator
- CA Standard User
- CA Township Assessor

< Previous      Next >

Click "Submit" on the next page.

MyTax Illinois

< COUNTY OF <County Name>

### Invite New User

COUNTY OF <County Name>

FEIN #

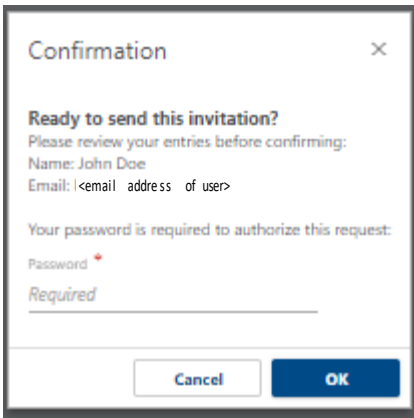
Invite New User      Review and Submit

This Invite New User request is ready to submit.

Cancel      < Previous      Submit

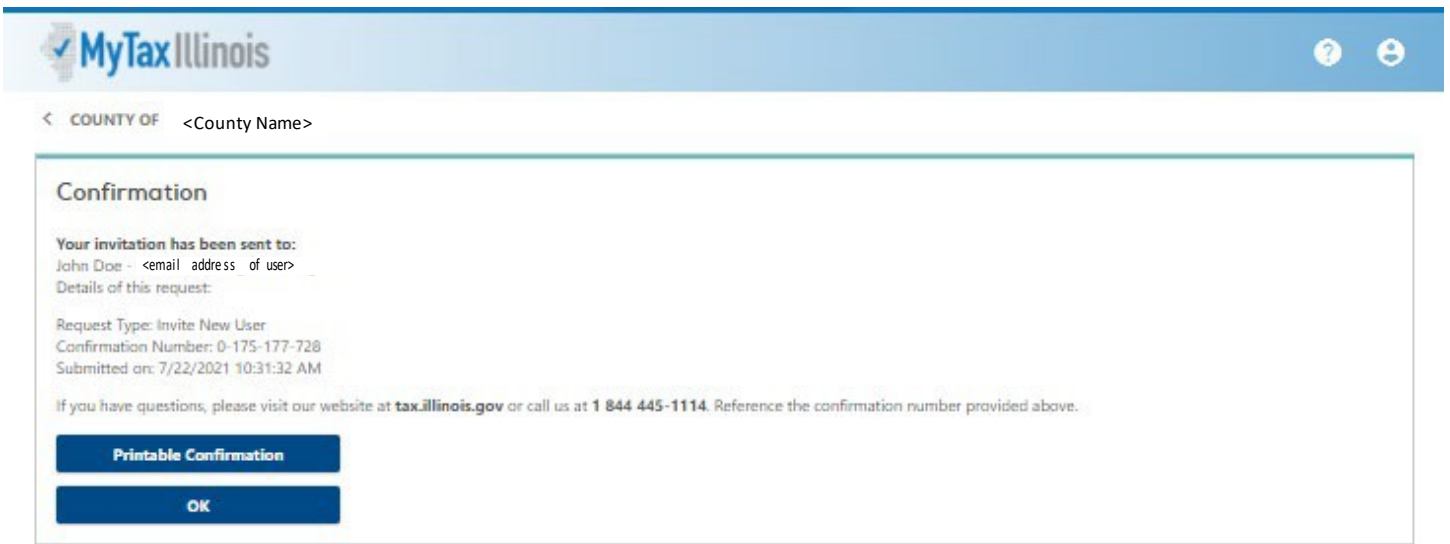


Enter your password and click “Ok”.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "Ready to send this invitation? Please review your entries before confirming: Name: John Doe Email: <email address of user> Your password is required to authorize this request: Password \* Required". At the bottom, there are two buttons: "Cancel" and "OK".

You will receive confirmation that your request was sent.



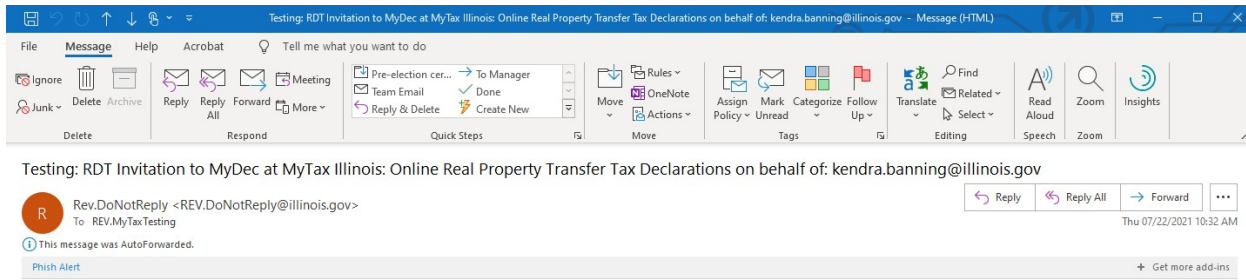
A screenshot of the MyTax Illinois website. The header includes the MyTax Illinois logo and a user profile icon. Below the header, there is a breadcrumb trail: "< COUNTY OF <County Name>". The main content area is a confirmation message: "Confirmation Your invitation has been sent to: John Doe - <email address of user> Details of this request: Request Type: Invite New User Confirmation Number: 0-175-177-728 Submitted on: 7/22/2021 10:31:32 AM If you have questions, please visit our website at tax.illinois.gov or call us at 1 844 445-1114. Reference the confirmation number provided above." At the bottom of the confirmation message, there are two buttons: "Printable Confirmation" and "OK".

The user will receive an email with an invitation code and create their own ID for use in the Assessor’s MyDec account.

NOTE: The difference between an Administrative and Standard User is that an Administrator can invite new users, cease access for users and change access type for users. It is recommended that each County have more than one Administrator.

## Invited User Setup

The invited user will receive an invitation via email to join MyDec as a user under your government agency. The new user will click on the hyperlink in the email.



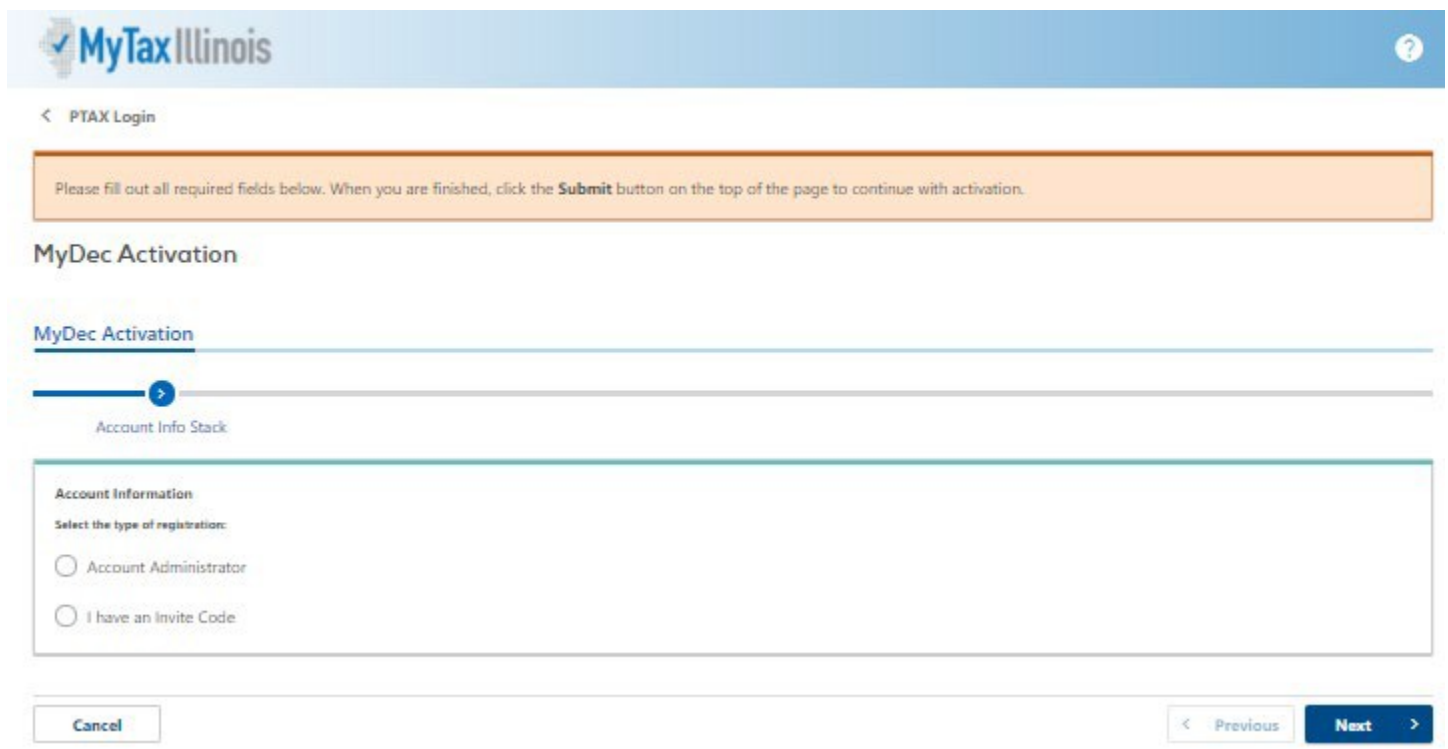
You have been invited to create a MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account.

Your Invite Code is **sxrvcmj**. This code is needed to create your new account.

[Click here to set up your new MyDec account](#)

Do not reply to this email. This is an unmonitored address and replies to this email cannot be responded to or read. If you have questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114.

The user will be taken to the MyDec website “PTAXLogin: MyDec Activation” screen.



Select "I have an Invite Code".

Account Information

Select the type of registration:

Account Administrator

I have an Invite Code

Enter Your Invite Code <sup>\*</sup>


Required

\_\_\_\_\_

Cancel

< Previous **Next** >

Copy and paste or enter the invite code from the email.

 ?

< PTAX Login

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

### MyDec Activation

MyDec Activation

Account Info Stack

Account Information

Select the type of registration:

Account Administrator

I have an Invite Code

Enter Your Invite Code

sxrvjnmj

\_\_\_\_\_

Cancel

< Previous **Next** >

Select "Next".

< Previous **Next** >

If the proper code was entered, several required fields will appear.

The screenshot shows the MyTax Illinois PTAX Login page. At the top left is the MyTax Illinois logo. Below it is a breadcrumb link for PTAX Login. A message box instructs the user to fill out all required fields and click the Submit button. The MyDec Activation section features a progress bar with two steps: 'Account Info Stack' (completed) and 'Organization Information' (current step). Below the progress bar is a form with the following fields:


- Organization Type (dropdown menu)
- Organization Name (text input, required)
- Your Name (text input, required)
- (text input, required)
- Street Address (text input, required)
- City (text input, required)
- State (dropdown menu, required)
- ZIP Code (text input, required)

At the bottom of the form are three buttons: 'Cancel', '< Previous', and 'Next >'. The 'Next >' button is highlighted in blue.

Complete all required fields and click “Next” in the lower right corner.

A close-up of the navigation buttons at the bottom of the form. It shows a '< Previous' button and a 'Next >' button. The 'Next >' button is highlighted in blue.

Once the user submits the information required above, the user will advance to next step: establishing login info.

 ?

[< PTAX Login](#)

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

### MyDec Activation

**MyDec Activation**

Account Info Stack   Organization Information   **Login Info**

**Create Your New Login**

Enter the contact information for this login:

Email Address Required

Confirm Email Address Required

Contact Phone Number Required

Extension

Select your login credentials:

Pick a Username Required

**Password Rules**

- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

Password Required

Confirm Password Required

In case you forget your username or password:

Select a secret question Required

Type your answer Required

Confirm your answer Required

[Cancel](#) [< Previous](#) [Next >](#)

Complete all required fields and click "Next" in the lower right corner.

[< Previous](#) [Next >](#)

Once the user submits the information required above, the user will advance to next step: review. This allows the user to review the full information that has been entered since clicking the link in the invite email.

- If the information is correct, the user should click “Submit” in the lower right corner.

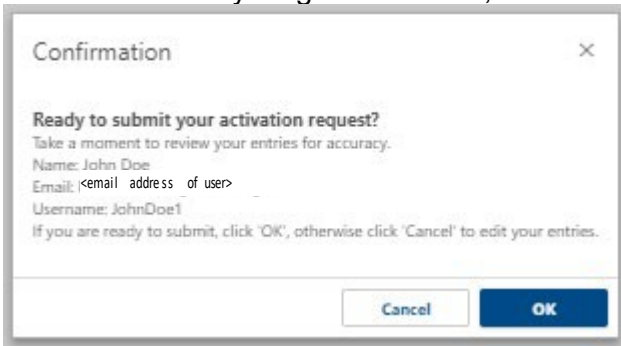


- If the information needs to be edited/corrected, the user should click “Previous” in the lower right corner to return to the step that needs to be corrected.

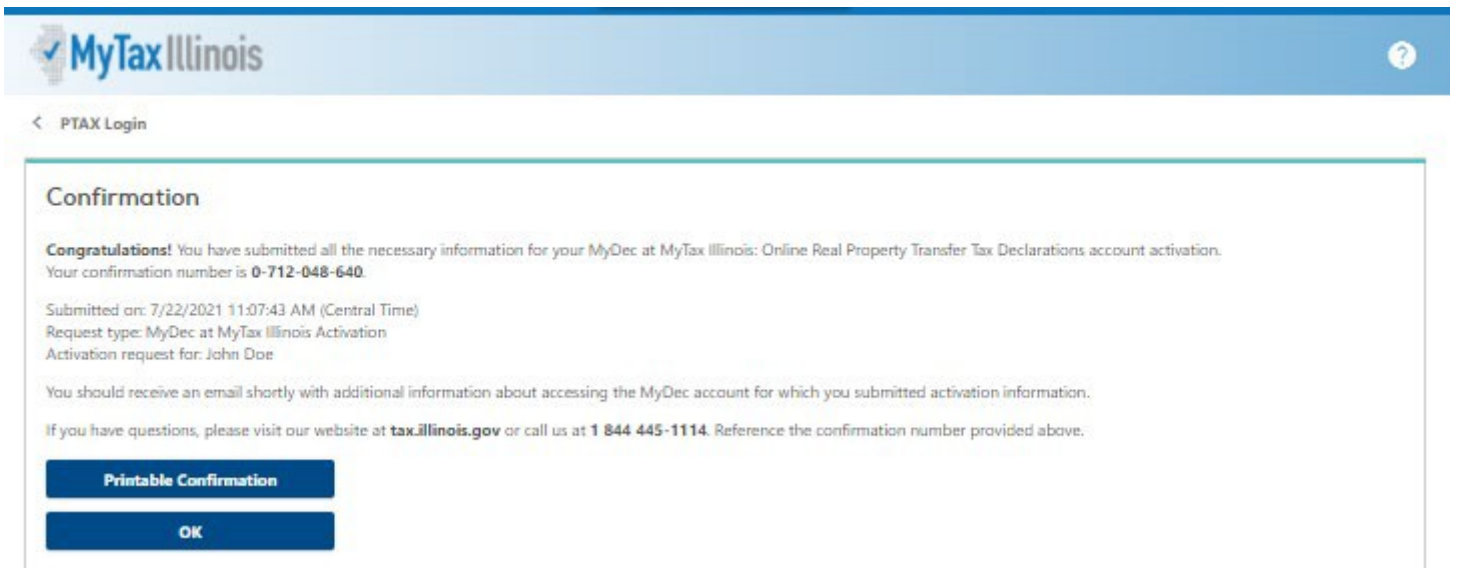


After completing edits/corrections, the user should click “Next” in the lower right until advancing to the review step and submitting.

One the user clicks “Submit”, a confirmation message pops up with a few key entries for you to verify once more. When everything looks correct, click “Ok” in the confirmation box to finish the submission.

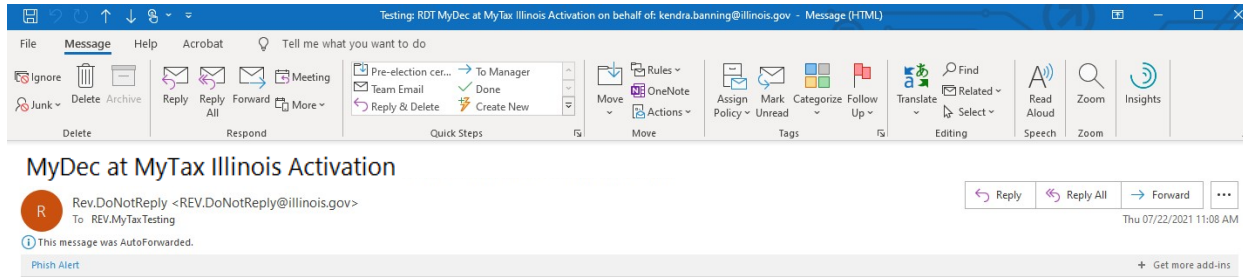


A printable confirmation screen will appear. To print, click “Printable Confirmation”. To advance beyond the confirmation screen, click “Ok”.



Now that the user has submitted the form, an email will be sent to the email address entered during the “login info” step. The email will contain a link to the login screen for the user’s new MyDec account.

Retrieve the new email. The user will click on the link in the email and the system will direct them to the home screen of MyDec, where log in to the new account can be completed.



You have successfully activated your MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account for: John Doe

The username and password you created will be needed to login to your MyDec account.

[Click here to login to MyDec](#)

Do not reply to this email. This is an unmonitored address and replies to this email cannot be responded to or read. If you have questions, visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114.

The user will enter their username and password and click on the “Log in” button.



### Who Can Use This Site?

This website allows individuals, law firms, and settlement agencies (title companies) to file Transfer Tax Declarations online, and view Declarations already created. Additionally, users can track the status of, and make corrections to, the Declaration during the recording process.

Law firms and settlement agencies who wish to have multiple users acting on Declarations must choose one representative to create the MyDec account establishing the Account Administrator logon. The Account Administrator can then invite additional users (employees, partners, etc.) to access the company's MyDec account.

### Getting Started

Before starting a new Declaration, check for the county where the property is located in the list of participating government agencies below. If the county is not found in the list of participants, do not prepare your Declaration with this site.

**Note:** If the county is listed but the municipality is not, you may prepare your Declaration with this site, but you also will be required to follow the municipality's current processes not included in this system.

> [List of participating government agencies](#)

### Settlement Agencies

Settlement agencies (title companies) registered on this site are the only settlement agencies with the capability of closing Declarations on this site. Do not prepare your Declaration on this site if the settlement agency you intend to utilize is not registered. Use the Search feature below to verify registration. If the settlement agency is registered and authorized, they may also issue Real Estate Tax Stamps using this site.

**Note:** Individuals and law firms performing their own closings may also take advantage of the MyDec site. Additionally, law firms may accept and close on Declarations passed to them by individuals. These users will need to purchase Real Estate Transfer Tax Stamps from the applicable government agency(ies).

