

2021



State of Illinois
Department of Revenue

MYDEC PREPARER 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
Understanding Access Roles	16
Invited User Setup	17
Editing Users (Administrators Only)	26
Deactivate Access	29
Reactivate Access	30
Viewing User Activity	32
Editing Your Profile	33
Understanding the Status of a Declaration	41
Data-Enter a PTAX-203 Declaration	42
Accepting a Declaration	60
Closing a Declaration	63
Release to Edit Declaration	65
Declaration Rejected	66
Recording/Help	67

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 are only required 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.

Account Administrator Initial Setup

Click on “Sign Up” to create your MyDec Account.



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.](#)

Creating an account requires that a valid FEIN, SSN, or ITIN must be used. If a preparer is signing up for an individual account, they must use an SSN, or ITIN number.

Firms who wish to have multiple users acting on Declarations must choose one representative from your firm to create the MyDec account establishing the Account Administrator logon. Once enrolled, the Account Administrator can then invite additional users (employees and partners) to access the firm's MyDec account. It is recommended that once the firm is established in MyDec that it has more than one Account Administrator designated.

The person that signs up for the account will select "Account Administrator".

< 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

Select the Account Type.

Individual
Law Firm
Settlement Agency

Required

Required

Select the type of verifying identification you will be using (FEIN, SSN, or ITIN) and enter it.

Account ID Type

FEIN

SSN

ITIN

Account ID

00-0000000

Confirm Account ID

00-0000000

After you verify your AccountID, several required fields will appear.

MyDec Activation



Organization Type *
Required

Organization Name *
Required

Your Name *
Required

*
Required

Street Address *
Required

City *
Required

State *
Required

ZIP Code *
Required

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

Next >

Several more required fields will appear.

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
.....

Confirm Password *
Required

In case you forget your username or password:

Select a secret question *
Required

Type your answer *
Required

Confirm your answer *
Required

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

Next >

The user will be requested to review all the information that they have entered.

MyDec Activation

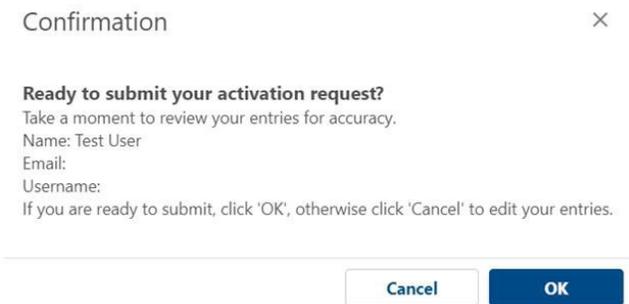
MyDec Activation



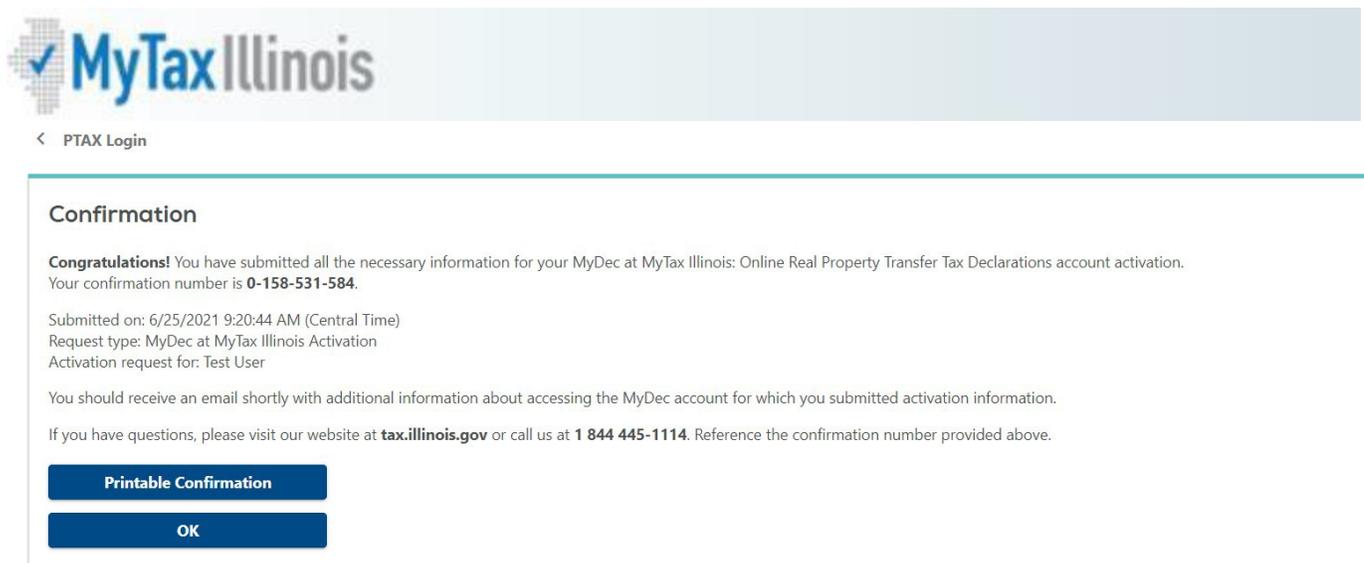
If the information is correct, click “Submit” in the lower right corner.



Once the user clicks “Submit”, a confirmation message pops up with a few key entries for you to verify. 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.

Testing: RDT MyDec at MyTax Illinois Activation on behalf of:



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

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

Important: You are establishing your first Administrator logon for MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations. Administrator users can invite and deactivate additional users as well as edit user roles.

