



RLG-14 Order-Invoice for Real Estate Transfer Tax Stamps

Part 1: Purchaser information

Account ID: _____ County: _____ License no.: **RE** - _____
 Sold to name: _____ Title: _____ Date: ____/____/____
 Address: _____ Delivery: Mail
 City: _____ ZIP Code: _____ Picked up by _____
 Authorization: _____
 Signature of county official _____

Part 2: Stamp information

County stamp inventory	Denomination	Quantity needed	For Department use <i>only</i> (Stamp serial numbers)	Amount
	.25			
	.50			
	.75			
	1.00			
	2.00			
	3.00			
	4.00			
	5.00			
	7.50			
	10.00			
	20.00			
	30.00			
	40.00			
	50.00			
	75.00			
	100.00			
	300.00			
	500.00			
	750.00			
	1,000.00			
	5,000.00			
	10,000.00			
	50,000.00			

a Total stamp value: _____

Part 3: Meter setting information

Meter number: _____ Make/model number: _____
 Signature of a county representative verifying register reading _____

Reading before setting — completed by the county	
1 Ascending register:	_____
2 Descending register:	_____
3 Meter amount ordered:	_____
4 Total - Add Lines 1, 2, and 3:	_____

Reading after setting — completed by IDOR	
5 Ascending register:	_____
6 Descending register:	_____
7 Total - Add Lines 5 and 6 (<i>must</i> equal Line 4):	_____

Part 4: Balance due

b Total value — add Part 2, Line a and Part 3, Line 3 amounts: _____ **b** _____
c For option 2 purchases, enter .6666666667 of Line b: _____ **c** _____
d Credit: _____ **d** _____
e Balance due — Line b or Line c minus Line d: _____ **e** _____

Do not write below this line

Department use only:

Completed by: _____ Reviewed by: _____ Posted by: _____
 Date: ____/____/____ Date: ____/____/____ Date: ____/____/____

Form RLG-14 Information

General Information:

This form is to be used by counties to

- order Real Estate Transfer Stamps; and
- request additional value settings on tax stamp meters.

Purchase options:

The Department of Revenue provides two purchase options for Real Estate Transfer Tax Stamps:

Option 1: State tax only

This option represents payment of state tax only. Stamps and meter settings are purchased at full value and affixed at the rate of \$.50 per \$500.00 value.

Option 2: State/county tax

This option represents payment of state and county tax. Stamps and meter settings are purchased at 66 2/3% (.6666666667) of the face value and affixed at the rate of \$.75 per \$500.00 value.

Note: Any county wishing to change from an option originally selected must request approval from the Department 30 days prior to the desired effective date of the change. Following the Department's approval, changes will be effective on the first day of the following month.

Restrictions:

Stamps and meter setting orders may be combined on one order form only when presented to the Springfield distribution center listed in these instructions.

- Only checks from authorized county officials will be accepted. Non-county checks will **not** be accepted as payment.
- Payment in full is required before a meter setting will be set or stamps delivered.

Stamp Orders:

Real Estate Transfer Stamps can be obtained in-person from the Springfield Cashiering Operations or you may order them by mail. Form RLG-14 must be completed and sent to the address listed in the instructions. An authorized county official's check **must** accompany each order.

Meter settings:

Meters can be serviced only at the distribution centers listed.

Meters operated by others under the authority of the county will be reset only if presented with Form RLG-14 properly completed by the authorizing county. An authorized county official check must also accompany the completed Form RLG-14.

Note: Any meter that appears to have been tampered with will be retained by Department officials for inspection.

Deliveries:

Orders are delivered by mail. Allow one week for delivery. If you prefer, you can mail your order to the Springfield distribution center where you can then pick it up.

Payment:

Authorized county official check must accompany every order. Checks must be made payable to the "Illinois Department of Revenue."

Specific Instructions

Line a: Enter total value of stamps purchased.

Line b: Enter the total of Part 2, Line a and Part 3, Line 3.

Line c: Complete this line only if option 2 has been chosen. Enter .6666666667 of Line b.

Line d: Enter the amount of credit claimed. **Note:** Credit claims are processed in accordance with purchasing option selected (full value or .6666666667).

Line e: Subtract Line d from Lines b or c (as it applies). Enter the remittance amount.

Questions:

If you have any questions or need help completing this form, you can call us at 217 785-6613 or 217 524-5409.

Distribution Centers:

Walk-in service:

— Stamps and meter setting —

Springfield:

Springfield Cashiering Operations
Illinois Department of Revenue
101 West Jefferson Street

— Meter setting only —

Chicago:

Illinois Department of Revenue
Cashier & Deposit Unit — 11th Floor
555 W. Monroe Street

Fairview Heights:

15 Executive Drive, Suite 2

Marion:

2309 W. Main, Suite 114

Rockford:

200 South Wyman Street

Mail orders only:

SPRINGFIELD CASHIERING OPERATIONS
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19018
SPRINGFIELD ILLINOIS 62794-9018