> [Search for registered settlement agencies.](#)

The user has now logged into their MyDec account. Upon the first log in, the user will be able to set up two-step verification to protect their MyDec account.

The screenshot shows the 'Protect your RDT MyDec profile with two-step verification' page. At the top is the MyTax Illinois logo and a help icon. Below the title is a breadcrumb 'PTAX Login' and a sub-header 'Protect your RDT MyDec profile with two-step verification'. A paragraph explains that two-step verification is used to better protect the profile and that a unique security code will be required at login. Three options are presented in boxes: 'Authentication App' (with a 'Set Up' link), 'Text Message' (with an 'Add Phone' link), and 'Email' (with an 'Add Email' link). A 'Don't want to use two-step verification? Disable' link is at the bottom left. At the bottom right are 'Cancel' and 'Confirm' buttons.

The user will choose the method of two-step verification and click on the hyperlink available for that type:

- Authentication App “Set Up” link – follow the instructions on screen and click “Save” in the lower right corner.

The screenshot shows the 'Set Up Authentication App' screen. It features the MyTax Illinois logo and a help icon at the top. A breadcrumb 'Two-Step Verification Setup' is visible. The main heading is 'Set Up Authentication App'. The text explains that instead of waiting for messages, users can get security codes on their device using a TOTP app like Google Authenticator. It instructs the user to scan a QR code or enter a key manually. A QR code is displayed in the center. Below it, the key 'P57B AOSG BQKC 4LCD' is shown. A note says 'Can't scan it? Enter this key in your authenticator app instead (spaces not required)'. At the bottom right are 'Cancel' and 'Save' buttons.



- Text Message “Add Phone” link – enter the required information and click “Save” in the lower right corner.

**MyTax Illinois**

< Two-Step Verification Setup

**Add Phone**

A security code will be sent via text message when trying to log in. Message and data rates may apply.

What phone number would you like to use?

Country: USA | Phone Number: Required | Carrier: Required

By adding your number you consent to receive SMS messages when you log in. Message and data rates may apply. To stop receiving SMS messages, remove your number from your two-step verification setup.

Cancel Save

- Email “Add Email” link – enter the required information and click “Save” in the lower right corner.

**MyTax Illinois**

< Two-Step Verification Setup

**Add Email**

A security code will be sent via email when trying to log in. Add REV.DoNotReply@illinois.gov to your email whitelist to prevent security codes going to your junk folder.

What email address would you like to use?

Email: Required

Cancel Save

Once a two-step verification method is selected, the saved process will be required each time the user logs into their account.

If the user chooses not to utilize two-step verification, they can click “Disable” in the bottom left of the two-step screen.

**MyTax Illinois**

< PTAX Login

Protect your RDT MyDec profile with two-step verification

Two-step verification is used to better protect your RDT MyDec profile. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you log in.

<p><b>Authentication App</b></p> <p>Use an authentication app, such as Google Authenticator, to get security codes.</p> <p><b>Set Up</b></p>	<p><b>Text Message</b></p> <p>Receive security codes by text message.</p> <p><b>Add Phone</b></p> <p>Message and data rates may apply. To stop receiving SMS messages, remove your number above.</p>	<p><b>Email</b></p> <p>Receive security codes by email.</p> <p><b>Add Email</b></p>
--	--	---

Don't want to use two-step verification **Disable**

After the two-step verification screen is bypassed (either by choosing a method or disabling), the home page of the user's MyDec account is displayed.

The screenshot shows the MyTax Illinois user dashboard. At the top left is the MyTax Illinois logo. To the right of the logo are two circular icons: a question mark and a user profile icon. Below the logo, the text "COUNTY OF <County Name>" is displayed. On the right side, a welcome message reads "Welcome, John Doe" with a sub-message "You last logged in on Thursday, Jul 22, 2021 1:36:28 PM" and a "Manage My Profile" link. Below the welcome message, the user's FEIN#, Street Address, and City, IL12345-6789 are listed. A navigation menu includes "Menu", "Attention Needed" (with a red notification bubble), "Finalized" (with a red notification bubble), and "Not yet Finalized" (with a red notification bubble). A search bar with the placeholder text "What are you looking for?" is located below the menu. The dashboard is divided into three main sections: "Declarations" (with a plus icon), "Submissions" (with a downward arrow icon), and "Messages" (with a speech bubble icon). Each section contains a brief description and a list of actions with right-pointing chevrons.

**MyTax Illinois**

COUNTY OF <County Name>

FEIN#  
Street Address  
City, IL12345-6789

Menu Attention Needed Finalized Not yet Finalized

What are you looking for?

**Declarations**  
Access declarations.

- > Add Recorded Declaration
- > Search for Declaration

**Submissions**  
Search for a submitted request.

- > Search Submissions

**Messages**  
View messages I've received from the agency.

- > View Messages

## Editing Users (Administrators Only)

To manage your users, click on “Manage My Profile” in the upper right corner.

The screenshot displays the MyTax Illinois user interface. At the top left is the MyTax Illinois logo. The top right corner shows a user profile icon and a help icon. Below the logo, the text "COUNTY OF <County Name>" is visible. To the right, a welcome message reads "Welcome, Jane Doe" with a sub-message "You last logged in on Thursday, Jul 22, 2021 7:52:44 PM". A red box highlights the "Manage My Profile" link. Below this, the user's profile information is listed: FEIN#, Street Address, and City, IL12345-6789. A navigation bar includes "Menu", "Attention Needed" (with a red notification icon), "Finalized" (with a red notification icon), and "Not yet Finalized" (with a red notification icon). A search bar with the placeholder text "What are you looking for?" is present. The main content area is divided into five panels: "Declarations" (with sub-items: Add Recorded Declaration, Search for Declaration), "Reporting" (with sub-item: View Reporting Options), "Submissions" (with sub-item: Search Submissions), "Messages" (with sub-item: View Messages), and "Other" (with sub-items: Invite a New User, Update Township Assessor Access, View Township Assessor Access).


Select the "More" tab.

The screenshot shows the 'Manage My Profile' page in the MyTax Illinois system. At the top, there is a blue header with the MyTax Illinois logo and user icons. Below the header, a breadcrumb trail shows '< COUNTY OF <County Name>'. The main heading is 'Manage My Profile' with the user name 'Jane Doe' and email '<email address of user>'. Three tabs are visible: 'Profile', 'Action Center', and 'More...'. The 'More...' tab is highlighted with a red box. Below the tabs, there are two main sections: 'Profile' and 'Security'. The 'Profile' section includes fields for Name (Jane Doe), My Email (<email address of user>), and My Phone Number (+1 217524...), each with an 'Update' or 'Edit' link. The 'Security' section includes Password (Last changed July 20), Secret Question (In what city does your nearest sibling live?), and Two-Step Verification Settings (Two-step verification is disabled).

Click "Manage Additional Logons" in the "Other Users" box.

The screenshot shows the 'Manage My Profile' page with the 'More...' tab selected. Below the tabs is a search bar with the placeholder text 'What are you looking for?'. The main content area is divided into six boxes: 'Access', 'Other Users', 'Payment Channels', 'Submissions', 'Messages', and 'Activity'. The 'Other Users' box is highlighted with a red box around the 'Manage Additional Logons' link. The 'Access' box contains links for 'Manage My Access', 'Manage Third Party Access', and 'Delete My Profile'. The 'Payment Channels' box contains a link for 'Manage Payment Channels'. The 'Submissions' box contains a link for 'Search Submissions'. The 'Messages' box contains a link for 'View Messages'. The 'Activity' box contains a link for 'View Activity'.

Click on the user's name that you want to edit.

 ? ⌵

[Manage My Profile](#)

### Additional Logons

These settings determine if other people can create new logons for you or your business and what level of access they are initially given. If not allowed, new logons will be prevented from registering.

You can create logons for other people and manage their access to customers and accounts that you have access to.

Allowed : Yes  
Default Access :  
Default Account Access :

### Logons

Filter

Username	Name	Email	Access Type
AssessorDoe1	Assessor Doe	<email address of user>	CA Township Assessor
JohnDoe1	John Doe	<email address of user>	CA Standard User

# Deactivate Access

If you want to end a user's access, select "Deactivate Access".

The screenshot shows the 'MyTax Illinois' header with a search icon and a user profile icon. Below the header, there is a breadcrumb trail: '< Additional Logons'. The main content area is titled 'Additional Logon' and shows details for 'CA Township Assessor' with the username 'AssessorDoe1' and the name 'Assessor Doe'. Below this, there is a placeholder for the email address: '<email address of user>'. To the right of the user details, there is a list of actions: '> Change Access', '> Reset Password', '> Reset Two-Step Verification', and '> Deactivate Access'. The 'Deactivate Access' option is highlighted with a red rectangular box. Below the actions, there are tabs for 'Access' and 'Activity'. Further down, there is a section titled 'Access Settings for AssessorDoe1' with a 'Filter' input field. Below this, there is a dropdown menu for 'COUNTY OF <County Name>' and a text input for '<FEIN #>'. At the bottom, there are two tabs: 'General Access' and 'CA Township Assessor'.

Select "Yes" to deactivate.

The dialog box has a question mark icon and the text: 'Are you sure you want to deactivate Assessor Doe's access?'. Below this, it says: 'Once access is deactivated, Assessor Doe will not be able to log in.' At the bottom, there are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a yellow border.

The message box contains the text: 'Assessor Doe's access has been deactivated.' and an 'OK' button.

The deactivated user is now grayed out.

The screenshot shows the 'MyTax Illinois' header with a search icon and a user profile icon. Below the header, there is a breadcrumb trail: '< Manage My Profile'. The main content area is titled 'Additional Logons' and contains the following text: 'These settings determine if other people can create new logons for you or your business and what level of access they are initially given. If not allowed, new logons will be prevented from registering. You can create logons for other people and manage their access to customers and accounts that you have access to.' Below this text, there are three labels: 'Allowed : Yes', 'Default Access :', and 'Default Account Access :'. Below the labels, there is a section titled 'Logons' with a 'Filter' input field. Below this, there is a table with the following data:

Username	Name	Email	Access Type
AssessorDoe1	Assessor Doe	kendra.banning@illinois.gov	CA Township Assessor
JohnDoe1	John Doe	kendra.banning@illinois.gov	CA Standard User

## Reactivate Access

If you want to reactivate a user's access, select "Reactivate Access".

The screenshot shows the MyTax Illinois interface. At the top left is the logo. Below it is a breadcrumb trail: < Additional Logons. The main heading is 'Additional Logon' with a '> Reactivate Access' button highlighted in a red box. Below this, the user details for 'CA Township Assessor' are shown: AssessorDoe1, Assessor Doe, <email address of user>, and Deactivated 7/22/2021. There are tabs for 'Access' and 'Activity'. Below the tabs is a section for 'Access Settings for AssessorDoe1' with a 'Filter' input field. Underneath, it shows 'COUNTY OF <County Name> <FEIN #>' and 'General Access' for 'CA Township Assessor'.

Select "Yes" to reactivate.

A confirmation dialog box with a question mark icon and the text: 'Are you sure you want to reactivate Assessor Doe's access?'. Below the text are two buttons: 'No' and 'Yes'.

A success message dialog box with the text: 'Assessor Doe's access has been reactivated.' and an 'OK' button.

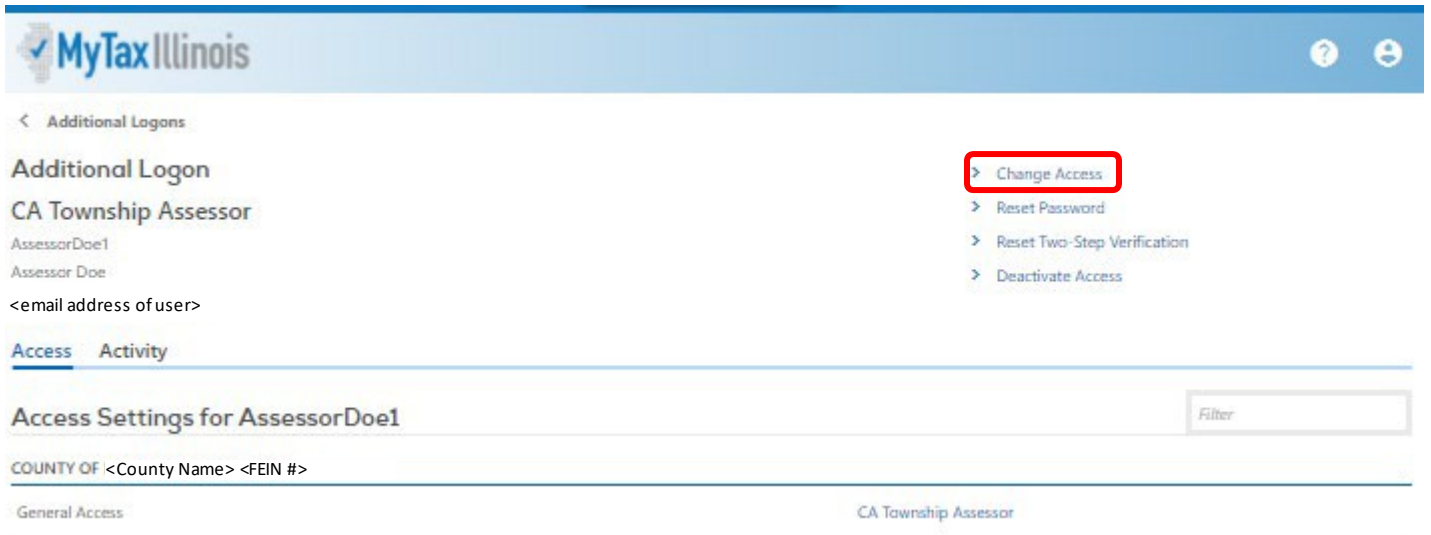
The reactivated user is now blue again.

The screenshot shows the MyTax Illinois interface. At the top left is the logo. Below it is a breadcrumb trail: < Manage My Profile. The main heading is 'Additional Logons'. Below this, there is explanatory text: 'These settings determine if other people can create new logons for you or your business and what level of access they are initially given. If not allowed, new logons will be prevented from registering. You can create logons for other people and manage their access to customers and accounts that you have access to.' Below the text are three labels: 'Allowed : Yes', 'Default Access :', and 'Default Account Access :'. Below these is a section for 'Logons' with a 'Filter' input field. Below the filter is a table with the following data:

Username	Name	Email	Access Type
AssessorDoe1	Assessor Doe	<email address of user>	CA Township Assessor
JohnDoe1	John Doe	<email address of user>	CA Standard User

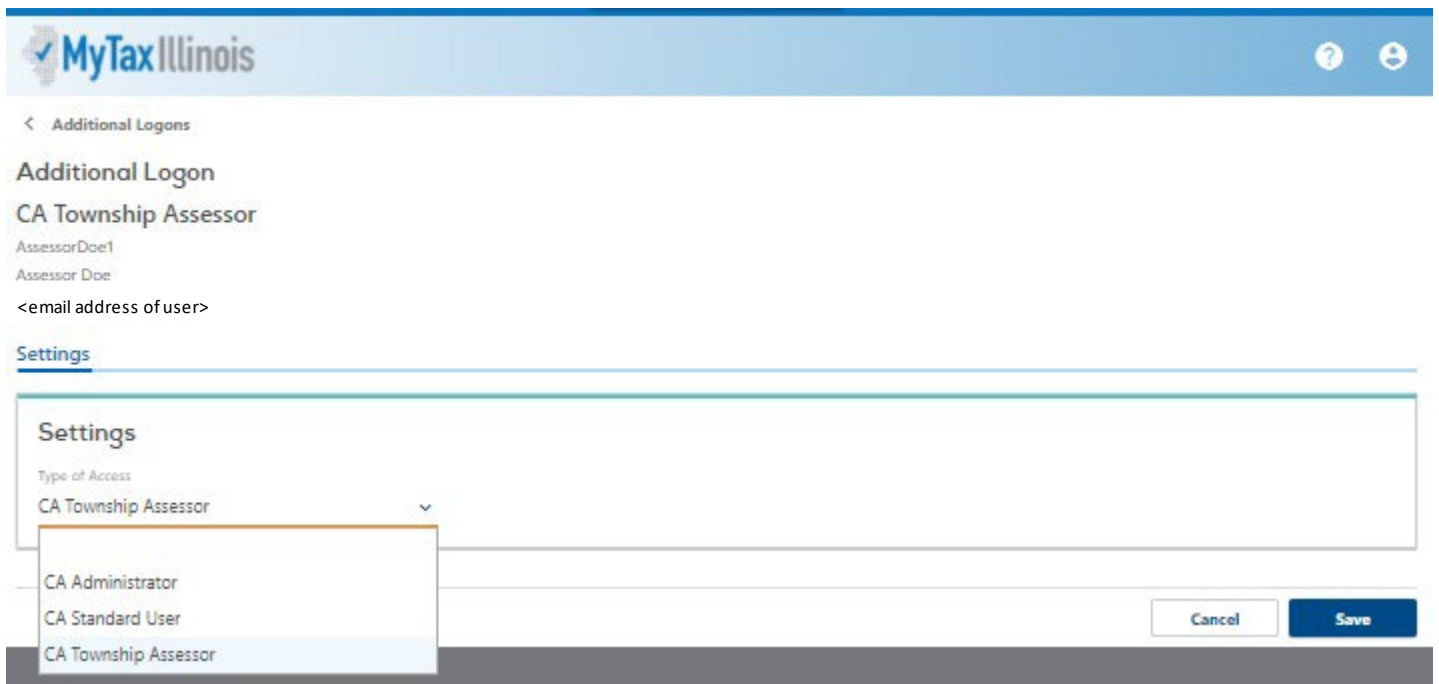
## Assigning or Re-Assigning User Roles

To change a user's access, select "Change Access".



The screenshot shows the MyTax Illinois interface. At the top left is the MyTax Illinois logo. Below it is a navigation breadcrumb: < Additional Logons. The main heading is 'Additional Logon' for 'CA Township Assessor'. Below this, the user details are listed: AssessorDoe1, Assessor Doe, and <email address of user>. On the right side, there is a list of actions: 'Change Access' (highlighted with a red box), 'Reset Password', 'Reset Two-Step Verification', and 'Deactivate Access'. Below the user details, there are tabs for 'Access' and 'Activity'. The 'Access' tab is active, showing 'Access Settings for AssessorDoe1'. There is a 'Filter' input field. Below that, it says 'COUNTY OF <County Name> <FEIN #>'. At the bottom, there is a table with one row: 'General Access' and 'CA Township Assessor'.

Then select the appropriate access type.