[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 or call us at 1 844 445-1114.

Click on the link in the email and the system will direct you to the correct website. You will then enter your 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 Assessor 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' screen. At the top is the MyTax Illinois logo and a help icon. Below the logo is a breadcrumb trail: '< PTAX Login'. The main heading is 'Protect your RDT MyDec profile with two-step verification'. A sub-heading explains: '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.' There are three main options in boxes: 1. 'Authentication App' with a description 'Use an authentication app, such as Google Authenticator, to get security codes.' and a 'Set Up' link. 2. 'Text Message' with a description 'Receive security codes by text message.' and an 'Add Phone' link. 3. 'Email' with a description 'Receive security codes by email.' and an 'Add Email' link. Below these boxes is a link: 'Don't want to use two-step verification? Disable'. 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. At the top is the MyTax Illinois logo and a help icon. Below the logo is a breadcrumb trail: '< Two-Step Verification Setup'. The main heading is 'Set Up Authentication App'. The text reads: '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.' There is a QR code. Below the QR code is the text: 'Can't scan it? Enter this key in your authenticator app instead (spaces not required): P57B AOSG BQKC 4LCD'. 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.

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

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.

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.



Test User

Welcome, Test User

You last logged in on Friday, Jun 25, 2021 2:20:38 PM

[Manage My Profile](#)

+1 2175555555

[Menu](#) [Attention Needed ⁰](#) [History ⁰](#) [Incomplete ⁰](#)

Declarations

Access declarations.

- > [Add a New Declaration](#)
- > [Search for Declaration](#)

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](#)

Inviting New Users (Administrators Only)

In the “Other” box in your Menu screen, click on the ‘Invite a New User’ link.

The screenshot shows the MyTax Illinois user interface. At the top left is the MyTax Illinois logo. Below it, the user's name "User" and email address "<Email Address>" are displayed, along with the phone number "+1 2175555555". On the right side, a welcome message "Welcome, User" is shown, along with the text "You last logged in on Friday, Jun 25, 2021 2:20:38 PM" and a "Manage My Profile" link. A navigation bar contains "Menu", "Attention Needed" (with a red notification icon), "History" (with a red notification icon), and "Incomplete" (with a red notification icon). Below the navigation bar is a search bar with the placeholder text "What are you looking for?". The main content area is divided into three columns: "Declarations" (with a sub-menu for "Add a New Declaration" and "Search for Declaration"), "Submissions" (with a sub-menu for "Search Submissions"), and "Messages" (with a sub-menu for "View Messages"). Below these columns is an "Other" section with a sub-menu for "Invite a New User", which is highlighted with a red rectangular box.

MyTax Illinois

User
<Email Address>
+1 2175555555

Welcome, User
You last logged in on Friday, Jun 25, 2021 2:20:38 PM
[Manage My Profile](#)

[Menu](#) [Attention Needed](#) [History](#) [Incomplete](#)

What are you looking for?

Declarations
Access declarations.

- > Add a New Declaration
- > Search for Declaration

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**

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



< User

Invite New User

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
Required

Email Address *
Required

Select an access type:
Access Type *
Required

<County

Cancel < Previous Next >

Click "Submit" on the next page.



< COUNTY OF <County

Invite New User

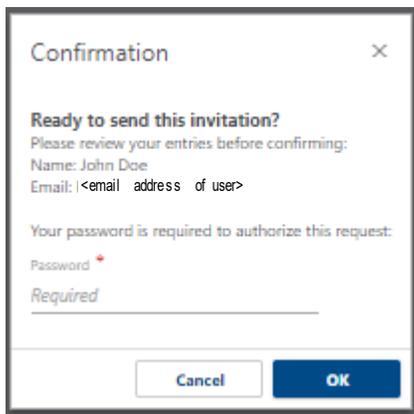
COUNTY OF | <County
FEIN #

Invite New User Review and Submit

This Invite New User request is ready to submit.

