



RLG-3 Real Estate Transfer Tax Claim for Credit

Who should file this form?

Counties must complete Form RLG-3 to receive credit for returned real estate transfer tax stamps that cannot be used.

How do I figure my claim amount?

There are two options available to purchase stamps. Depending on the option used, the county must complete either:

Line 5: State tax only option — If you paid only the state tax (purchased at full value and affixed at the rate of \$0.50 per \$500 value), write the full value of stamps returned.

Line 6: State tax and county taxes — If you paid both state tax and county taxes (purchased at 66 2/3 percent (.6666666667) of face value and affixed at the rate of \$0.75 per \$500 value), multiply the full value of stamps by .6666666667.

Where do I send my completed Form RLG-3?

Mail your completed Form RLG-3 and attachments to



ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19018
SPRINGFIELD IL 62794-9018

Step 1: Provide your purchaser information

Illinois Business Tax number (IBT no.): _____ - _____

County: _____

Address: _____

City: _____ ZIP: _____

Step 2: Check all that apply as to the reason you are completing this claim

- 1 Stamps used improperly or issued in excess of required amount - Attach a copy of the document with the cancelled stamp(s) included and clearly showing the amount(s).
- 2 Damaged stamp - Attach the original stamp.
- 3 Stamp meter malfunction - Attach the original stamp.
- 4 Other - Describe the situation. Attach additional sheets if needed.

Step 3: Figure your claim amount

5 State tax only option — Write the full value of the stamps returned. \$ _____

6 State and county taxes option — Multiply the full value of stamps returned by 66 2/3 % (.6666666667). \$ _____

Step 4: Sign below - The county official must complete this Step.

I certify that, to the best of my knowledge, the information on this credit claim is true and accurate.

_____/_____/_____
Signature of county official Date

Title: _____

Official Use	
No	_____
Amt	_____
Apv	_____
Vrf	_____
DR	_____
Int D	_____