The screenshot shows the MyTax Illinois interface. At the top left is the MyTax Illinois logo. Below it is a navigation breadcrumb: < Additional Logons. The main heading is 'Additional Logon' for 'CA Township Assessor'. Below this, the user details are listed: AssessorDoe1, Assessor Doe, and <email address of user>. Below the user details, there are tabs for 'Settings' and 'Activity'. The 'Settings' tab is active, showing a 'Settings' dialog box. The dialog box has a title 'Settings' and a label 'Type of Access'. Below the label, there is a dropdown menu with the following options: 'CA Township Assessor', 'CA Administrator', 'CA Standard User', and 'CA Township Assessor'. The 'CA Township Assessor' option is selected. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Save'.

Click "Save" after choosing the appropriate access type.

NOTE: It is recommended that you have more than one Account Administrator on any MyDec account for times when the Administrator is unavailable or has left employment.



## Editing Your Profile

To manage your profile, click on “My Web Profile”.

The screenshot shows the MyTax Illinois dashboard. At the top left is the MyTax Illinois logo. To the right are help and user icons. Below the logo, it says "COUNTY OF <County Name>". On the right, it says "Welcome, Jane Doe" and "You last logged in on Thursday, Jul 22, 2021 1:52:44 PM". A red box highlights the "Manage My Profile" link. Below this is a navigation bar with "Menu", "Attention Needed" (with a red notification icon), "Finalized" (with a red notification icon), and "Not yet Finalized" (with a red notification icon). A search bar asks "What are you looking for?". The main content area has five panels: "Declarations" (Access declarations, Add Recorded Declaration, Search for Declaration), "Reporting" (Access reporting options, View Reporting Options), "Submissions" (Search for a submitted request, Search Submissions), "Messages" (View messages I've received from the agency, View Messages), and "Other" (Access other online options, Invite a New User, Update Township Assessor Access, View Township Assessor Access).

Select the “Change Additional Attributes” link in the “Profile” box to update your information.

The screenshot shows the "Manage My Profile" page. At the top left is the MyTax Illinois logo. Below it, it says "< COUNTY OF <County Name>". The page title is "Manage My Profile". Below the title, it says "Jane Doe" and "<email address of user>". There are three tabs: "Profile", "Action Center", and "More...". The "Profile" tab is active. The "Profile" section has a person icon and lists: "Name: Jane Doe, Update Name", "My Email: <email address of user>, Change Email", "My Phone Number: <phone number of user>, Edit Phone Number", and "Additional Attributes: Change Additional Attributes" (highlighted with a red box). The "Security" section has a shield icon and lists: "Password: Last changed July 20, Change Password", "Secret Question: In what city does your nearest sibling live?, Update Your Secret Question", and "Two-Step Verification Settings: Two-step verification is disabled, Change Two-Step Settings".

Editing is allowed on all fields.

The screenshot shows a dialog box titled "Change Additional Attributes" with standard window controls in the top right. It contains two main sections:

- E-mail Preferences:** A section with the question "Send e-mail notification for messages received on this site?" and two radio buttons, "Yes" and "No".
- Preparer Information for Declarations:** A section with three columns of input fields:
  - Column 1:** First Name (JANE), Last Name (DOE), Company Name (NEW MYDEC UPGRADE), Daytime Phone (217 524-4097), and Extension.
  - Column 2:** Street (101 W. JEFFERSON ST.), City (SPRINGFIELD), State (IL), and ZIP Code (62702-5145).
  - Column 3:** An empty input field.

At the bottom right, there are "Cancel" and "OK" buttons.

To turn off email notifications, select "No".

This is a close-up of the "E-mail Preferences" section from the previous screenshot. The question "Send e-mail notification for messages received on this site?" is followed by two radio buttons: "Yes" and "No". The "No" radio button is highlighted with a red rectangular box, indicating it is the selected option.

For Individuals, Law Firms and Title Companies, the information listed under “Preparer Information for Declarations” is the contact information for the preparer that will auto-populate on the PTAX-203s that the individual creates. If they work for an attorney, as an example, and the attorney’s name is to be listed as the preparer, the preparer will enter the attorney’s information instead of their own. This feature is not active for the Assessor Access module.

**Preparer Information for Declarations**

<p>First Name <input type="text" value="JOHN"/></p> <p>Last Name <input type="text" value="DOE"/></p> <p>Company Name <input type="text" value="INDIVIDUAL"/></p> <p>Daytime Phone <input type="text" value="217 524-4097"/></p> <p>Extension <input type="text"/></p>	<p>Street <input type="text" value="101 W. JEFFERSON ST."/></p> <p>City <input type="text" value="SPRINGFIELD"/></p> <p>State <input type="text" value="IL"/></p> <p>ZIP Code <input type="text" value="62702-5145"/></p>	
--	---	--

Be sure to select the “Ok” button in the lower right corner to save any changes that you make.

## An Overview of the Customer Summary

When you first log in, you are taken to your “Customer Summary” screen, “Menu” tab. The boxes that are visible (Declarations, Reporting, Submissions, etc.) provide links to common actions that are performed in a MyDec account.

MyTax Illinois

COUNTY OF <County Name>

FEIN#  
Street Address  
City, IL12345-6789

Welcome, Jane Doe  
You last logged in on Thursday, Jul 22, 2021 1:52:44 PM

Manage My Profile

Menu Attention Needed Finalized Not yet Finalized

What are you looking for?

**Declarations**  
Access declarations.  
> Add Recorded Declaration  
> Search for Declaration

**Reporting**  
Access reporting options.  
> View Reporting Options

**Submissions**  
Search for a submitted request.  
> Search Submissions

**Messages**  
View messages I've received from the agency.  
> View Messages

**Other**  
Access other online options.  
> Invite a New User  
> Update Township Assessor Access  
> View Township Assessor Access

1. Manage My Profile. Selecting “Manage My Profile” allows you to update your personal user information and allows Administrators to cease or change access types for county users.
2. The boxes section of the screen will display any actions that are available to you depending on the tab you are on and the type of access you have.
  - a. Declarations – add a recorded declaration or search for declarations
  - b. Reporting – available to Administrators only and utilized for creating reports based on selected criteria.
  - c. Submissions – search submissions for any requests you have submitted.
  - d. Messages – your “inbox” for messages from IDOR regarding the MyDec system.
  - e. Other – additional online options tailored to the access type of your logon.
3. Tabs. The tabs organize actions related to the processing of declarations:
  - a. Attention Needed Tab – Lists all declarations that have been recorded or submitted after data entry.
  - b. Finalized – Lists all declarations that have assessment information completed for them which are finalized.
  - c. Not Yet Finalized – Lists all declarations that have assessment information completed for them but are not yet finalized.
4. Filter. The filter allows you to narrow the various lists or search results based on information entered.

# Search, Sort, and Filter

## Search


To search for declarations, select the “Search for Declaration” link in the “Declarations” action box.

The screenshot shows the MyTax Illinois dashboard. At the top left is the logo and a navigation bar with 'COUNTY OF <County Name>'. On the right, it says 'Welcome, Jane Doe' and 'You last logged in on Thursday, Jul 22, 2021 1:52:44 PM' with a 'Manage My Profile' link. Below the navigation bar are tabs for 'Menu', 'Attention Needed' (with a red notification icon), 'Finalized' (with a red notification icon), and 'Not yet Finalized' (with a red notification icon). A search bar contains the text 'What are you looking for?'. Below the search bar are five main sections: 'Declarations' (with sub-links 'Add Recorded Declaration' and 'Search for Declaration', where 'Search for Declaration' is highlighted with a red box), 'Reporting' (with sub-link 'View Reporting Options'), 'Submissions' (with sub-link 'Search Submissions'), 'Messages' (with sub-link 'View Messages'), and 'Other' (with sub-links 'Invite a New User', 'Update Township Assessor Access', and 'View Township Assessor Access').

Enter the Primary PIN and click “Search”.

The screenshot shows the search interface on the MyTax Illinois website. At the top left is the logo and a navigation bar with 'COUNTY OF <County Name>'. Below the navigation bar is a 'Search' tab. The main search area has two input fields: 'Primary PIN' and 'Document No.'. The 'Primary PIN' field is highlighted with a red box. To the right of the 'Document No.' field is a blue 'Search' button, also highlighted with a red box. Below the search fields is a table titled 'Declaration Search' with columns: 'Primary PIN', 'Document #', 'Tab #', 'Declaration ID', 'Address', 'Buyer Last Name', 'Seller Last Name', and 'Status'. Below the table, it says 'There are no declaration search.'

Or enter the Document Number and click "Search".

 ? ⌵

< COUNTY OF <County Name>

[Search](#)

---

Primary PIN

Document No.

### Declaration Search ⌵

Primary PIN	Document #	Tab #	Declaration ID	Address	Buyer Last Name	Seller Last Name	Status
There are no declaration search.							

## Sort

The contents of the Customer Summary can be sorted by any of the column headings. Click on the heading once, and the list is sorted alpha-numerically (the Address column below was selected).

Menu **Attention Needed** <sup>5</sup> Finalized <sup>0</sup> Not yet Finalized <sup>1</sup>

### Declarations Needing Attention

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
18-25-315-026	2021-31234		20210605002812	<Township # and Name per entry>	114 W PORTER ST OGLESBY, IL 613480000	Test	PTAX203	6/4/2021
09-23-415-008	2021-56321		20210505002854		3803 E 2288TH RD SERENA, IL 605490000	Test	PTAX203	5/20/2021
22-14-411-015	2021-85431		20210605002850	<Township # and Name per entry>	909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94123		20210605002857		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94124		20210605002852		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/22/2021

Click on the column heading a second time and the column is sorted alpha-numerically in reverse order.

Menu **Attention Needed** <sup>5</sup> Finalized <sup>0</sup> Not yet Finalized <sup>1</sup>

### Declarations Needing Attention

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
22-14-411-015	2021-94123		20210605002857	<Township # and Name per entry>	909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94124		20210605002852		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/22/2021
22-14-411-015	2021-85431		20210605002850	<Township # and Name per entry>	909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
09-23-415-008	2021-56321		20210505002854		3803 E 2288TH RD SERENA, IL 605490000	Test	PTAX203	5/20/2021
18-25-315-026	2021-31234		20210605002812		114 W PORTER ST OGLESBY, IL 613480000	Test	PTAX203	6/4/2021

And a third click on the heading takes it back to its original sort order.

Menu **Attention Needed** <sup>5</sup> Finalized <sup>0</sup> Not yet Finalized <sup>1</sup>

### Declarations Needing Attention


Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
09-23-415-008	2021-56321		20210505002854	<Township # and Name per entry>	3803 E 2288TH RD SERENA, IL 605490000	Test	PTAX203	5/20/2021
18-25-315-026	2021-31234		20210605002812		114 W PORTER ST OGLESBY, IL 613480000	Test	PTAX203	6/4/2021
22-14-411-015	2021-94123		20210605002857	<Township # and Name per entry>	909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-85431		20210605002850		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94124		20210605002852		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/22/2021

## Filter

You may also “Filter” the declarations in a tab by selecting the “Filter” icon.

Menu **Attention Needed** <sup>5</sup> Finalized <sup>0</sup> Not yet Finalized <sup>1</sup>

### Declarations Needing Attention




Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
09-23-415-008	2021-56321		20210505002854	<Township # and Name per entry>	3803 E 2288TH RD SERENA, IL 605490000	Test	PTAX203	5/20/2021
18-25-315-026	2021-31234		20210605002812		114 W PORTER ST OGLESBY, IL 613480000	Test	PTAX203	6/4/2021
22-14-411-015	2021-94123		20210605002857		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-85431		20210605002850	<Township # and Name per entry>	909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94124		20210605002852		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/22/2021

To filter, enter the data (or partial data such as a house number or part of a PIN or name) from any field of the PTAX-203 and any declarations with the filter criteria will display. For the first example the filter was applied using the word “Marcy” (typed in the filter field and hitting enter).

Menu **Attention Needed** <sup>5</sup> Finalized <sup>0</sup> Not yet Finalized <sup>1</sup>

### Declarations Needing Attention




Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
22-14-411-015	2021-85431		20210605002850	<Township # and Name per entry>	909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94123		20210605002857		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94124		20210605002852		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/22/2021

In the second example, the filter was applied using “Ottawa” with 3 results.

Menu **Attention Needed** <sup>5</sup> Finalized <sup>0</sup> Not yet Finalized <sup>1</sup>

### Declarations Needing Attention



Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
22-14-411-015	2021-85431		20210605002850	<Township # and Name per entry>	909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94123		20210605002857		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94124		20210605002852		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/22/2021



The filter for the last example was applied using “2021” with 5 results.

Menu **Attention Needed** <sup>5</sup> **Finalized** <sup>1</sup> **Not yet Finalized** <sup>1</sup>

### Declarations Needing Attention

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
09-23-415-008	2021-56321		20210505002854	<Township # and Name per entry>	3803 E 2288TH RD SERENA, IL 605490000	Test	PTAX203	5/20/2021
18-25-315-026	2021-31234		20210605002812		114 W PORTER ST OGLESBY, IL 613480000	Test	PTAX203	6/4/2021
22-14-411-015	2021-94123		20210605002857	<Township # and Name per entry>	909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-85431		20210605002850		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/9/2021
22-14-411-015	2021-94124		20210605002852		909 MARCY ST OTTAWA, IL 613500000	Test	PTAX203	6/22/2021

#### Notes on filtering:

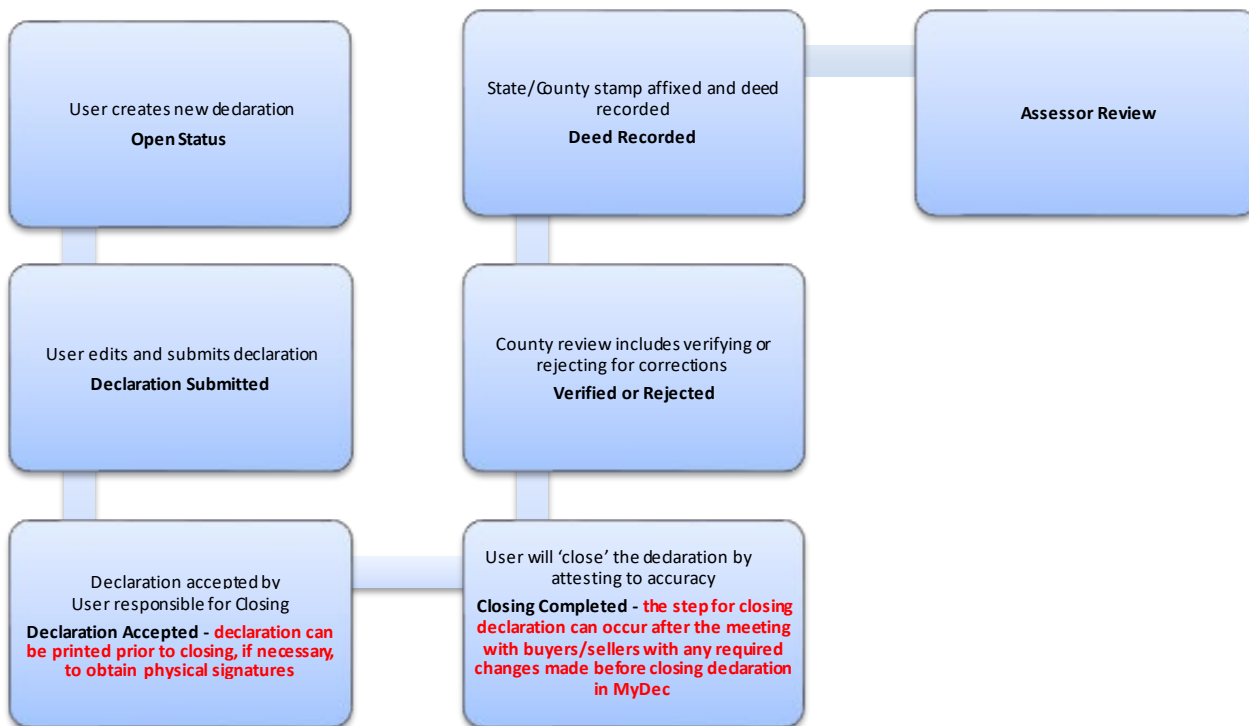
- Users can type a word or a portion of a word into the filter field to display the condensed list of declarations containing that word or partial word under any of the column headers.
- Users can type the name of a column header, add an operator (=, <, >, <=, >=, !=), and then type a value.
- Note, when working with date values users will have to use quotes around the date itself.  
**Recorded > '5/12/2014'**
- Users can combine multiple column filters with the AND and OR keywords between them.  
**Recorded > '5/12/2014' AND Balance < 500**
- There is a LIKE keyword if the user wants a partial match.  
**Address LIKE 'Ottawa'**  
This keyword can also be used in multiple column filters.  
**Document ID LIKE '2014\*' AND Recorded = '6/4/2014'**
- Note the \* character for a wildcard and the quotes around the search string

## Understanding the Status of a Declaration

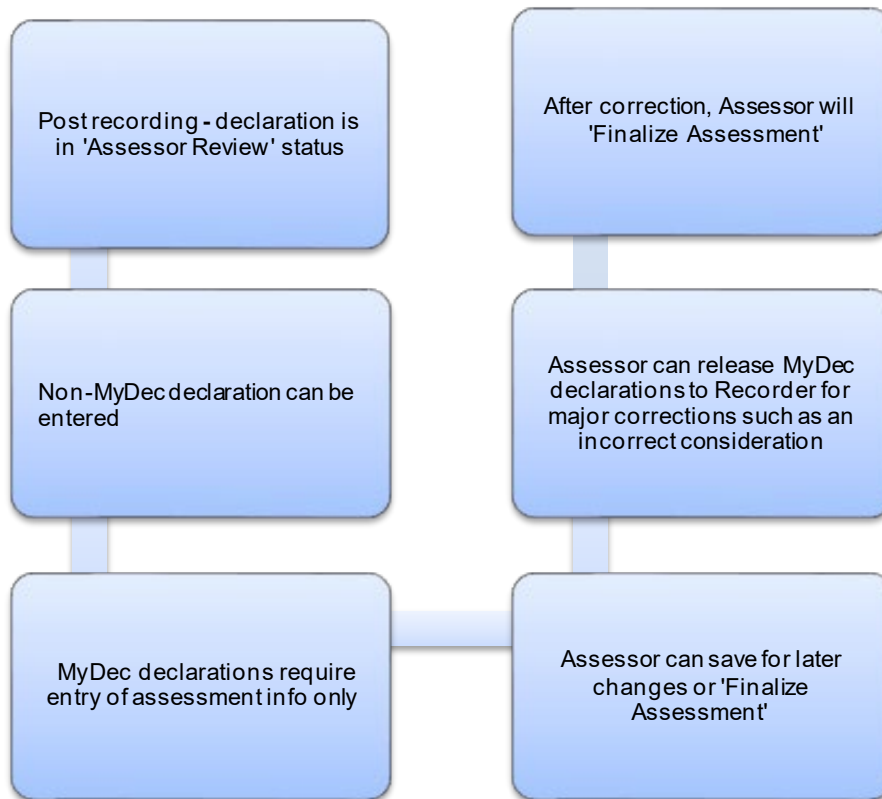
The status of a declaration changes as it advances through the approval stages of the recording process:

- Open – saved but not submitted. Declaration is editable.
- Declaration Submitted – all required fields have been completed and a Declaration ID is assigned by MyDec. Declaration is editable.
- Declaration Accepted – by the preparer or settlement agency responsible for closing the transaction. Declaration is editable.
- Closing Completed – in the Recorder’s queue for review. This step can occur after the closing meeting with the buyers/sellers and before presenting documents to the Recorder. Declaration is no longer editable, but the closing agent has the ability to “Release to Edit” the declaration. This will put the declaration in the Declaration Accepted status and it will be editable.
- County Verified – Recorder may “Verify” or “Reject” depending on circumstances
- Rejected – requires correction by the closing entity or preparer
- Deed Recorded – indicates that transaction has been recorded by the County.
- Assessor Review – the transaction is complete and the PTAX-203 is awaiting data entry or assessment information to be entered by the Assessor.