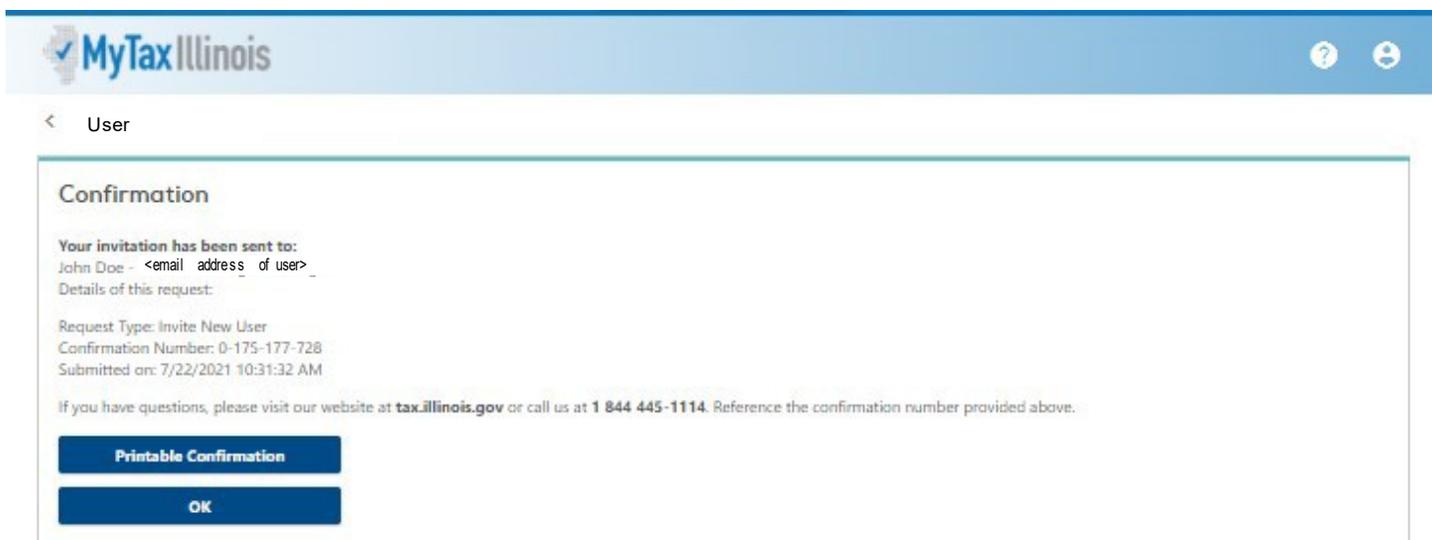
Cancel < Previous Submit

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>". Below this, it says "Your password is required to authorize this request:" followed by a "Password" field with a red asterisk and a "Required" label. 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 is blue with the MyTax Illinois logo on the left and a help icon and user icon on the right. Below the header, there is a breadcrumb trail: "< User". The main content area is a white box with a green border titled "Confirmation". It contains the following text: "Your invitation has been sent to: John Doe - <email address of user>". Below this, it says "Details of this request:" followed by "Request Type: Invite New User", "Confirmation Number: 0-175-177-728", and "Submitted on: 7/22/2021 10:31:32 AM". At the bottom, it says "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." There are two buttons at the bottom: "Printable Confirmation" and "OK".

The user will receive an email with an invitation code and create their own ID for use in the organization’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 organization have more than one Administrator.

Understanding Access Roles

Individual Account

- Standard User – may create, view and print declarations.

Law Firm Account

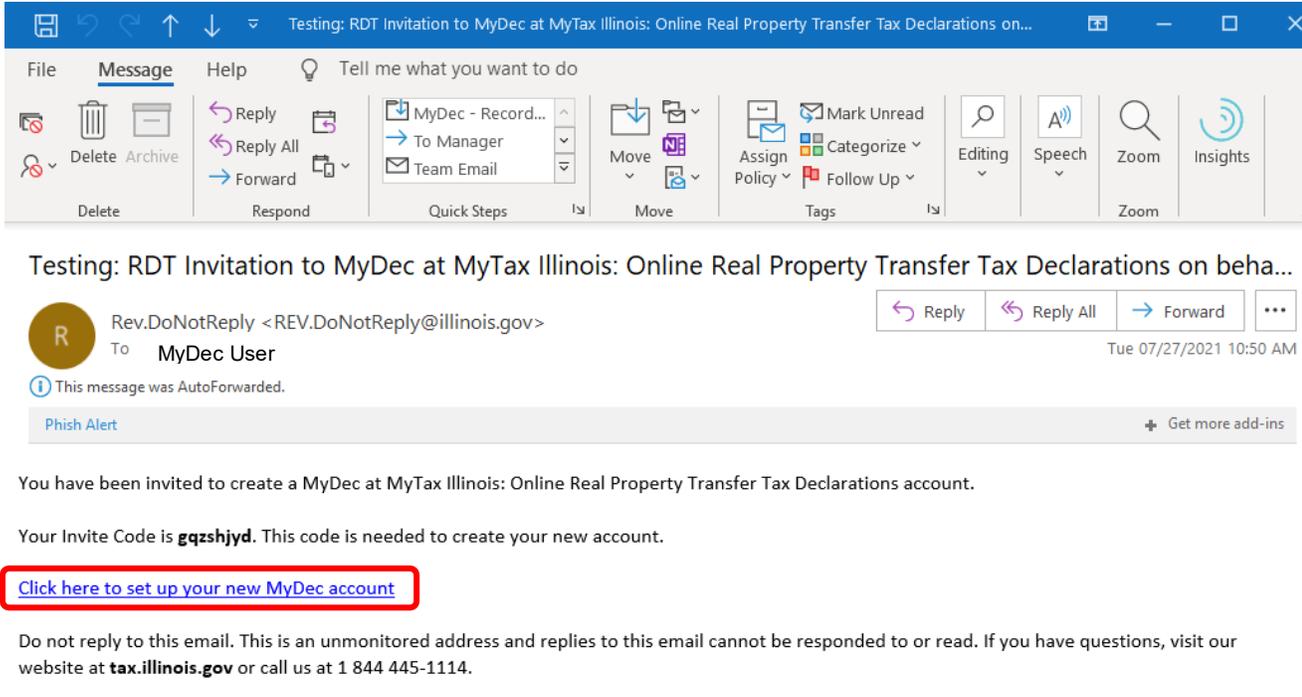
- Standard User – may create, view and print declarations.
- Administrator – may invite new users, cease access for users, and change access type for users. May also create, view, and print declarations.

Settlement Agency

- Standard User – may create, view and print declarations.
- Stamp Purchaser – may create, view, and print declarations, purchase stamps (if county allows), has no accounting report access.
- Accountant – may access accounting and reporting for stamp purchases, may create, view, and print declarations, cannot purchase stamps.
- Administrator – may invite new users, cease access for users, and change access type for users. May also create, view, and print declarations, purchase stamps (if county allows), and access accounting and reporting for stamp purchases.

