



# Stamp Purchase Application

Application Date	
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Settlement Agency Name	
Address	
City, State, ZIP	

Contact Name	
Phone	
Email	

Alternate Contact Name	
Phone	
Email	

FEIN used to register on MyDec	
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MyDec use only (do NOT write in this section)

Legal Organization #: \_\_\_\_\_





# Instructions

- Provide all information requested
- Contacts should be directly responsible for sending wire transfers
- You **MUST** include an Alternate Contact
- Include the FEIN entered when setting up the MyDec account  
**Note:** If you did **not** use an FEIN to set up the MyDec account, please call **1 844 445-1114**
- Send the completed application and signed contract:
  - **Via email:** Rev.MyDecAdmin@illinois.gov
  - **Via postal service:** Illinois Department of Revenue  
Attn: MyDec Administrator  
101 W Jefferson St. MC 4-500  
Springfield, IL 62702
- The Legal Organization Number will be assigned by MyDec. This number is what will be used in the daily wire transfers to identify who the payment is coming from.