### MyDec PTAX-203 Flow Chart



# MyDec PTAX-203 Flow Chart for Assessor



## Non-MyDec Counties



This section is for Counties in which the County Clerk or Recorder does not offer MyDec. If your County Clerk or Recorder offers MyDec, proceed to the MyDec Counties Section that begins on page 48.

### Your Customer Summary Screen

When you first log in, you are taken to your “Customer Summary” screen, “Menu” tab, with action boxes based on your access type. There are additional tabs available that will allow you to take action on Declarations that have already been submitted. Click on the “Attention Needed” tab.

As a non-MyDec County, your “Attention Needed” tab will contain Declarations that have been data-entered and submitted, but the Assessment Information has not yet been updated. If there are none needing attention, the tab will show “0”.

The screenshot shows the MyTax Illinois interface. At the top left is the MyTax Illinois logo. On the right, there are user profile icons. Below the header, the text "COUNTY OF <County Name>" is displayed. To the right, it says "Welcome, Test IDOR" and "You last logged in on Monday, Jul 26, 2021 3:10:55 PM" with a "Manage My Profile" link. Below this, there are fields for "FEIN#", "Street Address", and "City, IL12345-6789". A navigation menu is shown with "Attention Needed" (0), "Finalized" (0), and "Not yet Finalized" (0). The "Attention Needed" tab is highlighted with a red box. Below the menu is a section titled "Declarations Needing Attention" with a table header containing columns: Primary PIN, Document #, Tab #, Declaration ID, Township, Address, Buyer Last Name, Seller Last Name, and Recorded. Below the table, it states "There are no declarations needing attention."

## Add a Recorded Declaration



Before starting data entry, verify that the PTAX-203 is complete and that it is not an exempt transaction other than “b”, “k”, or “m”. If it is an exempt transaction other than “b”, “k”, or “m”, a PTAX-203 is not required by the Department and you will not be able to enter it into MyDec.

To perform data entry, select “Add Recorded Declaration” found under the “Menu” tab, “Declarations” action box.

The screenshot displays the MyTax Illinois user interface. At the top left is the MyTax Illinois logo. To the right of the logo are help and user profile icons. Below the logo, the text 'COUNTY OF <County Name>' is visible. On the right side, a welcome message reads 'Welcome, Test IDOR' with a sub-message 'You last logged in on Monday, Jul 26, 2021 3:10:55 PM' and a 'Manage My Profile' link. Below this, user information is listed: 'FEIN#', 'Street Address', and 'City, IL12345-6789'. A navigation bar contains 'Menu', 'Attention Needed' (with a red notification icon), 'Finalized' (with a red notification icon), and 'Not yet Finalized' (with a red notification icon). A search bar with the placeholder text 'What are you looking for?' is positioned below the navigation bar. The main content area is divided into five panels: 'Declarations' (with 'Add Recorded Declaration' highlighted by a red box), 'Reporting', 'Submissions', 'Messages', and 'Other'. Each panel contains a title, a brief description, and a list of actions with right-pointing chevrons.

MyTax Illinois

COUNTY OF <County Name>

Welcome, Test IDOR  
You last logged in on Monday, Jul 26, 2021 3:10:55 PM  
Manage My Profile

FEIN#  
Street Address  
City, IL12345-6789

Menu Attention Needed Finalized Not yet Finalized

What are you looking for?

**Declarations**  
Access declarations.  
> Add Recorded Declaration  
> Search for Declaration

**Reporting**  
Access reporting options.  
> View Reporting Options

**Submissions**  
Search for a submitted request.  
> Search Submissions

**Messages**  
View messages I've received from the agency.  
> View Messages

**Other**  
Access other online options.  
> Invite a New User  
> Update Township Assessor Access  
> View Township Assessor Access

Enter the required information, beginning with the Document number.

MyTax Illinois

< COUNTY OF <County Name>

**Add Declaration**

### Recorded Property Tax Transfer Declaration

Begin by entering the following information for the primary property on this declaration. Additional PINs may be added to the declaration later in the process.

County <County Name>	Street address of property (or 911 address, if available)		
Document # Required	Date Recorded Required	City or village	Township
PIN Required			ZIP
Split Parcel? Yes No			

Cancel

If the Department is receiving a PIN file from you or your vendor, the system will verify that the PIN entered is valid against the PIN file and populate the address for you.

MyTax Illinois

< COUNTY OF <County Name>

**Add Declaration** Exempt Transfer

### Recorded Property Tax Transfer Declaration

Begin by entering the following information for the primary property on this declaration. Additional PINs may be added to the declaration later in the process.


County <County Name>	Street address of property (or 911 address, if available)		
Document # A12345678	Date Recorded 7/27/2021	City or village <City Name>	Township <Township Name>
PIN 11-03-0-100-037			ZIP 12345-0000
Split Parcel? Yes No			

Continue

Cancel

Note: If you need to update the address, there will be an option on the declaration prior to it being finalized. Please see the "Updating Addresses on Declarations" section.

When all required fields are populated, click the "Continue" button.

 ? ↩


[COUNTY OF: <County Name>](#)

[Add Declaration](#)   [Exempt Transfer](#)

---

### Recorded Property Tax Transfer Declaration

Begin by entering the following information for the primary property on this declaration. Additional PINs may be added to the declaration later in the process.

County: <u>&lt;County Name&gt;</u>		Street address of property (or 911 address, if available) <u>101 JANE DOE DR</u>		
Document # <u>A12345678</u>	Date Recorded <u>7/27/2021</u> 	City or village <u>&lt;City Name&gt;</u>	Township <u>&lt;Township Name&gt;</u> ▼	ZIP <u>12345-0000</u>
PIN <u>11-03-0-100-037</u>				
Split Parcel? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

[Continue](#)

[Cancel](#)

You will be taken to the “Exempt Transfer” tab. If it is an exempt transaction other than “b”, “k”, or “m”, a PTAX-203 is not required by the Department and you will not be able to enter it into MyDec. The selection defaults to “Transfer is not exempt.” Note: See Appendix A for additional information regarding Exempt K.

< COUNTY OF <County Name>


[Add Declaration](#)   [Exempt Transfer](#)

### Exempt Transfer

Select any exemptions that pertain to the State by selecting the appropriate reason. Selecting an exemption for a specific government agency will automatically adjust your transfer taxes for that agency.

Note that you can only select one exempt reason for State. The letters listed correlate to each government agency's specific ordinances.

[Click here for links to government agencies, regulations, ordinances, forms, and other key information pertaining to Real Property Transfers.](#)

 Please review your selection for accuracy. Once you click the 'Continue' button this page will not be shown again. However, if you later find you have not selected the correct exemption, you may make changes on the 'Exempt Transfer' tab of the applicable form.

### State Exempt ^

- Transfer is not exempt.
- A  Deeds representing real estate transfers made before January 1, 1968, but recorded after that date and trust documents executed before January 1, 1986, but recorded after that date.
- B Transfers (including deeds or trust documents) involving:
  - Governmental Body.
  - Corporation, society, organization, foundation, or institution organized and operated exclusively for charitable, religious, or educational purposes.
- C  Transfers in which the deed, assignment, or other instrument of transfer secures debt or other obligations.
- D  Transfers in which the deed, assignment, or other instrument of transfer, without additional consideration, confirms, corrects, modifies, or supplements a deed, assignment, or other instrument of transfer previously recorded or delivered.
- E  Transfers in which the transfer is less than \$100.
- F  Transfer in which the deed is a tax deed.
- G  Transfer in which the deed, assignment, or other instrument of transfer releases property which secures debt or other obligations.
- H  Transfers in which the deed is a deed of partition; provided, however, that if a party receives a share greater than its undivided interest in the real property, then such party shall be liable for tax computed upon any consideration paid for the excess.
- I  Transfers made pursuant to a confirmed plan of reorganization as provided under section 1146 (c) of Chapter 11 of the U.S. Bankruptcy Code of 1978, as amended.
- J  Transfers from a wholly owned subsidiary corporation to its parent for no consideration other than the cancellation or surrender of the subsidiary's stock or transfers from a parent corporation to its wholly owned subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- K  Deeds when there is an actual exchange of real estate and trust documents when there is an actual exchange of beneficial interests, except that money difference or money's worth paid from one to the other is not exempt from the tax. These deeds or trust documents, however, shall not be exempt from filing declaration.
- L  Transfers in which the deed is issued to the mortgagee or secured creditor who initially filed the foreclosure proceeding or threatened to bring foreclosure proceeding (when the deed is transferred in lieu of foreclosure).
- M  A deed or trust document related to the purchase of a principal residence by a participant in the program authorized by the Home Ownership Made Easy (HOME) Act, except that those deeds and trust documents shall not be exempt from filing the declaration.

[Continue](#)

[Cancel](#)



After the appropriate selection is made, select “Continue”

L  Transfers in which the deed is issued to the mortgagee or secured creditor who initially filed the foreclosure proceeding or threatened to bring foreclosure proceeding (when the deed is transferred in lieu of foreclosure).

M  A deed or trust document related to the purchase of a principal residence by a participant in the program authorized by the Home Ownership Made Easy (HOME) Act, except that those deeds and trust documents shall not be exempt from filing the declaration.

**Continue**

Cancel

Step 1A of the PTAX-203 will display for continued data entry.

**MyTax Illinois**

< COUNTY OF | <County Name>

**Recorded Declaration**

<County Name>

FEIN #

Recorded Declaration      Review and Submit

**Declaration**

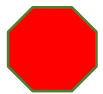
Status	Deed Recorded
Document No.	2020-11234
Primary PIN	22-14-239-007

State Form    History <sup>0</sup>    Testing

Step 1A    Step 1B    Step 2    Step 3    Step 4    Exempt Transfer    Recording Info    Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

Step 1: Identify the Property and Sale Information



**Stop! Proceed to the Data Entry Section that begins on page 54.**

This section is for Counties in which the County Clerk or Recorder offers MyDec. If your County Clerk or Recorder does not offer MyDec, proceed to the Data Entry Section that begins on page 54.



In MyDec Counties, the County Clerk or Recorder can record both MyDec and non-MyDec declarations. MyDec declarations refer to PTAX-203 forms that were originally created and processed through to recording completely in MyDec. Non-MyDec declarations are PTAX-203 forms that were created outside of MyDec and recorded as a paper declaration.

When you log in to MyDec, click on the “Attention Needed” tab.

COUNTY OF LAKE

36-6006600  
18 N COUNTY ST FL 7  
WAUKEGAN IL 60085-4304

Welcome,  
You last logged in on Thursday, Jul 29, 2021 1:00:51 PM  
[Manage My Profile](#)

Menu **Attention Needed** 5,805 Finalized 47,106 Not yet Finalized 14

< Page 1 of 59 >

Filter

Declarations Needing Attention

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
08-32-205-002-0000	7813398		20210604968580	094 - Waukegan	1033 S ELMWOOD AV	NOTHNAGEL	WITT HOLDINGS, LLC	7/30/2021
14-14-404-004-0000	7813395		<a href="#">Enter PTAX-203</a>	026 - Ela	23131 N PINEHURST I			7/30/2021
15-05-208-095-0000	7813393		20210604956794	088 - Vernon	745 SUMMIT LN	VERM YOU	ZHAO	7/30/2021
11-17-116-001-0000	7813392		<a href="#">Enter PTAX-203</a>	044 - Libertyville	1409 VINEYARD LN	LI		7/30/2021
16-10-302-008-0000	7813390		20210704998170	023 - Moraine	3586 SUMMIT AVE	H M MITCHELL	LAURIDSEN	7/30/2021

## MyDec Declarations

MyDec Declarations, or PTAX-203 forms that were originally created and processed through to recording completely in MyDec will only require that the Assessment Information be added and finalized. To add the Assessment Information, select the Primary PIN number hyperlink of the declaration that you want to update.

Menu [Attention Needed](#) **5,805** [Finalized](#) **47,106** [Not yet Finalized](#) **14**

< Page 1 of 59 >

### Declarations Needing Attention

Filter

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
<a href="#">08-32-205-002-0000</a>		7813398				20210604968580	094 - Waukegan	
<a href="#">14-14-404-004-0000</a>		7813395				<a href="#">Enter PTAX-203</a>	026 - Ela	
<a href="#">15-05-208-095-0000</a>		7813393				20210604956794	088 - Vernon	
<a href="#">11-17-116-001-0000</a>		7813392				<a href="#">Enter PTAX-203</a>	044 - Libertyville	
<a href="#">16-10-302-008-0000</a>		7813390				20210704998170	023 - Moraine	

Go to the Update Assessment Information Section beginning on page 79 to continue.

## Non-MyDec Declarations

MyDec Declarations, or PTAX-203 forms that were created outside of MyDec and recorded as a paper declaration will require data entry.



Before starting data entry, verify that the PTAX-203 is complete and that it is not an exempt transaction other than “b”, “k”, or “m”. If it is an exempt transaction other than “b”, “k”, or “m”, a PTAX-203 is not required by the Department and you will not be able to enter it into MyDec.

To perform data entry, select the “Enter PTAX-203” hyperlink for the declaration for which you want to complete data entry.

Menu [Attention Needed](#) <sup>5,805</sup> [Finalized](#) <sup>47,106</sup> [Not yet Finalized](#) <sup>14</sup>

< Page 1 of 59 >

Filter

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
08-32-205-002-0000		7813398				20210604968580	094 - Waukegan	
14-14-404-004-0000		7813395				<a href="#">Enter PTAX-203</a>	026 - Ela	
15-05-208-095-0000		7813393				20210604956794	088 - Vernon	
11-17-116-001-0000		7813392				<a href="#">Enter PTAX-203</a>	044 - Libertyville	
16-10-302-008-0000		7813390				20210704998170	023 - Moraine	

The Document number, Date Recorded, PIN and Address fields will be pre-populated based on information entered when the Clerk or Recorder recorded the declaration and the PIN file provided to the Department by the Assessor. You will select “Yes” or “No” to confirm whether the transaction is a split, then click “Continue”.

### [Add Declaration](#)

#### Recorded Property Tax Transfer Declaration

Begin by entering the following information for the primary property on this declaration. Additional PINs may be added to the declaration later in the process.

County

Lake

Document #

7813395

Date Recorded

7/30/2021



PIN

14-14-404-004-0000

Split Parcel? \*

Yes

No

Street address of property (or 911 address, if available)

23131 N PINEHURST DR

City or village

KILDEER

Township

Ela

ZIP

60047-0000

[Continue](#)

You will be taken to the “Exempt Transfer” screen. If it is an exempt transaction other than “b”, “k”, or “m”, a PTAX-203 is not required by the Department and you will not be able to enter it into MyDec. The selection defaults to “Transfer is not exempt.”

Add Declaration


**Exempt Transfer**

### Exempt Transfer

Select any exemptions that pertain to the State by selecting the appropriate reason. Selecting an exemption for a specific government agency will automatically adjust your transfer taxes for that agency.

Note that you can only select one exempt reason for State. The letters listed correlate to each government agency's specific ordinances.

[Click here for links to government agencies, regulations, ordinances, forms, and other key information pertaining to Real Property Transfers.](#)

 Please review your selection for accuracy. Once you click the 'Continue' button this page will not be shown again. However, if you later find you have not selected the correct exemption, you may make changes on the 'Exempt Transfer' tab of the applicable form.

### State Exempt ^

- Transfer is not exempt.
- A  Deeds representing real estate transfers made before January 1, 1968, but recorded after that date and trust documents executed before January 1, 1986, but recorded after that date.
- B Transfers (including deeds or trust documents) involving:
  - Governmental Body.
  - Corporation, society, organization, foundation, or institution organized and operated exclusively for charitable, religious, or educational purposes.
- C  Transfers in which the deed, assignment, or other instrument of transfer secures debt or other obligations.
- D  Transfers in which the deed, assignment, or other instrument of transfer, without additional consideration, confirms, corrects, modifies, or supplements a deed, assignment, or other instrument of transfer previously recorded or delivered.
- E  Transfers in which the transfer is less than \$100.
- F  Transfer in which the deed is a tax deed.
- G  Transfer in which the deed, assignment, or other instrument of transfer releases property which secures debt or other obligations.
- H  Transfers in which the deed is a deed of partition; provided, however, that if a party receives a share greater than its undivided interest in the real property, then such party shall be liable for tax computed upon any consideration paid for the excess.
- I  Transfers made pursuant to a confirmed plan of reorganization as provided under section 1146 (c) of Chapter 11 of the U.S. Bankruptcy Code of 1978, as amended.
- J  Transfers from a wholly owned subsidiary corporation to its parent for no consideration other than the cancellation or surrender of the subsidiary's stock or transfers from a parent corporation to its wholly owned subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- K  Deeds when there is an actual exchange of real estate and trust documents when there is an actual exchange of beneficial interests, except that money difference or money's worth paid from one to the other is not exempt from the tax. These deeds or trust documents, however, shall not be exempt from filing declaration.
- L  Transfers in which the deed is issued to the mortgagee or secured creditor who initially filed the foreclosure proceeding or threatened to bring foreclosure proceeding (when the deed is transferred in lieu of foreclosure).
- M  A deed or trust document related to the purchase of a principal residence by a participant in the program authorized by the Home Ownership Made Easy (HOME) Act, except that those deeds and trust documents shall not be exempt from filing the declaration.

**Continue**

After the appropriate selection is made, select “Continue”

Step 1A of the PTAX-203 will display for continued data entry.

### Recorded Paper Declaration

COUNTY OF LAKE  
36-6006600

The screenshot shows the 'Recorded Paper Declaration' step of the PTAX-203 form. At the top, there is a progress bar with two steps: 'Recorded Paper Declaration' (active) and 'Review and Submit'. Below the progress bar, the 'Declaration' section contains the following information:

Status	Deed Recorded
Document No.	7813395
Primary PIN	14-14-404-004-0000
State/County Stamp	0-598-022-928

Below the declaration information is a navigation bar with tabs: 'State Form', 'Stamp Activity' (1), 'History' (0), and 'Testing'. Underneath this is a secondary navigation bar with tabs: 'Step 1A' (active), 'Step 1B', 'Step 2', 'Step 3', 'Step 4', 'Exempt Transfer', 'Recording Info', and 'Assessment Info'. The main content area shows the title 'PTAX-203 - Illinois Real Estate Transfer Declaration' and a sub-section header 'Step 1: Identify the Property and Sale Information'. An 'Instructions' link is visible in the top right corner.