Invited User Setup

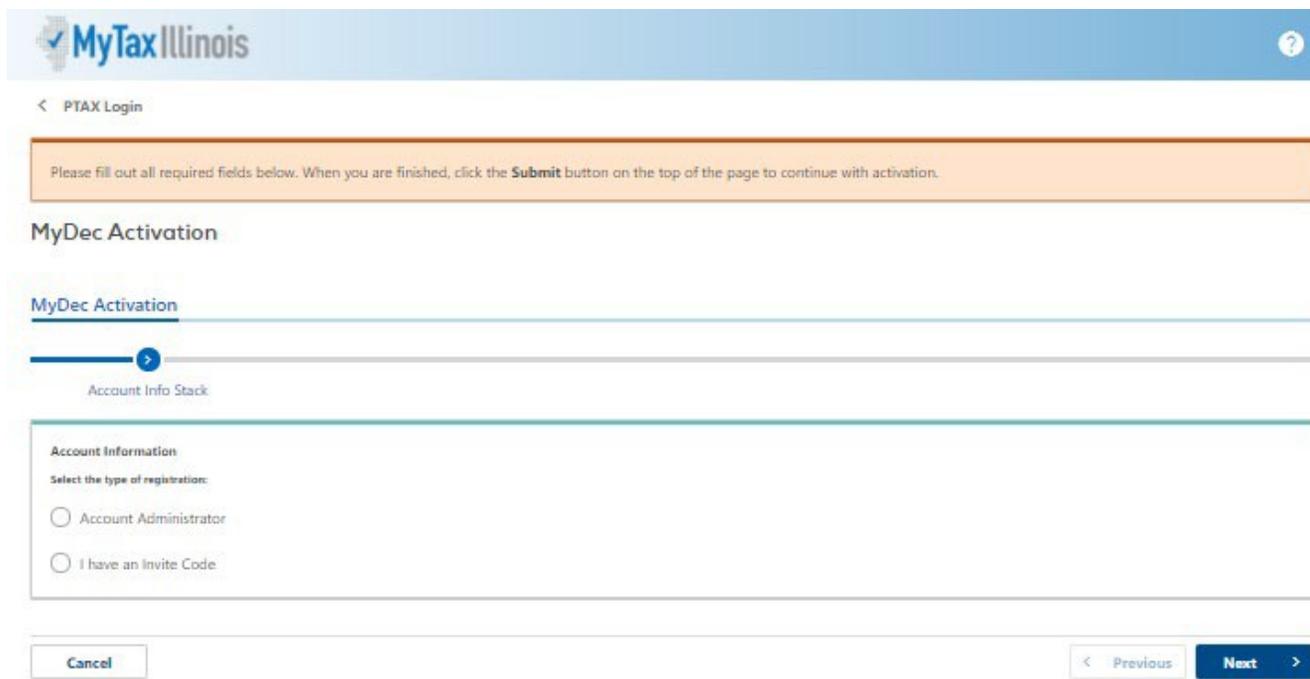
The invited user will receive an invitation via email to join MyDec as a user under your organization. The new user will click on the hyperlink in the email.



The screenshot shows an email window with the following content:

- Subject: Testing: RDT Invitation to MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations on beha...
- From: Rev.DoNotReply <REV.DoNotReply@illinois.gov>
- To: MyDec User
- Date: Tue 07/27/2021 10:50 AM
- Message body: "You have been invited to create a MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account. Your Invite Code is **gqzshjyd**. 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 or call us at 1 844 445-1114."

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



The screenshot shows the MyDec Activation screen with the following elements:

- Header: MyTax Illinois logo and a help icon.
- Breadcrumb: < PTAX Login
- Instructional text: "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."
- Section: MyDec Activation
- Progress indicator: "MyDec Activation" with a progress bar showing the current step.
- Form: "Account Info Stack" containing "Account Information" with the instruction "Select the type of registration:" and two radio button options: "Account Administrator" and "I have an Invite Code".
- Navigation: "Cancel" button, "Previous" button, and "Next" button.

Select "I have an Invite Code".

Account Information

Select the type of registration:

Account Administrator

I have an Invite Code

Enter Your Invite Code ^{*}

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".

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

MyTax Illinois

< 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

Organization Type

Organization Name
Required

Your Name
Required

Required

Street Address
Required

City
Required

State
Required

ZIP Code
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: establishing login info.

MyTax Illinois

< 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.

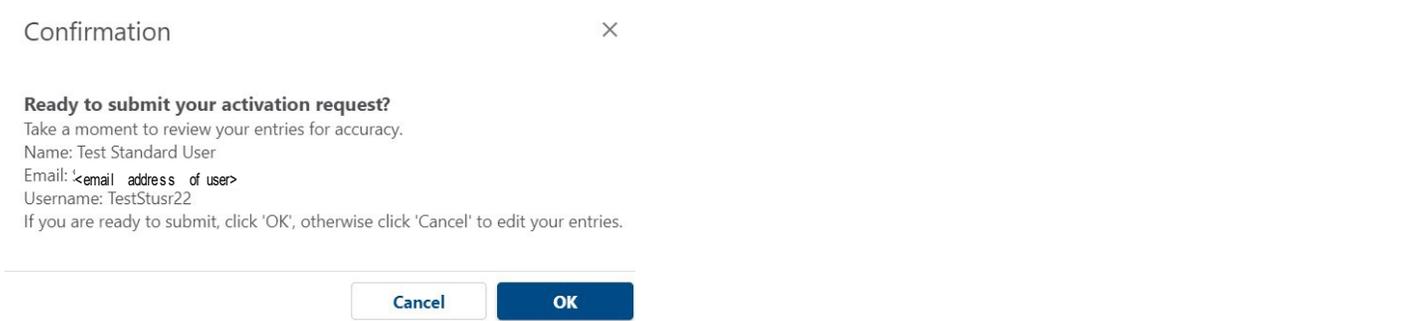


- If the information needs to be edited/corrected, the user should click “Previous” in the lower right corner to return to the step that needs to be corrected.

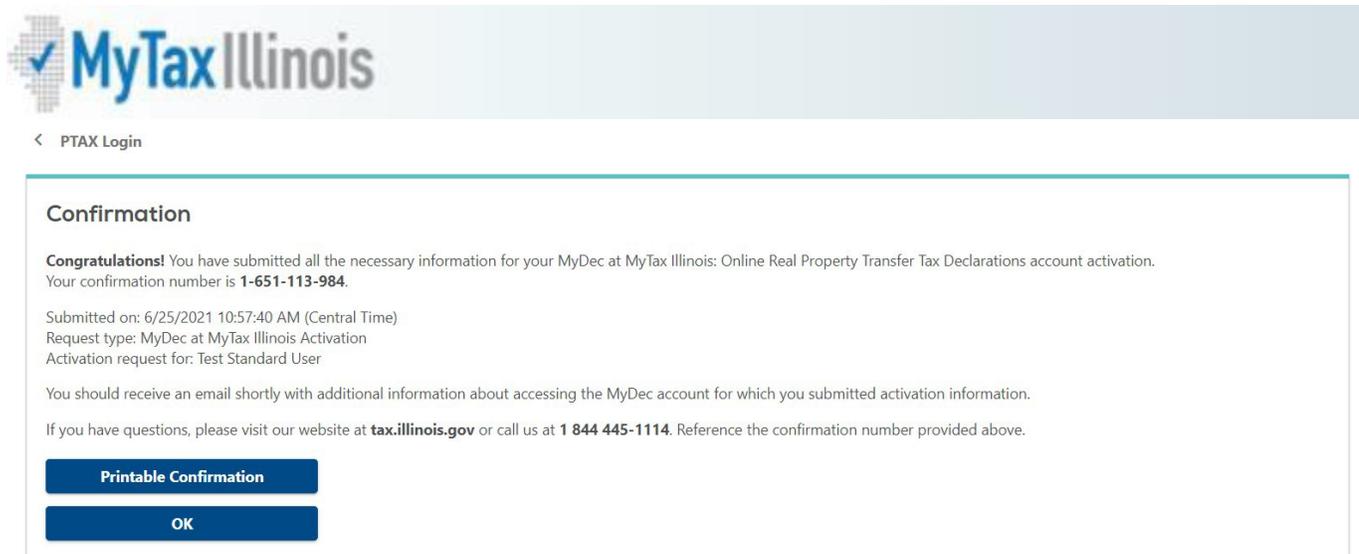


After completing edits/corrections, the user should click “Next” in the lower right until advancing to the review step and submitting.

Once the user clicks “Submit”, a confirmation message pops up with a few key entries for you to verify. 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.

Testing: RDT Invitation to MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations on beha...

Rev.DoNotReply <REV.DoNotReply@illinois.gov>
To: REV.MyTaxTesting

Tue 07/27/2021 10:50 AM

This message was AutoForwarded.

Phish Alert

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

Your Invite Code is **gqzshjyd**. 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** or call us at 1 844 445-1114.

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

MyTax Illinois

Username

Password

Log in

Forgot username or password?

Don't have an account? Sign Up

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' screen. 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'. The main heading is 'Protect your RDT MyDec profile with two-step verification'. A sub-heading explains: '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.' There are three main options presented in boxes: 1. 'Authentication App' with a description 'Use an authentication app, such as Google Authenticator, to get security codes.' and a 'Set Up' link. 2. 'Text Message' with a description 'Receive security codes by text message.' and an 'Add Phone' link. 3. 'Email' with a description 'Receive security codes by email.' and an 'Add Email' link. Below these options, there is a link: 'Don't want to use two-step verification? Disable'. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'.

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

- o 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. At the top, there is a blue header with the 'MyTax Illinois' logo and a help icon. Below the header, a breadcrumb trail shows '< Two-Step Verification Setup'. The main heading is 'Set Up Authentication App'. The text below reads: '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.' A QR code is displayed in the center. Below the QR code, there is a text input field containing the key: 'P57B AOSG BQKC 4LCD'. At the bottom right, there are two buttons: 'Cancel' and '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 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.

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 user's MyDec account is displayed.



Test Standard User

Welcome, Test Standard User
You last logged in on Friday, Jun 25, 2021 11:01:48 AM
[Manage My Profile](#)

+1 2175555555

[Menu](#) [Attention Needed ⁰](#) [History ⁰](#) [Incomplete ⁰](#)

 **Declarations**
Access declarations.

- > Add a New 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.



Test User

+1 2175555555

Welcome, Test User

You last logged in on Friday, Jun 25, 2021 10:40:37 AM

[Manage My Profile](#)

[Menu](#) [Attention Needed ⁰](#) [History ⁰](#) [Incomplete ⁰](#)

🔍 What are you looking for?

📄 Declarations

Access declarations.

- > [Add a New Declaration](#)
- > [Search for Declaration](#)

↓ 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](#)

Select the "More" tab.



< Test User

<email address of
Test User

[Profile](#)

[Action Center](#)

[More...](#)

Profile

Name

Test User

[Update Name](#)

My Email

[Change Email](#)

My Phone Number

+1 2175555555

[Edit Phone Number](#)

Additional Attributes

[Change Additional Attributes](#)

Security

Password

Last changed June 25

[Change Password](#)

Secret Question

In what city does your nearest sibling live?