If you need to update the address, click the “Update property address” checkbox on the “Assessment Info” tab.

The screenshot shows the 'Assessment Info' tab of the PTAX-203 form. The navigation bar at the top is the same as in the previous screenshot, but the 'Assessment Info' tab is now active. The main content area shows the title 'PTAX-203 - Illinois Real Estate Transfer Declaration' and a sub-section header 'To be completed by the Chief County Assessment Officer'. Below this header, there is a 'Tab Number' field. The 'Update property address' checkbox is selected and highlighted with a red box. Below it is an unchecked checkbox labeled 'Address has been updated'. At the bottom, there is a 'Comments' field.

After the “Update property address” checkbox is selected, the address fields on “Step 1A” of the declaration become editable.

When all the fields of the declaration are populated, click the “Continue” button at the bottom of the screen.



Verify that the entries on the declaration are correct, then click “Next”.

### Recorded Paper Declaration

COUNTY OF LAKE  
36-6006600



Declaration	
Status	Deed Recorded
Document No.	7813395
Primary PIN	14-14-404-004-0000
State/County Stamp	0-598-022-928



After verifying the information in the declaration, click “Submit”.

### Recorded Paper Declaration

COUNTY OF LAKE  
36-6006600






This Recorded Paper Declaration request is ready to submit.

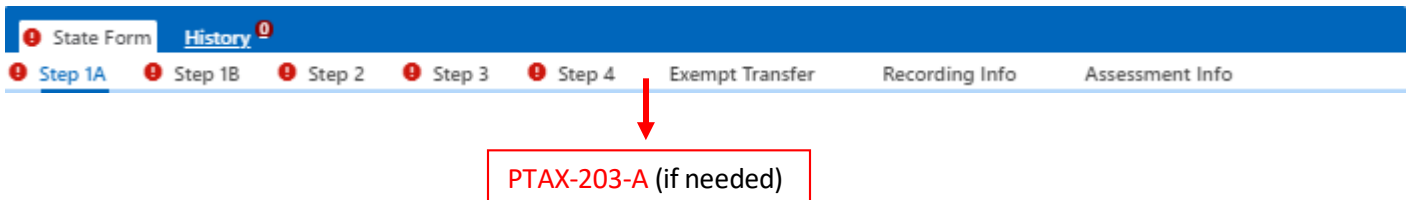
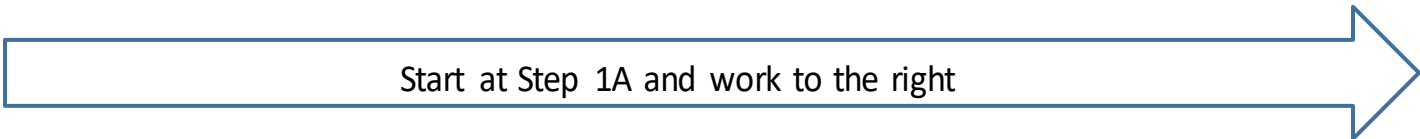


## PTAX-203 DATA ENTRY

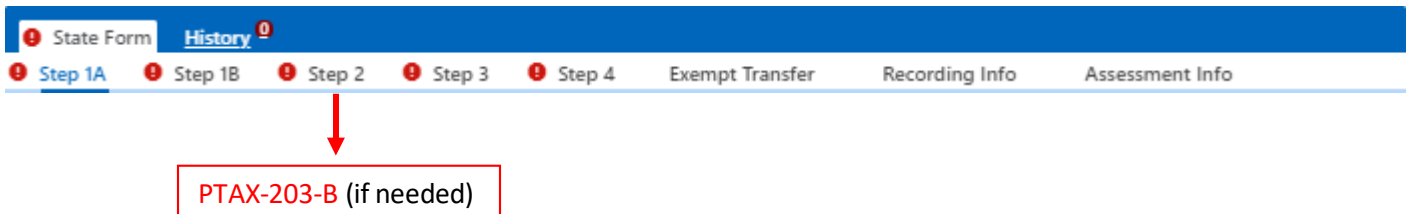
Complete the appropriate fields as necessary on the PTAX-203 Form. You will progress through the online form in the same order as the paper PTAX-203.

- Required fields are marked with a red asterisk \* and show an orange required tab while you are active in that field 
- Once all required entries are complete, no red asterisks should remain on the screen.
- Fields in error will have a red exclamation point  and error reason (in a red box) to assist in correcting the field; you must correct the value before you can submit the Declaration
- Blue help links  offer helpful tips; these typically appear in the right upper corner of the entry section.

MyDec is set up so that the different pages of the PTAX-203 and supplemental forms are entered in the order that the tabs are presented because occasionally something on an earlier tab may pre-populate or force a particular response on a subsequent tab. This explains why the PTAX-203-A tab is at the end of all the PTAX-203 tabs.



When a PTAX-203-B is required, it will replace Step 2 of the PTAX-203.



### Saving

You can save your progress at any time and either continue with your data entry or finish it later. You cannot submit the declaration until all the required fields are completed.



To save, select the "Save Draft" button in the lower-left corner.

State Form History

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

### Step 1: Identify the Property and Sale Information

1 Street address of property (or 911 address, if available) City or village ZIP  
760 GUTHRIE ST OTTAWA 61350-0000

Township County  Update the property address for this PIN  
South Ottawa La Salle

Primary PIN Lot size or acreage Unit Split Parcel  
22-14-239-007 Required Required  No

2 Total number of parcels to be transferred:  
1

3 Enter additional parcel identifying numbers and lot sizes or acreage.  
[Click to add PINs](#)

4 Date of instrument  
Required

5 Type of instrument  
Required

6 Will the property be the buyer's principal residence?  
 Yes  
 No

7 Was the property advertised for sale? (i.e., media, sign, newspaper, realtor)  
 Yes  
 No

8 Identify the property's current and intended primary use:

**Current Use \***

Land / Lot only  Retail establishment  
 Residence (single-family, condominium, townhome, or duplex)  Industrial building  
 Mobile home residence  Farm  
 Apartment building (6 units or less) 0  Commercial building Specify  
 Apartment building (over 6 units) 0  Other Specify  
 Office

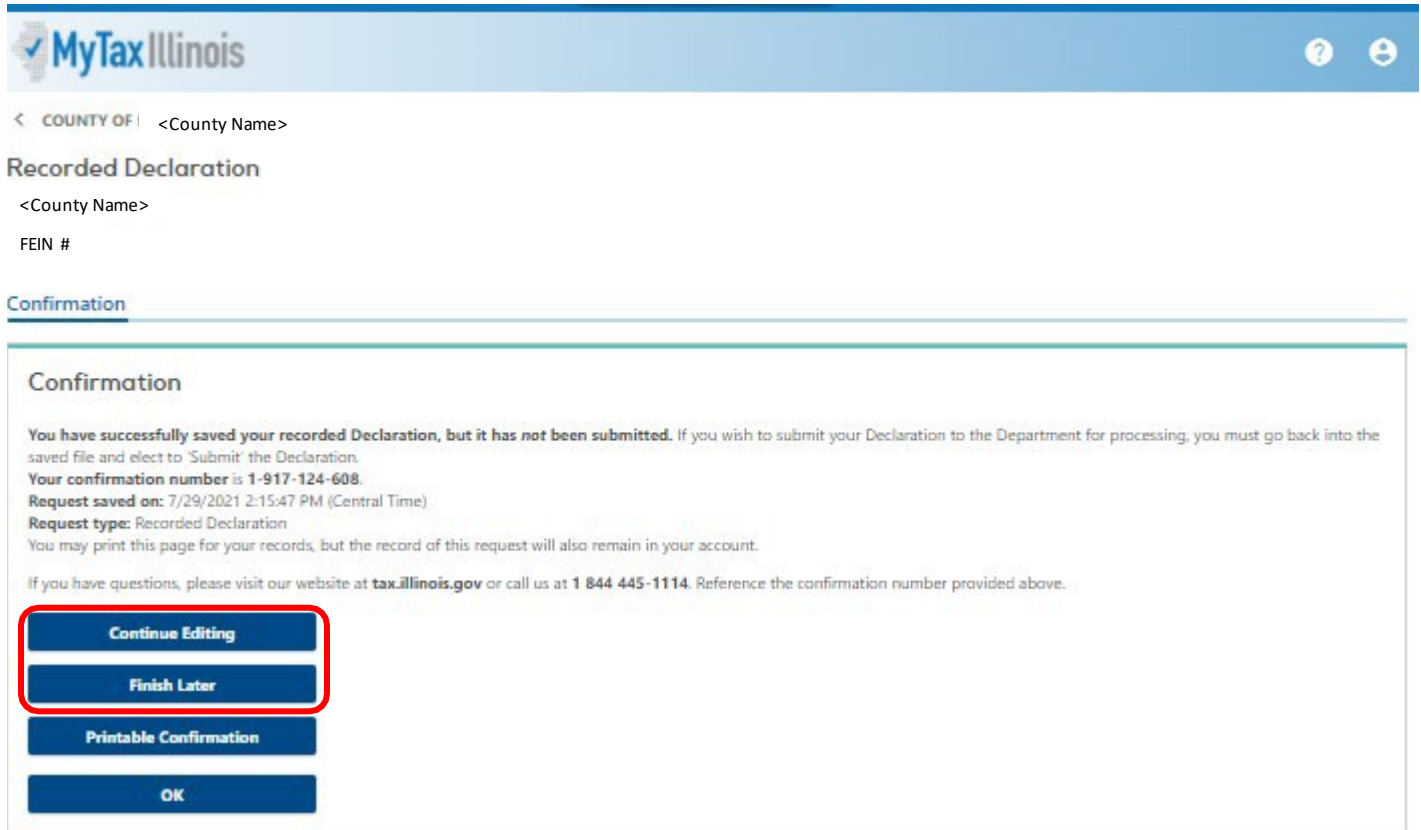
**Intended Use \***

Land / Lot only  Retail establishment  
 Residence (single-family, condominium, townhome, or duplex)  Industrial building  
 Mobile home residence  Farm  
 Apartment building (6 units or less) 0  Commercial building Specify  
 Apartment building (over 6 units) 0  Other Specify  
 Office

[Continue](#)

[Save Draft](#) [Cancel](#) [Previous](#) [Next](#)

If you select “Continue Editing”, you will be taken to where you left off prior to saving. If you select “Finish Later”, you will be taken to your “Customer Summary” “Menu” tab.



**MyTax Illinois**

< COUNTY OF | <County Name>

### Recorded Declaration

<County Name>  
FEIN #

### Confirmation

**Confirmation**

You have successfully saved your recorded Declaration, but it has not been submitted. If you wish to submit your Declaration to the Department for processing, you must go back into the saved file and elect to 'Submit' the Declaration.  
Your confirmation number is **1-917-124-608**.  
Request saved on: 7/29/2021 2:15:47 PM (Central Time)  
Request type: Recorded Declaration  
You may print this page for your records, but the record of this request will also remain in your account.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114. Reference the confirmation number provided above.

**Continue Editing**

**Finish Later**

**Printable Confirmation**

**OK**



Only the person in the account who saved the declaration can continue the data entry prior to its submission! If another user attempts to enter the same declaration, they will get the error “Document Already Exists”.

The person who started and saved the declaration will go to the “Menu” tab and click “Search Submissions” in the “Submissions” action box.

This takes you to the “Draft” tab on the “Submissions” screen. Click on the Title of the Declaration you want to continue working on.

Date	Title	Account	Account ID	Period	Confirmation Number
7/29/2021	Recorded PTAX 203 Request				1-917-124-608

Select "Continue Editing" to edit.

## Saved

Confirmation #  
0-356-905-744

Saved 7/28/2021 2:24:02 PM by <User Name>

> Continue Editing

> Withdraw

[Continue Editing](#)

### Recorded Declaration

#### Declaration

Status	Deed Recorded
Document No.	2020R12345
Primary PIN	07-19-0376-010

State Form

History <sup>0</sup>

Step 1A

Step 1B

Step 2

Step 3

Step 4

Exempt Transfer

Recording Info

Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration

[Instructions](#)

## Continue Data Entry

The red exclamation point at the top of each sub-tab indicates that there are fields that require data entry in that sub-tab.

The screenshot displays the MyTax Illinois interface. At the top, the logo "MyTax Illinois" is visible. Below it, there is a breadcrumb trail: "< COUNTY OF <county name>". The main heading is "Recorded Declaration", followed by a dropdown menu for "<County Name>" and a field for "FEIN #". A progress bar shows two steps: "Recorded Declaration" (active) and "Review and Submit".

Below the progress bar is a "Declaration" section with the following details:

Status	Deed Recorded
Document No.	2021-11234
Primary PIN	22-14-239-007

The navigation menu below the declaration section includes "State Form" (with a red exclamation point), "History" (with a '0' count), and five steps: "Step 1A", "Step 1B", "Step 2", "Step 3", and "Step 4". Each of these five steps has a red exclamation point icon above it, indicating required data entry. Other menu items include "Exempt Transfer", "Recording Info", and "Assessment Info".

Below the navigation menu is a header for "PTAX-203 - Illinois Real Estate Transfer Declaration" with an "Instructions" link. The main content area is titled "Step 1: Identify the Property and Sale Information".

Progress through the fields completing all required fields.

### Step 1: Identify the Property and Sale Information

1 Street address of property (or 911 address, if available) 760 GUTHRIE ST City or village OTTAWA ZIP 61350-0000  
Township South Ottawa County La Salle  Update the property address for this PIN  
Primary PIN 22-14-239-007 Lot size or acreage *Required* Unit *Required* Split Parcel No

2 Total number of parcels to be transferred:  
1

3 Enter additional parcel identifying numbers and lot sizes or acreage.  
[Click to add PINs](#)

4 Date of instrument *Required*

5 Type of instrument *Required*

6 Will the property be the buyer's principal residence? \*  
 Yes  
 No

7 Was the property advertised for sale? (i.e., media, sign, newspaper, realtor) \*  
 Yes  
 No

8 Identify the property's current and intended primary use:

**Current Use \***

Land / Lot only  Retail establishment  
 Residence (single-family, condominium, townhome, or duplex)  Industrial building  
 Mobile home residence  Farm  
 Apartment building (6 units or less) ..... 0  Commercial building *Specify* .....  
 Apartment building (over 6 units) ..... 0  Other *Specify* .....  
 Office

**Intended Use \***

Land / Lot only  Retail establishment  
 Residence (single-family, condominium, townhome, or duplex)  Industrial building  
 Mobile home residence  Farm  
 Apartment building (6 units or less) ..... 0  Commercial building *Specify* .....  
 Apartment building (over 6 units) ..... 0  Other *Specify* .....  
 Office

[Continue](#)

[Save Draft](#) [Cancel](#)

[Previous](#) [Next](#)

## Update Address

There is a checkbox available for updating the property address for the PIN. However, this function is not available for Assessors at this stage. Updating addresses will be detailed in the section regarding the Assessment Info tab.

State Form **History**

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

### Step 1: Identify the Property and Sale Information

1	Street address of property (or 911 address, if available) 760 GUTHRIE ST	City or village OTTAWA	ZIP 61350-0000
	Township South Ottawa	County La Salle	<input type="checkbox"/> Update the property address for this PIN
	Primary PIN 22-14-239-007	Lot size or acreage <i>Required</i>	Unit <i>Required</i>
			Split Parcel No

2 Total number of parcels to be transferred:  
1

3 Enter additional parcel identifying numbers and lot sizes or acreage.  
[Click to add PINs](#)

4 Date of instrument  
*Required*

5 Type of instrument  
*Required*

6 Will the property be the buyer's principal residence?  
 Yes  
 No

7 Was the property advertised for sale? (i.e., media, sign, newspaper, realtor)  
 Yes  
 No

## Additional PINs

If more than one parcel was transferred and you need to add additional PIN numbers, select the "Click to add PINs" button.

2 Total number of parcels to be transferred:  
1

3 Enter additional parcel identifying numbers and lot sizes or acreage.  
[Click to add PINs](#)

A popup window will come up that allows you to add the additional PINs. The system does check the additional PINs against the PIN file provided to the Department to verify that they are valid.

Property Index number (PIN)	Lot size or acreage	Unit	Split Parcel?

The “Total number of parcels to be transferred” field will be updated by the system based on the entries in the popup window.

2 Total number of parcels to be transferred:

3 Enter additional parcel identifying numbers and lot sizes or acreage.

**Click to add PINs**

MyDec knows if a PTAX-203-A or PTAX-203-B is required. A sub-tab for each will appear based on what is entered.

The PTAX-203-A sub-tab will be required when:

Line 8 – the property’s current use is marked:

- (e) Apartment building (over 6 units)
- (f) Office
- (g) Retail establishment
- (h) Commercial building
- (i) Industrial building
- (k) Other



**AND**

The consideration on line 11 is over \$1,000,000

The PTAX-203-B sub-tab will be required when Line 5, Type of instrument is “Beneficial Interest”. *If you are entering a paper PTAX-203 that is supplemented with a PTAX-203-B, you must enter “Beneficial Interest” regardless of what the preparer entered on the paper form.*



## Type of Instrument (Deed Type)

5 Type of instrument \*

Required

6

7

8

- Administrator's Deed
- Beneficial interest
- Cemetery Deed
- Commissioner's Deed
- Conservator's Deed
- Corrective Deed
- Court Officer's Deed
- Deed in lieu of Foreclosure
- Deed in Trust

You can narrow the results in the “Type of instrument” drop-down by typing the first letter of the type of deed that you are looking for, for instance, typing a “W”.

5 Type of instrument \*

w

6

- Limited Warranty Deed
- Special Warranty Deed
- Warranty Deed

If “Other” is selected, then a text field appears that requires an entry.