[Update Your Secret Question](#)

Two-Step Verification Settings

Two-step verification is disabled

[Change Two-Step Settings](#)

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



< Test User

Manage My Profile

Test User

<email address of user>

[Profile](#)

[Action Center](#)

[More...](#)

What are you looking for?

Access

Manage access of accounts I have access to.

- > [Manage My Access](#)
- > [Manage Third Party Access](#)
- > [Delete My Profile](#)

Other Users

Manage users who are associated to me.

- > [Manage Additional Logons](#)

Payment Channels

Manage my bank accounts used to make payments on e-Services.

- > [Manage Payment Channels](#)

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 navigation breadcrumb '< Additional Logons'. The main content area is titled 'Additional Logon' and shows details for 'CA Township Assessor' with the username 'AssessorDoe1' and name 'Assessor Doe'. An email address is shown as '<email address of user>'. On the right side, 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 this, there are tabs for 'Access' and 'Activity'. A section titled 'Access Settings for AssessorDoe1' includes a 'Filter' input field and a dropdown for 'COUNTY OF' with options '<County Name>' and '<FEIN #>'. At the bottom, there are labels for 'General Access' and 'CA Township Assessor'.

Select "Yes" to deactivate.

The first screenshot shows a confirmation dialog box with a question mark icon. The text reads: 'Are you sure you want to deactivate Assessor Doe's access? Once access is deactivated, Assessor Doe will not be able to log in.' There are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a blue border. The second screenshot shows a success message: 'Assessor Doe's access has been deactivated.' with an 'OK' button highlighted with a blue border.

The deactivated user is now grayed out.

The screenshot shows the 'MyTax Illinois' header. Below it is a navigation breadcrumb '< Manage My Profile'. The main content area is titled 'Additional Logons' and contains 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 this text are three settings: 'Allowed : Yes', 'Default Access :', and 'Default Account Access :'. A 'Logons' section follows, featuring a 'Filter' input field and 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

Reactivate Access

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

The screenshot shows the 'Additional Logons' page for a user named 'Assessor Doe'. The user's access was deactivated on 7/22/2021. A red box highlights the 'Reactivate Access' button. Below the user information, there are tabs for 'Access' and 'Activity'. The 'Access' tab is selected, showing 'Access Settings for AssessorDoe1'. A 'Filter' input field is present. The 'COUNTY OF' field is set to '<County Name>' and '<FEIN #>'. The 'General Access' section shows 'CA Township Assessor'.

Select "Yes" to reactivate.

The first dialog box asks, 'Are you sure you want to reactivate Assessor Doe's access?' with 'No' and 'Yes' buttons. The 'Yes' button is highlighted. The second dialog box shows a success message: 'Assessor Doe's access has been reactivated.' with an 'OK' button.

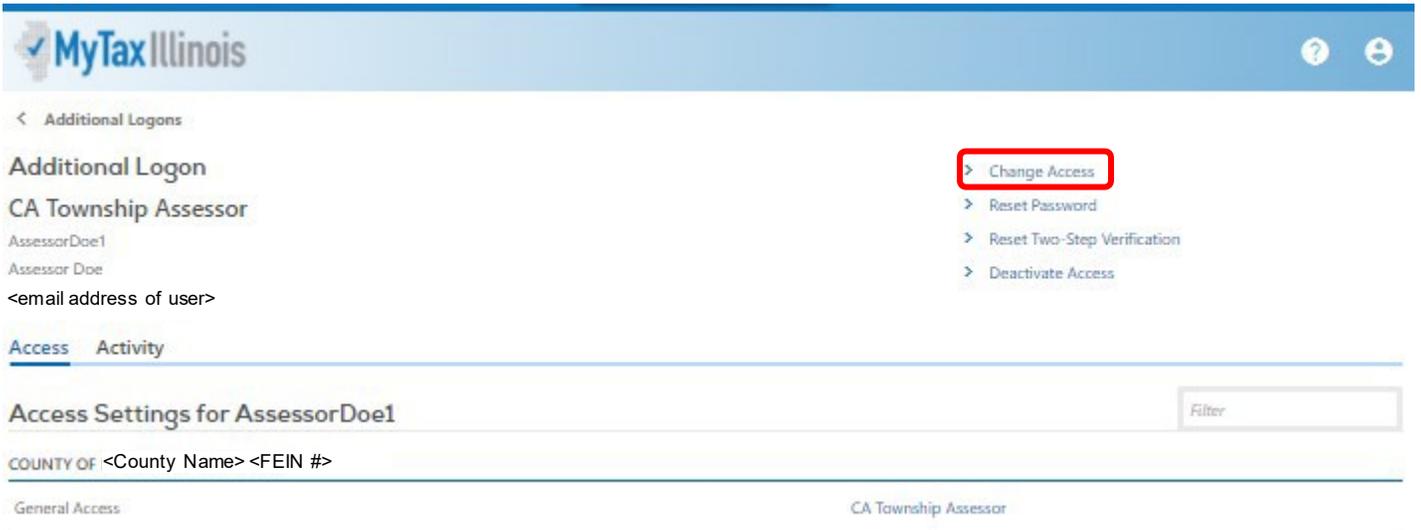
The reactivated user is now blue again.

The screenshot shows the 'Manage My Profile' page. Under 'Additional Logons', there are settings for 'Allowed', 'Default Access', and 'Default Account Access'. The 'Allowed' setting is set to 'Yes'. Below this is a table of logons. The 'AssessorDoe1' user is highlighted in blue, indicating it is the active user.

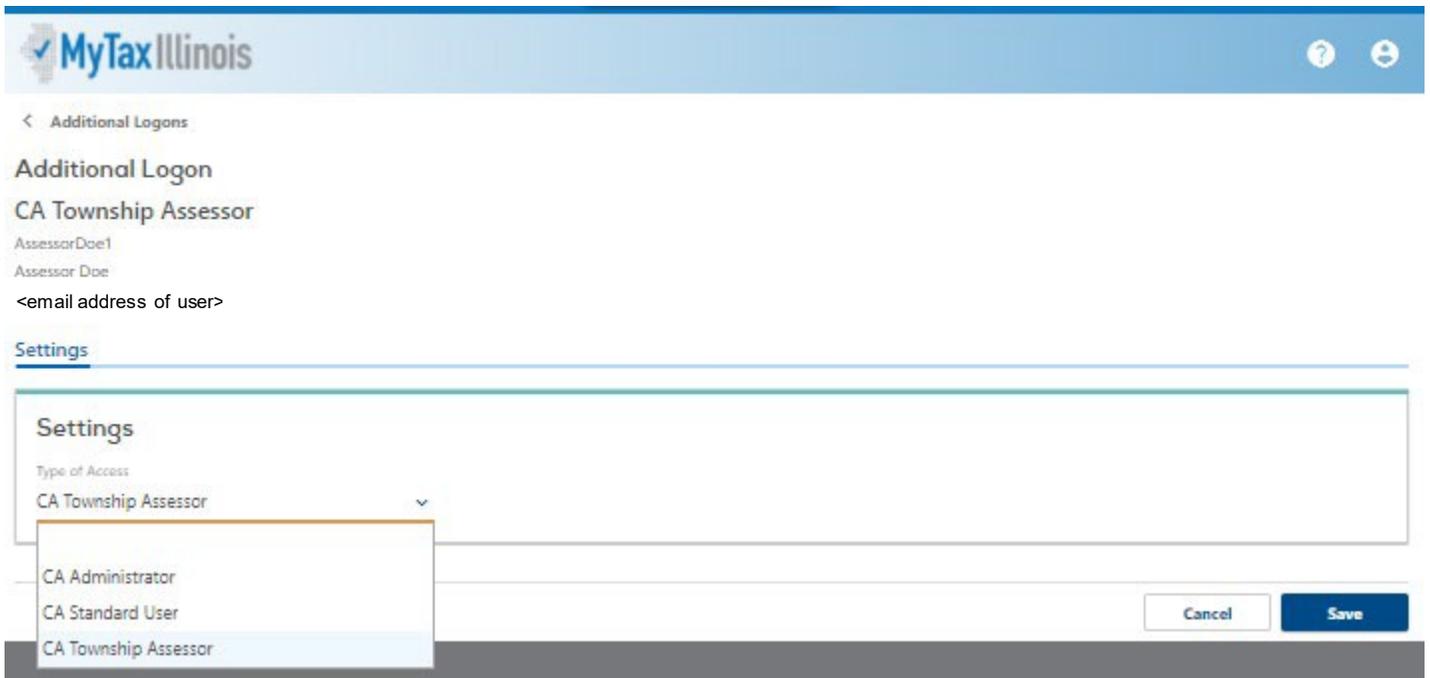
Username	Name	Email	Access Type
AssessorDoe1	Assessor Doe	<email address of user>	CA Township Assessor
JohnDoe1	John Doe	<email address of user>	CA Standard User

Assigning or Re-Assigning User Roles

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



Then select the appropriate access type.



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.

Viewing User Activity

To view a user's activity, select the "Activity" tab.



< Additional Logons

Additional Logon

LF Administrator

Joem22

John Doe

- > Change Access
- > Reset Password
- > Reset Two-Step Verification
- > Deactivate Access

<email address of user>

Access **Activity**

Monday, Jun 7, 2021

02:54 PM Closing Completed

02:54 PM Accept Declaration

02:54 PM Logged On

02:50 PM Closing Completed

02:50 PM Accept Declaration

02:50 PM PTAX 203 Request

02:47 PM Password Changed

02:46 PM Logged On

Editing Your Profile

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

The screenshot shows the MyTax Illinois user interface. At the top left is the MyTax Illinois logo. Below it, the user is identified as "Test User" with a phone number "+1 2175555555". On the right, a welcome message says "Welcome, Test User" and "You last logged in on Friday, Jun 25, 2021 10:40:37 AM". A red box highlights the "Manage My Profile" link. Below the navigation bar, there are three main sections: "Declarations" (with links for "Add a New Declaration" and "Search for Declaration"), "Submissions" (with a link for "Search Submissions"), and "Messages" (with a link for "View Messages"). A fourth section titled "Other" contains a link for "Invite a New User".

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, there is a breadcrumb "Test User" and the title "Manage My Profile". Below the title, the user's name "Test User" and email address "<email address of user>" are displayed. There are three tabs: "Profile" (selected), "Action Center", and "More...". The "Profile" tab is active and shows a list of options: "Name" (Test User, Update Name), "My Email", "Change Email", "My Phone Number" (+1 2175555555, Edit Phone Number), and "Additional Attributes" (Change Additional Attributes, which is highlighted with a red box). The "Security" tab is also visible, showing options for "Password" (Last changed June 25, 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.

Change Additional Attributes



E-mail Preferences

Send e-mail notification for messages received on this site?

Yes No

Preparer Information for Declarations

First Name TEST	Street 101 W. JEFFERSON ST.	
Last Name USER	City SPRINGFIELD	
Company Name LAW FIRM	State IL	
Daytime Phone 217 555-5555	ZIP Code 62702-0000	

To turn off email notifications, select “No”.