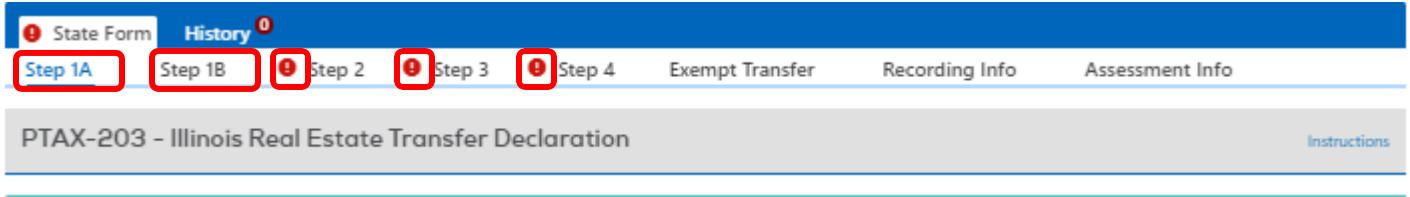
5 Type of instrument

Other

Specify \*

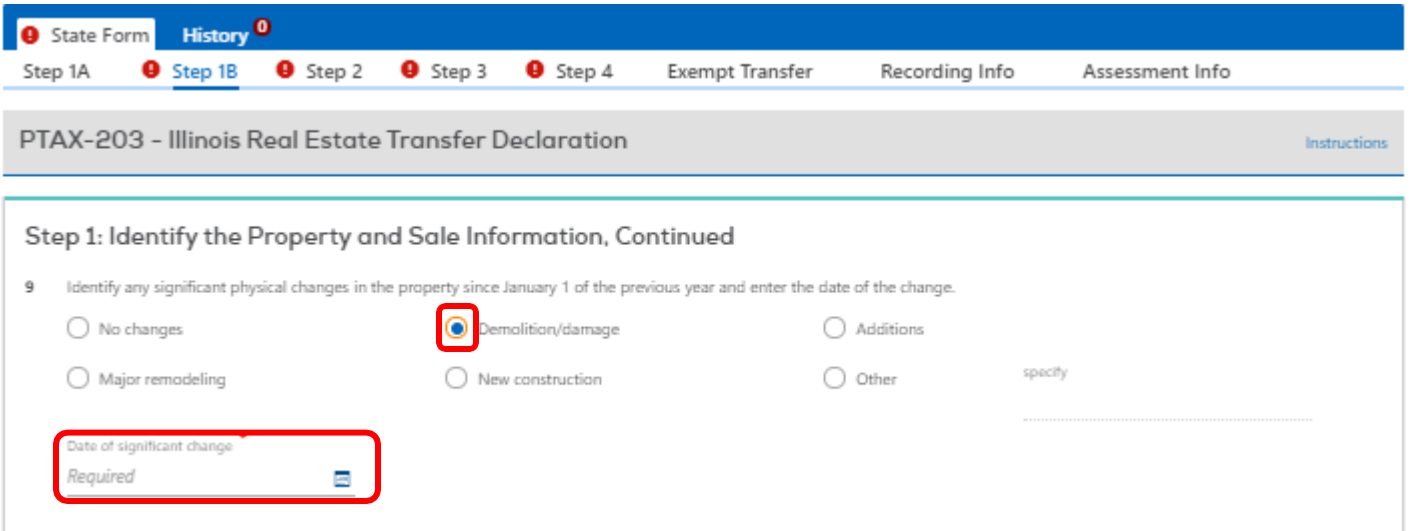
Required

As you move through the sub-tabs and enter information in all required fields, the red exclamation point will disappear from the sub-tab.



### Significant Physical Changes to the Property

In Step 1B, number 9, if a selection other than “No changes” is made, the “Date of the significant change” is required.



## Items That Apply to This Sale

Select only the items that apply to this sale. Click on the blue link (when available) of any item to see a definition.

10 Identify only the items that apply to this sale.

<input type="checkbox"/> Fulfillment of installment contract	<input type="checkbox"/> Buyer is a pension fund
<a href="#">Year contract initiated:</a> .....	<input type="checkbox"/> Buyer is an adjacent property owner
<input type="checkbox"/> Sale between related individuals or corporate affiliates	<input type="checkbox"/> Buyer is exercising an option to purchase
<input type="checkbox"/> Transfer of less than 100 percent interest	<input type="checkbox"/> Trade of property (simultaneous)
<input type="checkbox"/> Court-ordered sale	<input type="checkbox"/> Sale-leaseback
<input type="checkbox"/> Sale in lieu of foreclosure	<input type="checkbox"/> Other
<input type="checkbox"/> Condemnation	specify: .....
<input type="checkbox"/> Short sale	<input type="checkbox"/> Homestead exemptions on most recent tax bill:
<input type="checkbox"/> Bank REO (real estate owned)	General/Alternative 0.00 .....
<input type="checkbox"/> Auction sale	Senior Citizens 0.00 .....
<input type="checkbox"/> Seller/buyer is a relocation company	Senior Citizens Assessment Freeze 0.00 .....
<input type="checkbox"/> Seller/buyer is a financial institution or government agency	
<input type="checkbox"/> Buyer is a real estate investment trust	

## Transfer Tax Calculation

Enter the Full Consideration on line 11 and the transfer tax will be calculated.

### Step 2: Calculate the Amount of Transfer Tax Due.

**Note:** Round Lines 11 through 18 to the next highest whole dollar. If the amount on Line 11 is over \$1 million and the property's current use on Line 8 is marked "e," "f," "g," "h," "i," or "k," complete Form PTAX-203-A, Illinois Real Estate Transfer Declaration Supplemental Form A. If you are recording a beneficial interest transfer, do not complete this step. Complete Form PTAX-203-B, Illinois Real Estate Transfer Declaration Supplemental Form B.

**11** Full actual consideration  
145,200.00  
Is personal property included in the full actual consideration? \*

Yes  
 No

**12** a. Amount of personal property included in the purchase  
0.00  
b. Was the value of a mobile home included on Line 12a? \*

Yes  
 No

**13** Subtract Line 12a from Line 11. This is the net consideration for real property  
145,200.00

**14** Amount for other real property transferred to the seller (in a simultaneous exchange) as part of the full actual consideration on Line 11  
0.00

**15** Outstanding mortgage amount to which the transferred real property remains subject  
0.00

**16** If this transfer is exempt, identify the provision.

b  
 k  
 m

**17** Subtract Lines 14 and 15 from Line 13. This is the net consideration subject to transfer tax.  
145,200.00

**18** Divide Line 17 by 500. Round the result to the next highest whole number (e.g., 61.002 rounds to 62).  
291.00

**19** Illinois tax stamps — multiply Line 18 by 0.50.  
145.50

**20** County tax stamps — multiply Line 18 by 0.25.  
72.75

**21** Add Lines 19 and 20. This is the total amount of transfer tax due.  
218.25



Exempt “b”, “k”, or “m” must be selected on the “Exempt Transfer” sub-tab for the form to calculate the applicable transfer tax due properly.

**Exempt Transfer** [Instructions](#)

---

Transfer is not exempt.  
**A**  Deeds representing real estate transfers made before January 1, 1968, but recorded after that date and trust documents executed before, January 1, 1986, but recorded after that date.  
**B**  Deeds to or trust documents relating to (1) property acquired by any governmental body or from any governmental body, (2) property or interests transferred between governmental bodies, or (3) property acquired by or from any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious, or educational purposes. However, deeds or trust documents, other than those in which the Administrator of Veterans' Affairs of the United States is the grantee pursuant to a foreclosure proceeding, shall not be exempt from filing the declaration

---

**14** Amount for other real property transferred to the seller (in a simultaneous exchange) as part of the full actual consideration on Line 11  
 0.00

**15** Outstanding mortgage amount to which the transferred real property remains subject  
 0.00

**16** If this transfer is exempt, identify the provision.  
 b  
 k  
 m

**17** Subtract Lines 14 and 15 from Line 13. This is the net consideration subject to transfer tax.  
 0.00

**18** Divide Line 17 by 500. Round the result to the next highest whole number (e.g., 61.002 rounds to 62).  
 0.00

**MyDec Counties ONLY:**

Line 17 will show you what the recorded NET consideration was.

---

**17** Subtract Lines 14 and 15 from Line 13. This is the net consideration subject to transfer tax.  
 145,200.00

**18** Divide Line 17 by 500. Round the result to the next highest whole number (e.g., 61.002 rounds to 62).  
 291.00

**19** Illinois tax stamps — multiply Line 18 by 0.50.  
 145.50

## Personal Property

If personal property was included in the sale, it can be entered by selecting “Yes” for the second part of line 11. Then click on the “Edit list of personal property” button that appears.

11 Full actual consideration  
145,200.00

Is personal property included in the full actual consideration?

Yes

No

12 a. Amount of personal property included in the purchase  
0.00

**Edit list of personal property**

**At least one entry is required**

b. Was the value of a mobile home included on Line 12a?

Enter the personal property.

Personal Property

Description of Item	Value	Type of Property
TRACTOR	500.00	Tangible
LAWN MOWER	200.00	Tangible

Personal Property Total: \$700.00

Cancel OK

Select “OK” and the form will be recalculated taking the personal property into account.

11 Full actual consideration  
145,200.00

Is personal property included in the full actual consideration?

Yes

No

12 a. Amount of personal property included in the purchase  
700.00

## Legal Description

The legal description is required. You can copy and paste as the field will expand to accommodate any length of text.

### Step 3: Enter the Legal Description from the Deed

**Note:** The legal description must be included when presenting the deed for recording as required by the County.

OVER THE RIVER AND THROUGH THE WOODS,  
TO GRANDMOTHER'S HOUSE WE GO;  
THE HORSE KNOWS THE WAY TO CARRY THE SLEIGH,  
THROUGH (THE) WHITE AND DRIFTED SNOW!

## Seller, Buyer, and Preparer Information

**Seller Information** Help

Under penalties of perjury, I state that I have examined the information contained on this document, and, to the best of my knowledge, it is true, correct, and complete. !

<p>Seller's first name / middle initial <span style="color: red;">!</span></p> <p><i>Required</i></p> <hr/>	<p>Last name <span style="color: red;">!</span></p> <p><i>Required</i></p> <hr/>
<p>Organization or trustee's name (if not individual)</p> <hr/>	<p>Seller's trust number (if applicable - not an SSN or FEIN)</p> <hr/>
<p>Seller's daytime phone <span style="color: red;">!</span></p> <p><i>Required</i></p> <hr/>	<p>Extension</p> <hr/>

[Click here to enter additional sellers](#)

<p>Country</p> <p>USA <span style="color: blue;">v</span></p> <hr/>		
<p>Street Address (after sale) <span style="color: red;">!</span></p> <p><i>Required</i></p> <hr/>		
<p>Unit Type <span style="color: blue;">v</span></p> <hr/>	<p>Unit #</p> <hr/>	
<p>City <span style="color: red;">!</span></p> <p><i>Required</i></p> <hr/>	<p>State <span style="color: blue;">v</span></p> <p>IL</p>	<p>ZIP <span style="color: red;">!</span></p> <p><i>Required</i></p> <hr/>

[Validate Address](#)

Enter the seller's first and last name. If it is a married couple with the same last name, you can enter both first names in the "Seller's first name/middle initial" field. Additional sellers will be entered below.

<p>Seller's first name / middle initial</p> <p>TOM AND MARY</p> <hr/>	<p>Last name</p> <p>SMITH</p> <hr/>
---	-------------------------------------

If the seller is not an individual, you can enter the name in the "Organization or trustee's name (if not individual)" field. Entry in this field will override the seller's first and last name fields so they will no longer be required.

<p>Seller's first name / middle initial</p> <hr/>	<p>Last name</p> <hr/>
<p>Organization or trustee's name (if not individual)</p> <p>TOM AND MARY SMITH</p> <hr/>	<p>Seller's trust number (if applicable - not an SSN or FEIN)</p> <p>2569874</p> <hr/>

If the address is outside of the U.S., select the country from the drop-down list.

<p>Country</p> <p>USA <span style="color: blue;">v</span></p> <ul style="list-style-type: none"><li>TURKMENISTAN</li><li>TURKS AND CAICOS ISLANDS</li><li>TUVALU</li><li>UGANDA</li><li>UKRAINE</li><li>UNITED ARAB EMIRATES</li><li>UNITED KINGDOM</li><li>URUGUAY</li><li>US MINOR OUTLYING ISLANDS</li><li>USA</li></ul>	<p>Street Address (after sale) <span style="color: red;">!</span></p> <p><i>Required</i></p> <hr/>	<p>ZIP <span style="color: red;">!</span></p> <p><i>Required</i></p> <hr/>
---	--	--

[Validate Address](#)



Validate the address against the USPS address file by selecting the "Validate Address" button.

Country  
USA

Street Address (after sale)  
101 W JEFFERSON ST

Unit Type Unit #

City State ZIP  
SPRINGFIELD IL 62702-0000

**Validate Address**

Address not validated  
Address not validated

Address Search

Validated  
101 W JEFFERSON ST  
SPRINGFIELD IL 62702-5145

As Entered  
101 W JEFFERSON ST  
SPRINGFIELD IL

Select this address  
Select this address

Cancel Save

If there are additional sellers, select "Click here to enter additional sellers".

Seller's first name / middle initial Last name

Organization or trustee's name (if not individual) Seller's trust number (if applicable - not an SSN or FEIN)

TOM AND MARY SMITH 2569874

Seller's daytime phone Extension

Required

**Click here to enter additional sellers**

Enter the additional seller(s) and click "OK".

Additional Sellers

	Seller's name (First & Last)	Seller's Country	Seller's address (after sale)	City	State	ZIP	Seller's daytime phone
<input type="checkbox"/>	MARY AND TOM SMITH	USA	101 W JEFFERSON ST	SPRINGFIELD	IL	62702-5145	217-555-6974
<input type="checkbox"/>							

Cancel OK

Check the Seller's attestation.

**Seller Information** Help

Under penalties of perjury, I state that I have examined the information contained on this document, and, to the best of my knowledge, it is true, correct, and complete.

Seller's first name / middle initial	Last name	Country	USA <span style="float: right;">Verified</span>	
Organization or trustee's name (if not individual)	Seller's trust number (if applicable - not an SSN or FEIN)	Street Address (after sale)	101 W JEFFERSON ST	
TOM AND MARY SMITH	2569874	Unit Type	Unit #	
Seller's daytime phone	Extension	City	State	ZIP
217-555-7458		SPRINGFIELD	IL	62702-5145

[Click here to enter additional sellers](#)

If a Seller's Agent is listed, click in the checkbox and enter the information. If not, do not check the box and leave it blank.

**Seller's Agent Information**

Check the box if Seller's agent

Name of individual signing Seller/Transferor Statement <sup>1</sup>	Country			
<i>Required</i>	USA			
Title of agent	Agent's business or firm name	Agent's mailing address <sup>1</sup>		
		<i>Required</i>		
Agent's daytime phone <sup>1</sup>	Extension	Unit Type	Unit #	
<i>Required</i>				
		City <sup>1</sup>	State	ZIP <sup>1</sup>
		<i>Required</i>	IL	<i>Required</i>

[Validate Address](#)

The Buyer's Information is entered, the address validated, additional buyers are added, and the attestation is checked the same as the Seller's Information was above.

**Buyer Information** Help

Under penalties of perjury, I state that I have examined the information contained on this document, and, to the best of my knowledge, it is true, correct, and complete.

Buyer's first name / middle initial	Last name	Country	USA <span style="float: right;">Verified</span>	
JOHN	SMITH	Street address (after sale)	101 W JEFFERSON ST	
Organization or trustee's name (if not individual)	Buyer's trust number (if applicable - not an SSN or FEIN)	Unit Type	Unit #	
Buyer's daytime phone	Extension	City	State	ZIP
217-555-4689		SPRINGFIELD	IL	62702-5145

[Click here to enter additional buyers](#)

If a Buyer's Agent is listed, click in the checkbox and enter the information. If not, do not check the box and leave it blank.

### Buyer's Agent Information

Check the box if Buyer's agent

Name of individual signing Buyer/Transferee Statement <i>Required</i>		Country USA	
Title of agent	Agent's business or firm name	Agent's mailing address <i>Required</i>	
Agent's daytime phone <i>Required</i>	Extension	Unit Type	Unit #
		City <i>Required</i>	State IL
			ZIP <i>Required</i>

[Validate Address](#)

The "Mail tax bill to" option is available if you need to enter an address other than the buyer's address. However, when the checkbox is selected, it will be pre-populated with the buyer's information, but the fields are editable.

### Mail Tax Bill To:

Buyer has a different mailing address for tax documents.

Country USA	Verified		
Name or company JOHN SMITH			
Street address 101 W JEFFERSON ST			
Unit Type	Unit #		
	City SPRINGFIELD	State IL	ZIP 62702-5145

If the tax bill should go to someone else, make the changes.

**Mail Tax Bill To:**

Buyer has a different mailing address for tax documents.

Country Verified  
USA

Name or company  
JOE BUYER

Street address  
316 N KLEIN ST

Unit Type Unit #

City State ZIP  
SPRINGFIELD IL 62702-5149

Complete the Preparer Information and check the attestation.

**Preparer Information**

Under penalties of perjury, I state that I have examined the information contained on this document, and, to the best of my knowledge, it is true, correct, and complete.

Preparer's and Company's Name  
JOHN PREPARER PTAX203 PREP INC

Preparer's File Number (if applicable) Escrow Number (if applicable)

Preparer's Daytime Phone Extension  
217-555-4623

Preparer's Email Address (if available)

Country Verified  
USA

Street Address  
501 S 2ND ST

Unit Type Unit #

City State ZIP  
SPRINGFIELD IL 62722-1100

Select the "Continue" button.

**Note:** The city of Chicago does not accept real estate transfer tax declaration forms through the mail. To purchase real estate transfer tax stamps, you must visit either the Department of Finance in Room 107 at 121 North LaSalle Street or visit the Department of Finance at 400 West Superior Street. You also may use a title company that is registered and authorized to print real property transfer tax stamps. To find a list of authorized title companies, go to the MyDec homepage and click "Show Authorized" at the bottom of the page.

**Continue**



After all the required fields are completed, all of the red “!”s on the sub-tabs will be gone which means you can now submit the declaration.

Declaration	
Status	Deed Recorded
Document No.	2021-11234
Primary PIN	22-14-239-007

State Form History <sup>0</sup>

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

Click “Next” in the lower right corner to move to the review stage before submitting.

Save Draft Cancel < Previous **Next** >

If you need to review any of the previously entered information, you can click “Previous” to return to the sub-tabs.

Recorded Declaration Review and Submit

This Recorded Declaration request is ready to submit.

Save Draft Cancel < Previous **Submit**

## Submit the Declaration

When all the required fields are completed and the red “!”s on the sub-tabs are gone, you may submit the declaration. Submitting the declaration merely changes the status to allow for the Assessment Information to be entered – you are not submitting it to anyone. To submit, select the “Submit” button in the lower right corner.

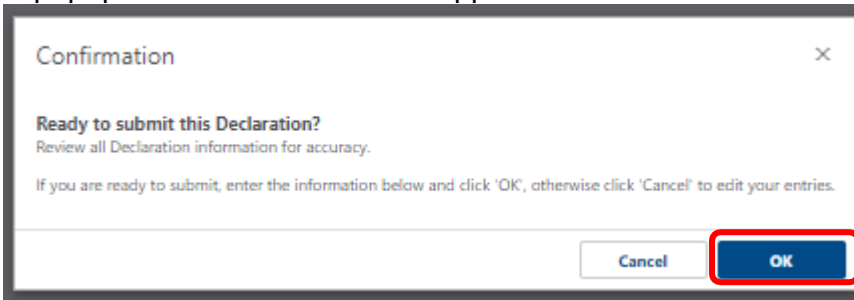


Recorded Declaration      Review and Submit

This Recorded Declaration request is ready to submit.

Save Draft      Cancel      < Previous      **Submit**

A popup confirmation screen will appear. Click “OK” to finish submitting.



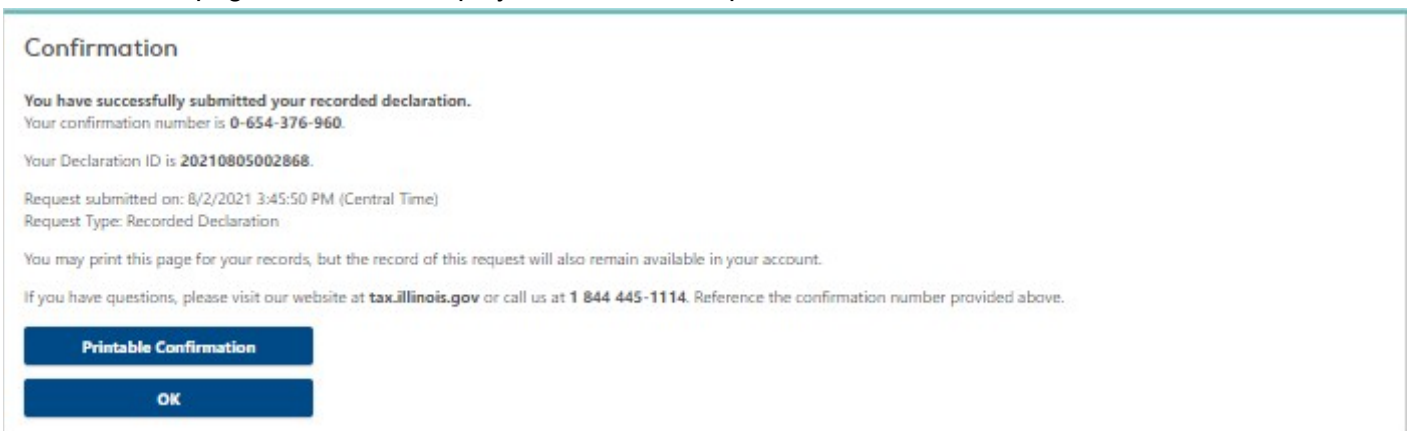
Confirmation

Ready to submit this Declaration?  
Review all Declaration information for accuracy.

If you are ready to submit, enter the information below and click 'OK', otherwise click 'Cancel' to edit your entries.

Cancel      **OK**

A confirmation page will then be displayed with timestamp of submission and Declaration ID.



Confirmation

You have successfully submitted your recorded declaration.  
Your confirmation number is 0-654-376-960.

Your Declaration ID is 20210805002868.

Request submitted on: 8/2/2021 3:45:50 PM (Central Time)  
Request Type: Recorded Declaration

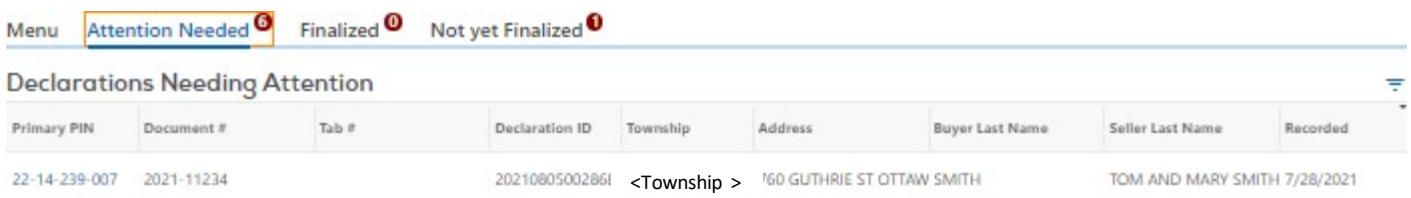
You may print this page for your records, but the record of this request will also remain available in your account.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114. Reference the confirmation number provided above.

**Printable Confirmation**

**OK**

After submission, you will find the declaration in the “Attention Needed” tab of your Customer Summary.



Menu      **Attention Needed** <sup>6</sup>      Finalized <sup>0</sup>      Not yet Finalized <sup>1</sup>

### Declarations Needing Attention

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
22-14-239-007	2021-11234		20210805002868	<Township >	760 GUTHRIE ST OTTAW SMITH		TOM AND MARY SMITH	7/28/2021

Upon submission, MyDec assigns a 14-digit Declaration ID Number, which is a unique identifier in the MyDec system.

Menu **Attention Needed** <sup>6</sup> Finalized <sup>0</sup> Not yet Finalized <sup>1</sup>

### Declarations Needing Attention

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
22-14-239-007	2021-11234		20210805002868	<Township >	GUTHRIE ST OTTAW SMITH		TOM AND MARY SMITH	7/28/2021

<b>Declaration ID: 20210805002868</b>		<b>Actions</b>
Status	Assessor Review	<a href="#">Update Assessment</a>
Document No.	2021-11234	<a href="#">Change Declaration</a>
Primary PIN	22-14-239-007	<a href="#">Printable Copy of Declaration</a>
		<a href="#">Return to Summary</a>

State Form **History** <sup>2</sup>

[Step 1A](#) Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)



After Submission, the declaration is available to all users in the Assessor's account. Any user may then make changes, add assessment information, or finalize the assessment.

## Available Actions

Upon submission, your available Actions are updated to reflect only the actions available to you for this declaration at the current status (Assessor Review):

1. Update Assessment. Allows you to enter the Assessment Information and apply any necessary codes.
2. Change Declaration. Enables the user to update data previously entered.
3. Printable copy of Declaration. Opens a PDF version of the PTAX-203 which can be saved or printed.
4. Return to Summary. Returns the user to the Customer Summary.

<b>Declaration ID: 20210805002868</b>		<b>Actions</b>
Status	Assessor Review	<a href="#">Update Assessment</a>
Document No.	2021-11234	<a href="#">Change Declaration</a>
Primary PIN	22-14-239-007	<a href="#">Printable Copy of Declaration</a>
		<a href="#">Return to Summary</a>

State Form	<b>History <sup>2</sup></b>							
<a href="#">Step 1A</a>	Step 1B	Step 2	Step 3	Step 4	Exempt Transfer	Recording Info	Assessment Info	
PTAX-203 - Illinois Real Estate Transfer Declaration								<a href="#">Instructions</a>



## Update Assessment Information

To add your Assessment Information to the PTAX-203, select "Update Assessment".

<b>Declaration ID: 20210805002868</b>		<b>Actions</b>
Status	Assessor Review	<a href="#">Update Assessment</a>
Document No.	2021-11234	<a href="#">Change Declaration</a>
Primary PIN	22-14-239-007	<a href="#">Printable Copy of Declaration</a>
		<a href="#">Return to Summary</a>

State Form **History** <sup>2</sup>

[Step 1A](#) Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

### MyDec Counties ONLY.

To enter Assessment Information for MyDec declarations that were processed start to finish in MyDec, go to your Customer Summary "Attention Needed" tab and click on the PIN number of the declaration that you want to update.

Menu [Attention Needed](#) <sup>5</sup> [Finalized](#) <sup>0</sup> [Not yet Finalized](#) <sup>1</sup>

Declarations Needing Attention								
Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
<a href="#">22-14-239-007</a>	2021-11234		20210805002868	<Township >	60 GUTHRIE ST OTTAW SMITH		TOM AND MARY SMITH	7/28/2021
22-14-411-015	2021-94124		20210605002852	<Township >	09 MARCY ST OTTAWA Test		PTAX203	6/22/2021
22-14-411-015	2021-94123		20210605002851	<Township >	09 MARCY ST OTTAWA Test		PTAX203	6/9/2021

Then select "Update Assessment".

<b>Declaration ID: 20210805002868</b>		<b>Actions</b>
Status	Assessor Review	<a href="#">Update Assessment</a>
Document No.	2021-11234	<a href="#">Change Declaration</a>
Primary PIN	22-14-239-007	<a href="#">Printable Copy of Declaration</a>
		<a href="#">Return to Summary</a>

State Form **History** <sup>2</sup>

[Step 1A](#) Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

Enter the Assessment Information.

Declaration ID: 20210805002868

Status Assessor Review

Document No. 2021-11234

Primary PIN 22-14-239-007

1 State Form History 2

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info 1 Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

**To be completed by the Chief County Assessment Officer**

Tab Number

.....

County

050

.....

Township

079 - South Ottawa

.....

Overlapping

Class

Required

.....

Cook Minor

.....

Code 1

.....

Code 2

.....

Land AV

Required

.....

Buildings AV

Required

.....

Total AV

0.00

.....

Year Prior to Sale

2020

.....

Mobile Home Assessed as Real Estate \*

Yes

No

The Tab Number field is left blank. The Tab Number will be auto-generated when the Assessment Information is finalized.

Tab Number

.....

The County will be pre-populated.

County

050

---

If the Department has your PIN file, the Township field will be pre-populated based on the PIN number.

Township

079 - South Ottawa

---

If the parcel overlaps multiple townships, check the “Overlapping” checkbox and the Township will change to “999”.

Township

999

---

Overlapping

Select the appropriate Class of property.

Class <sup>\*</sup>

*Required* ▼

- C - Commercial
- F - Farm
- I - Industrial
- M - Miscellaneous
- R - Residential
- S - Special Assessment

The "Cook-Minor" field is only available for editing to Cook County.

Cook-Minor  
.....

Select the appropriate codes, if needed, to alert the Department to facts relevant to the parcel.

Code 1

|

01 - Split

02 - Partial Assessment

03 - Prorated Assessment

04 - 10-25 (20d-4) Model Home

05 - 10-30 (20g-4) Developer's Lot

06 - 10-35 Common Area \$1 Assessment

07 - 10-40 Historic Residence

08 - 10-150 Forestry Management

09 - 10-166 Registered Land/Conservation Rights

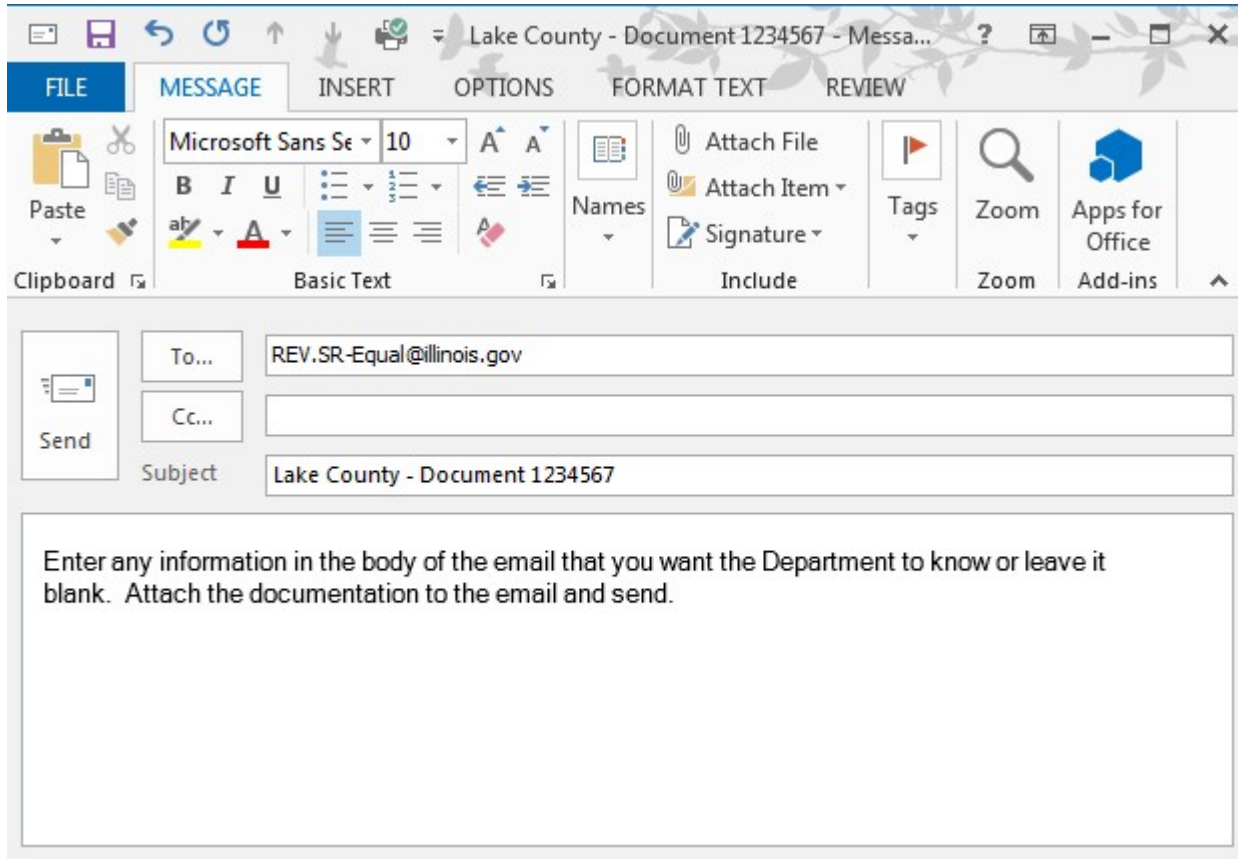


Codes 40 through 58 require documentation, e.g. a copy of the deed. As in the past you will attach the documentation to the back of the paper PTAX-203 for review by the Department. All paper PTAX-203s that were not originally created and processed through to recording in MyDec must still be sent to the Department.

Backup or additional documentation for declarations, such as deeds, etc. may be emailed to the Department of Revenue. For MyDec declarations, the Department only needs the relevant documentation, you do not have to send a copy of the MyDec PTAX-203 as we have access to it in the MyDec system.

Send the email to: [REV.SR-Equal@illinois.gov](mailto:REV.SR-Equal@illinois.gov)

Subject Line: County Name and Document Number



Certain codes, such as “01 – Split”, will auto-populate the AV fields with zeros when applicable.

Code 1	
01 - Split	▼
<hr/>	
Code 2	
	▼
<hr/>	
Land AV	
0.00	
<hr/>	
Buildings AV	
0.00	
<hr/>	
Total AV	
0.00	
<hr/>	

Select a second code if applicable.

Code 1	
07 - 10-40 Historic Residence	▼
<hr/>	
Code 2	
04 - 10-25 (20d-4) Model Home	▼
<hr/>	

Enter the land and building AVs and the Total AV field will auto-calculate.

Land AV	
17,548.00	
<hr/>	
Buildings AV	
72,199.00	
<hr/>	
Total AV	
89,747.00	
<hr/>	

The “Year Prior to Sale” will auto-populate based on the Date of Instrument on Line 4 in Step 1A. Select “Yes” or “No” if the sale is for “Mobile Home Assessed as Real Estate”

Year Prior to Sale

2020

Mobile Home Assessed as Real Estate

Yes

No



Updating the property address was previously referenced as part of Step 1A. For Assessors, you are not allowed to update the address in that Step. The next checkbox on the Assessment Info screen is your opportunity to update the address.

Check the box next to “Update property address”.

Update property address

Now that you have checked the box, you are able to navigate back to the “Step 1A” sub-tab and change the address fields.

State Form History

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

**Step 1: Identify the Property and Sale Information**

1	Street address of property (or 911 address, if available)	City or village	ZIP
	101 W JEFFERSON ST	OTTAWA	61350-0000
	Township	County	
	South Ottawa	La Salle	<input checked="" type="checkbox"/> Update the property address for this PIN

Once the address has been edited, the second checkbox will be selected systemically to acknowledge that the address was updated.

Update property address

Address has been updated

Lastly, enter any necessary comments for the Department of Revenue to consider.

Comments

After all the required information is entered, select the “Next” button in the lower right corner.

Update property address  
 Address has been updated

Comments

This will advance you to the “Review and Submit” stage. If you need to make corrections, select “Previous”. Otherwise, click “Submit” in the lower right corner.

Update Assessment  Review and Submit

This Update Assessment request is ready to submit.

A confirmation popup will appear. Click “OK” to finish the submission process.

Confirmation ×

**Ready to submit the assessment information?**  
Review all Declaration information for accuracy.  
If you are ready to submit click 'OK', otherwise click 'Cancel' to edit your entries.



A confirmation page will then be displayed with timestamp of submission and Declaration information.

### Confirmation

**You have successfully updated assessment information for this Declaration.**  
The assessment information you submitted will not be finalized until a request to do so has been submitted.

Your confirmation number is **1-261-502-464**.

Declaration ID: 20210805002868  
Submitted on: 8/2/2021 7:50:59 PM (Central Time)  
Request type: Update Assessment

You may print this page for your records, but the record of this request will also remain available in your account.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at **1 844 445-1114**. Reference the confirmation number provided above.

[Printable Confirmation](#)

[OK](#)

The declaration will then move to the “Not Yet Finalized” tab on the Customer Summary screen.

Menu [Attention Needed](#) <sup>5</sup> [Finalized](#) <sup>1</sup> [Not yet Finalized](#) <sup>2</sup>

### Assessments Not yet Finalized

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
23-27-404-000	2021-35678	P1	20210605002818	<Township >	2163 N 25TH RD MARS Test		PTAX203	6/4/2021
22-14-239-007	2021-11234		20210805002868	<Township >	101 W JEFFERSON ST C SMITH		TOM AND MARY SMITH	7/28/2021

## Finalize the Assessment

The last step is to Finalize the Assessment. The declaration will be under the “Not Yet Finalized” tab on the Customer Summary screen.

Menu Attention Needed <sup>5</sup> Finalized <sup>1</sup> **Not yet Finalized <sup>2</sup>**

### Assessments Not yet Finalized

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
23-27-404-000	2021-35678	P1	20210605002818	<Township >	2163 N 25TH RD MARS Test		PTAX203	6/4/2021
22-14-239-007	2021-11234		20210805002868	<Township >	101 W JEFFERSON ST C SMITH		TOM AND MARY SMIT	7/28/2021

Click on the “Primary PIN number” hyperlink and you will see that you now have the option to “Finalize Assessment” in your Actions area in the top right corner.

<b>Declaration ID: 20210805002868</b>		<b>Actions</b>
Status	Assessor Review	<a href="#">Update Assessment</a>
Document No.	2021-11234	<a href="#">Change Declaration</a>
Primary PIN	22-14-239-007	<a href="#">Finalize Assessment</a>
		<a href="#">Printable Copy of Declaration</a>
		<a href="#">Return to Summary</a>

State Form **History <sup>3</sup>**

[Step 1A](#) Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

Check the attestation toggle button and click on Submit to finalize the assessment.

### Finalize Assessment

Declaration

#### Finalize assessment information for this Declaration.

Declaration ID	20210805002868	<b>Please confirm the following:</b> <ol style="list-style-type: none"><li>The Real Estate Transfer Declaration (PTAX-203) completed via the MyDec system was received from the County Recorder's Office.</li><li>The assessment values and applicable codes applied to this PTAX-203 in the MyDec system are true and correct to the best of my knowledge and belief.</li></ol> <p>I have read and agree to the statements above. <input checked="" type="checkbox"/></p> Assessor: <County> CCAO <County Name>
Primary PIN	22-14-239-007	
Document Number	2021-11234	
Recording Year	2021	
Tab Number		

[Cancel](#) [Previous](#) [Submit](#)

Select "OK" to finalize.

Confirmation

Ready to finalize this assessment?  
Review all Declaration information for accuracy.  
If you are ready to submit click 'OK', otherwise click 'Cancel' to edit your entries.

Cancel OK

The Tab Number will automatically generate and will display on the confirmation page. You can then write it on the back of the paper PTAX-203 in the appropriate field.

Confirmation

You have successfully finalized assessment information for this Declaration.  
Your confirmation number is 0-724-631-552.

Tab Number: P2

Declaration ID: 20210805002868  
Submitted on: 8/2/2021 8:06:28 PM (Central Time)  
Request type: Finalize Assessment

You may print this page for your records, but the record of this request will also remain available in your account.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114. Reference the confirmation number provided above.

Printable Confirmation

OK

**MyDec declarations will generate an "M" tab number. These declarations are NOT sent to the Department.**



**Paper declarations will generate a "P" tab number.**

**The "P" tab number must be printed on page 2 of the PTAX-203 in the CCAO Box!**

**These declarations must be sent to the Department in TAB NUMBER ORDER!**

<p><b>To be completed by the Chief County Assessment Officer</b></p> <p>1 County _____ Township _____ Class _____ Cook-Minor _____ Code 1 _____ Code 2 _____</p> <p>2 Board of Review's final assessed value for the assessment year prior to the year of sale.</p> <p>Land _____, _____, _____, _____</p> <p>Buildings _____, _____, _____, _____</p> <p>Total _____, _____, _____, _____</p>		<p>3 Year prior to sale _____</p> <p>4 Does the sale involve a mobile home assessed as real estate? _____ Yes _____ No</p> <p>5 Comments</p>
<p><b>Illinois Department of Revenue Use</b></p>	<p><b>Tab number</b></p> <p><b>Enter "P" Tab Number Here</b></p>	

The declaration is now in the "Finalized" tab on the Customer Summary screen.

Menu Attention Needed <sup>5</sup> Finalized <sup>1</sup> Not yet Finalized <sup>2</sup>

### Finalized Assessments

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
22-14-239-007	2021-11234	P2	20210805002868	<Township >	101 W JEFFERSON ST C SMITH		TOM AND MARY SMITH	7/28/2021

## Un-Finalize the Assessment

If Assessment Information was entered incorrectly and it has been finalized, you may “Un-Finalize” the assessment. To do so, go to the “Finalized” tab and select the Primary PIN hyperlink for the declaration that you want to un-finalize the assessment for.

Menu Attention Needed <sup>5</sup> Finalized <sup>1</sup> Not yet Finalized <sup>2</sup>

### Finalized Assessments

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
22-14-239-007	2021-11234	P2	20210805002868	<Township >	101 W JEFFERSON ST C SMITH		TOM AND MARY SMITH	7/28/2021

The “Actions” area in the upper right corner now gives you an option to “Unfinalize Assessment”.

<b>Declaration ID:</b> 20210805002868	<b>Actions</b>
<b>Status:</b> Assessment Finalized	<a href="#">Unfinalize Assessment</a>
<b>Document No.:</b> 2021-11234	<a href="#">Printable Copy of Declaration</a>
<b>Primary PIN:</b> 22-14-239-007	<a href="#">Return to Summary</a>

State Form History <sup>4</sup>

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

Select “Unfinalize Assessment” and select “Submit” on the following screen.

### Unfinalize Assessment

Declaration

Unfinalize assessment information for this Declaration.

Declaration ID	20210805002868
Primary PIN	22-14-239-007
Document Number	2021-11234
Recording Year	2021
Tab Number	P2

Cancel Previous **Submit**

Select “OK” to unfinalize.

Confirmation

Ready to unfinalize this assessment?  
If you are ready to submit click 'OK', otherwise click 'Cancel' to edit your entries.

Cancel **OK**

A confirmation page will then be displayed with timestamp of submission and Declaration information.

### Confirmation

You have successfully unfinalized assessment information for this Declaration.  
Your confirmation number is 1-798-373-376.

Declaration ID: 20210805002868  
Submitted on: 8/2/2021 8:13:01 PM (Central Time)  
Request type: Unfinalize Assessment

You may print this page for your records, but the record of this request will also remain available in your account.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114. Reference the confirmation number provided above.

[Printable Confirmation](#)

[OK](#)

The declaration is now back in the “Not Yet Finalized” tab on the Customer Summary screen.

Menu Attention Needed <sup>5</sup> Finalized <sup>1</sup> Not yet Finalized <sup>2</sup>

### Assessments Not yet Finalized

Primary PIN	Document #	Tab #	Declaration ID	Township	Address	Buyer Last Name	Seller Last Name	Recorded
23-27-404-000	2021-35678	P1	20210605002818	<Township >	2163 N 25TH RD MARS Test		PTAX203	6/4/2021
22-14-239-007	2021-11234		20210805002868	<Township >	101 W JEFFERSON ST C SMITH		TOM AND MARY SMITH	7/28/2021

You can make any changes needed and finalize the assessment again. Any changes made will update the information available to the Department in the MyDec system.



If you un-finalize a declaration, the tab number that was previously generated will not change when the transaction is re-finalized.

<b>Declaration ID: 20210805002868</b>		<b>Actions</b>
<b>Status</b>	Assessor Review	<a href="#">Update Assessment</a>
<b>Document No.</b>	2021-11234	<a href="#">Change Declaration</a>
<b>Primary PIN</b>	22-14-239-007	<a href="#">Finalize Assessment</a>
		<a href="#">Printable Copy of Declaration</a>
		<a href="#">Return to Summary</a>

State Form **History** <sup>5</sup>

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info **Assessment Info**

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

**To be completed by the Chief County Assessment Officer**

Tab Number  
P2

**Confirmation**

You have successfully finalized assessment information for this Declaration.  
Your confirmation number is 0-607-059-968.

Tab Number: P2

Declaration ID: 20210805002868  
Submitted on: 8/2/2021 8:16:59 PM (Central Time)  
Request type: Finalize Assessment

You may print this page for your records, but the record of this request will also remain available in your account.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114. Reference the confirmation number provided above.

[Printable Confirmation](#)

[OK](#)



Updates will only be allowed until the Department locks the database to run your county's sales ratio study reports.

NOTE: The option to “Release to Recorder” should be used sparingly and in coordination with the Recorder’s Office. An example of when it would be used would be to amend an incorrect consideration that involves the Recorder voiding the stamps. Do not use it for trivial corrections to a PTAX-203 declaration.

If it is discovered that the consideration requires a correction, Assessors in Counties in which MyDec is in use by the Clerk or Recorder have the option to “Release to Recorder”. This will send the declaration back to the Recorder who can then request corrections from the preparer.

To release a declaration to the Recorder, open the declaration in question and select “Release to Recorder” in the Actions area in the upper right corner.

**Declaration ID: 20170804905917** **Actions**

Status:	Assessor Review	State/County Stamp:	0-179-692-576	<a href="#">Update Assessment</a>
Document No.:	7452938			<a href="#">Finalize Assessment</a>
Primary PIN:	13-25-101-011-0000			<a href="#">Release to Recorder</a>
				<a href="#">Printable copy of Declaration</a>
				<a href="#">Return to Summary</a>

**STATE FORM** | **STAMP ACTIVITY 1** | **HISTORY 9**

[PTAX-203 STEP 1A](#) | [PTAX-203 STEP 1B](#) | [PTAX-203-B](#) | [PTAX-203 STEP 3](#) | [PTAX-203 STEP 4](#) | [EXEMPT TRANSFER](#) | [ASSESSMENT INFO](#)

---

 **PTAX-203**  
**Illinois Real Estate Transfer Declaration** [INSTRUCTIONS](#)

**Step 1: Identify the property and sale information**

1     
Street address of property (or 911 address, if available) City or village ZIP

Update the property address for this PIN  
Township County

A window will pop-up requiring you to state the reason for releasing the declaration.

**Web Request** [X]

**Release this Declaration to the Recorder’s office.**

Declaration ID: 20170804905917  
Primary PIN: 13-25-101-011-0000  
Document Number: 7452938  
Tab Number: M1

Reason:

[Submit](#) [Cancel](#)



You will then confirm it.



## Ready to release this Declaration back to the Recorder?

If you are ready to submit click 'OK', otherwise click 'Cancel' to edit your entries.

The declaration will be sent back to the Recorder with a yellow banner across the top stating the reason for it being released.

**Release reason:**  
Consideration is incorrect.

Declaration ID: 20170804905917

### Actions

Status: Deed Recorded      State/County Stamp: 0-179-692-576  
Document No.: 7452938  
Primary PIN: 13-25-101-011-0000

[Printable copy of Declaration](#)  
[Return to Summary](#)

STATE FORM    STAMP ACTIVITY 1    HISTORY 10

PTAX-203 STEP 1A    PTAX-203 STEP 1B    PTAX-203-B    PTAX-203 STEP 3    PTAX-203 STEP 4    EXEMPT TRANSFER    ASSESSMENT INFO

# PTAX-203 Illinois Real Estate Transfer Declaration

 INSTRUCTIONS

### Step 1: Identify the property and sale information

1	<input type="text" value="25700 W. CHATHAM ROAD"/>	<input type="text" value="BARRINGTON"/>	<input type="text" value="60010-0000"/>
	Street address of property (or 911 address, if available)	City or village	ZIP

## MyDec Assistance

The Department's toll free MyDec-dedicated helpline is

844-445-1114

Or send an email to

[rev.mydecproject@illinois.gov](mailto:rev.mydecproject@illinois.gov)

# Appendix A – Additional Information Regarding Exempt K Transactions

Is Exempt K checked on the "Exempt Transfer" page?

**Declaration**

Status	Deed Recorded
Document No.	2020R12345
Primary PIN	07-30-0376-009

1 State Form **History** 0

1 Step 1A 1 Step 1B 1 Step 2 1 Step 3 1 Step 4 Exempt Transfer Recording Info **Assessment Info**

**Exempt Transfer** [Instructions](#)

- Transfer is not exempt.
- A**  Deeds representing real estate transfers made before January 1, 1968, but recorded after that date and trust documents executed before, January 1, 1986, but recorded after that date.
- B**  Deeds to or trust documents relating to (1) property acquired by any governmental body or from any governmental body, (2) property or interests transferred between governmental bodies, or (3) property acquired by or from any corporation, society, association, foundation or institution organized and operated exclusively for charitable, religious, or educational purposes. However, deeds or trust documents, other than those in which the Administrator of Veterans' Affairs of the United States is the grantee pursuant to a foreclosure proceeding, shall not be exempt from filing the declaration
- C**  Deeds or trust documents that secure debt or other obligation.
- D**  Deeds or trust documents that, without additional consideration, confirm, correct, modify, or supplement a deed or trust document previously recorded.
- E**  Deeds or trust documents where the actual consideration is less than \$100.
- F**  Tax deeds.
- G**  Deeds or trust documents that release property that is security for a debt or other obligation.
- H**  Deeds of partition.
- I**  Deeds or trust documents made pursuant to mergers, consolidations or transfers or sales of substantially all of the assets of corporations under plans of reorganization under the Federal Internal Revenue Code (26 USC 368) or Title 11 of the Federal Bankruptcy Act.
- J**  Deeds or trust documents made by a subsidiary corporation to its parent corporation for no consideration other than the cancellation or surrender of the subsidiary's stock.
- K**  Deeds when there is an actual exchange of real estate and trust documents when there is an actual exchange of beneficial interests, except that that money difference or money's worth paid from one to the other is not exempt from the tax. These deeds or trust documents, however, shall not be exempt from filing the declaration.

MyDec allows a number on Line 14 greater than on Line 11 (note that "K" is checked on line 16 via the Exempt Transfer tab).

State Form History

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer Recording Info Assessment Info

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

### Step 2: Calculate the Amount of Transfer Tax Due.

**Note:** Round Lines 11 through 18 to the next highest whole dollar. If the amount on Line 11 is over \$1 million and the property's current use on Line 8 is marked "e," "f," "g," "h," "i," or "k," complete Form PTAX-203-A, Illinois Real Estate Transfer Declaration Supplemental Form A. If you are recording a beneficial interest transfer, do not complete this step. Complete Form PTAX-203-B, Illinois Real Estate Transfer Declaration Supplemental Form B.

**11** Full actual consideration  
450,000.00

Is personal property included in the full actual consideration?

Yes

No

**12** a. Amount of personal property included in the purchase  
0.00

b. Was the value of a mobile home included on Line 12a?

Yes

No

**13** Subtract Line 12a from Line 11. This is the net consideration for real property  
450,000.00

**14** Amount for other real property transferred to the seller (in a simultaneous exchange) as part of the full actual consideration on Line 11  
500,000.00

**15** Outstanding mortgage amount to which the transferred real property remains subject  
0.00

**16** If this transfer is exempt, identify the provision.

b

k

m

If Exempt K is NOT checked.

< COUNTY OF <County Name>


[Add Declaration](#)   [Exempt Transfer](#)

### Exempt Transfer

Select any exemptions that pertain to the State by selecting the appropriate reason. Selecting an exemption for a specific government agency will automatically adjust your transfer taxes for that agency.

Note that you can only select one exempt reason for State. The letters listed correlate to each government agency's specific ordinances.

[Click here for links to government agencies, regulations, ordinances, forms, and other key information pertaining to Real Property Transfers.](#)

 Please review your selection for accuracy. Once you click the 'Continue' button this page will not be shown again. However, if you later find you have not selected the correct exemption, you may make changes on the 'Exempt Transfer' tab of the applicable form.

### State Exempt

- Transfer is not exempt.
- A  Deeds representing real estate transfers made before January 1, 1968, but recorded after that date and trust documents executed before January 1, 1966, but recorded after that date.
- B Transfers (including deeds or trust documents) involving:
  - Governmental Body.
  - Corporation, society, organization, foundation, or institution organized and operated exclusively for charitable, religious, or educational purposes.
- C  Transfers in which the deed, assignment, or other instrument of transfer secures debt or other obligations.
- D  Transfers in which the deed, assignment, or other instrument of transfer, without additional consideration, confirms, corrects, modifies, or supplements a deed, assignment, or other instrument of transfer previously recorded or delivered.
- E  Transfers in which the transfer is less than \$100.
- F  Transfer in which the deed is a tax deed.
- G  Transfer in which the deed, assignment, or other instrument of transfer releases property which secures debt or other obligations.
- H  Transfers in which the deed is a deed of partition; provided, however, that if a party receives a share greater than its undivided interest in the real property, then such party shall be liable for tax computed upon any consideration paid for the excess.
- I  Transfers made pursuant to a confirmed plan of reorganization as provided under section 1146 (c) of Chapter 11 of the U.S. Bankruptcy Code of 1978, as amended.
- J  Transfers from a wholly owned subsidiary corporation to its parent for no consideration other than the cancellation or surrender of the subsidiary's stock or transfers from a parent corporation to its wholly owned subsidiary for no consideration other than the issuance or delivery to the parent of the subsidiary's stock.
- K  Deeds when there is an actual exchange of real estate and trust documents when there is an actual exchange of beneficial interests, except that money difference or money's worth paid from one to the other is not exempt from the tax. These deeds or trust documents, however, shall not be exempt from filing declaration.
- L  Transfers in which the deed is issued to the mortgagee or secured creditor who initially filed the foreclosure proceeding or threatened to bring foreclosure proceeding (when the deed is transferred in lieu of foreclosure).
- M  A deed or trust document related to the purchase of a principal residence by a participant in the program authorized by the Home Ownership Made Easy (HOME) Act, except that those deeds and trust documents shall not be exempt from filing the declaration.

[Continue](#)

[Cancel](#)

Then the value on line 14 cannot be greater than \$0 (note that "K" is NOT checked on line 16 since it is not on the Exempt Transfer tab).

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

**Step 2: Calculate the Amount of Transfer Tax Due.**

**Note:** Round Lines 11 through 18 to the next highest whole dollar. If the amount on Line 11 is over \$1 million and the property's current use on Line 8 is marked "e," "f," "g," "h," "i," or "k," complete Form PTAX-203-A, Illinois Real Estate Transfer Declaration Supplemental Form A. If you are recording a beneficial interest transfer, do not complete this step. Complete Form PTAX-203-B, Illinois Real Estate Transfer Declaration Supplemental Form B.

11 Full actual consideration

450,000.00

Is personal property included in the full actual consideration?

Yes

No

12 a. Amount of personal property included in the purchase

0.00

b. Was the value of a mobile home included on Line 12a?

Yes

No

13 Subtract Line 12a from Line 11. This is the net consideration for real property

450,000.00

14 Amount for other real property transferred to the seller (in a simultaneous exchange) as part of the full actual consideration on Line 11

500,000.00

15 **Line 14 cannot be greater than \$0 if Exemption 'K' was not selected. Please verify your entry.**

(NOTE: Line 10(p) Trade of property (simultaneous) cannot be checked unless "K" is checked on the Exempt Transfer page)

PTAX-203 - Illinois Real Estate Transfer Declaration

Instructions

Step 1: Identify the Property and Sale Information, Continued

9 Identify any significant physical changes in the property since January 1 of the previous year and enter the date of the change.

No changes \*       Demolition/damage \*       Additions \*  
 Major remodeling \*       New construction \*       Other \* specify  
Date of significant change

10 Identify only the items that apply to this sale.

<input type="checkbox"/> Fulfillment of installment contract Year contract initiated:	<input type="checkbox"/> Buyer is a pension fund
<input type="checkbox"/> Sale between related individuals or corporate affiliates	<input type="checkbox"/> Buyer is an adjacent property owner
<input type="checkbox"/> Transfer of less than 100 percent interest	<input type="checkbox"/> Buyer is exercising an option to purchase
<input type="checkbox"/> Court-ordered sale	<input type="checkbox"/> Trade of property (simultaneous)
<input type="checkbox"/> Sale in lieu of foreclosure	<input type="checkbox"/> Sale-leaseback
<input type="checkbox"/> Condemnation	<input type="checkbox"/> Other specify:
<input type="checkbox"/> Short sale	<input type="checkbox"/> Homestead exemptions on most recent tax bill:
<input type="checkbox"/> Bank REO (real estate owned)	General/Alternative 0.00
<input type="checkbox"/> Auction sale	Senior Citizens 0.00
<input type="checkbox"/> Seller/buyer is a relocation company	Senior Citizens Assessment Freeze 0.00
<input type="checkbox"/> Seller/buyer is a financial institution or government agency	
<input type="checkbox"/> Buyer is a real estate investment trust	