Change Additional Attributes



E-mail Preferences

Send e-mail notification for messages received on this site?

Yes No

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 user 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.

Preparer Information for Declarations

First Name JOHN	Street 101 W. JEFFERSON ST.	
Last Name DOE	City SPRINGFIELD	
Company Name INDIVIDUAL	State IL	
Daytime Phone 217 524-4097	ZIP Code 62702-5145	
Extension		

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

Overview of the MyDec Home Page Menu

When you first log in, you are taken to your MyDec home page.

Law Firm

Test User

+1 2175555555

Welcome, Test User

You last logged in on Friday, Jun 25, 2021 10:12:13 AM

[Manage My Profile](#)

[Menu](#) [Attention Needed ⁰](#) [History ⁰](#) [Incomplete ⁰](#)

🔍 *What are you looking for?*

<p> Declarations</p> <p>Access declarations.</p> <ul style="list-style-type: none">> Add a New Declaration> Search for Declaration	<p> Submissions</p> <p>Search for a submitted request.</p> <ul style="list-style-type: none">> Search Submissions	<p> Messages</p> <p>View messages I've received from the agency.</p> <ul style="list-style-type: none">> View Messages
<p> Other</p> <p>Access other online options.</p> <ul style="list-style-type: none">> Invite a New User		

Settlement Agency

John Doe

emailaddress@em.com

+1 (217) 555-5555

Welcome, John Doe

You last logged in on Friday, Jun 25, 2021 10:45:48 AM

[Manage My Profile](#)

[Menu](#) [Attention Needed ⁰](#) [History ⁰](#) [Incomplete ⁰](#)

🔍 *What are you looking for?*

<p> Declarations</p> <p>Access declarations.</p> <ul style="list-style-type: none">> Add a New Declaration> Search for Declaration	<p> Reporting</p> <p>Access reporting options.</p> <ul style="list-style-type: none">> View Stamp Accounting> View Reporting Options	<p> Submissions</p> <p>Search for a submitted request.</p> <ul style="list-style-type: none">> Search Submissions
<p> Messages</p> <p>View messages I've received from the agency.</p> <ul style="list-style-type: none">> View Messages	<p> Other</p> <p>Access other online options.</p> <ul style="list-style-type: none">> Invite a New User	

NOTE: A Settlement Agency that is registered with stamp purchasing rights, will have a “View Stamp Accounting” tab in the “Reporting” section.

1. My Web Profile. Selecting “Manage My Profile”, then selecting “Manage Additional Logons” from the “More” menu allows Administrators to cease or change access types for county users. Selecting “Manage My Profile”, then “Change Additional Attributes”, allows you to update your personal user information.
2. Declarations section. Allows the user to add a new declaration, or search for a declaration.
3. Reporting section. Provides reports based on selected criteria.
4. Submissions section. Allows the user to search for a submitted request.
5. Messages section. Your “Inbox” for messages from IDOR regarding the MyDec system.
6. Other section. Allows Administrators to invite new users from their organization to create a MyDec account.
7. Attention Needed, History, and Incomplete tabs. The tabs and sub-tabs are areas that house different things related to the processing of declarations:
 - i. Attention Needed. Lists all declarations that are ready to be recorded or are submitted after data entry.
 - ii. Incomplete. Lists all declarations that have been saved and not yet submitted.
 - iii. History. Contains a historical listing of declarations that your firm prepared or closed.
8. Filter. The filter allows you to narrow the various lists or search results based on information entered. The Filter is available in the Attention Needed, Incomplete and History tabs. The filter tab is available just above the list of declarations in the tab that you are viewing, in the right-center of the screen.

Click on the Filter symbol  , and a box will appear  

The Filter will allow you to enter a PIN Number, Declaration ID Number, Address, or any of the column headings to use as the search criteria.

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 MyTax Illinois logo. To the right of the logo is a navigation bar with a question mark icon and a user profile icon. Below the logo, the text 'COUNTY OF <County Name>' is displayed. On the right side, there is a welcome message: '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, there are three tabs: '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 located below the tabs. The main content area is divided into several sections: 'Declarations' (with a red box around 'Search for Declaration'), 'Reporting' (with 'View Reporting Options'), 'Submissions' (with 'Search Submissions'), 'Messages' (with 'View Messages'), and 'Other' (with 'Invite a New User', 'Update Township Assessor Access', and 'View Township Assessor Access').

Enter the Primary PIN and click “Search”.

The screenshot shows the MyTax Illinois search interface. At the top left is the MyTax Illinois logo. To the right of the logo is a navigation bar with a question mark icon and a user profile icon. Below the logo, the text 'COUNTY OF <County Name>' is displayed. Below the navigation bar, there is a 'Search' tab. The main content area is divided into two sections: a search form and a results table. The search form has two input fields: 'Primary PIN' (with a red box around the input field) and 'Document No.'. To the right of the input fields is a 'Search' button (with a red box around the button). Below the search form is a 'Declaration Search' section with a table. The table has the following columns: 'Primary PIN', 'Document #', 'Tab #', 'Declaration ID', 'Address', 'Buyer Last Name', 'Seller Last Name', and 'Status'. Below the table, the text 'There are no declaration search.' is displayed.

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** 5,565 **History** 21,118 **Incomplete** 178

< Page 1 of 112 >

Filter

Declarations Needing Attention

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
14-21-112-010-00	20150401680386	3500 N LAKE SHORE DR / HELEN BLINDER FRANK, / ALMASY			15WSA629141NA	Municipality Verified	9/18/2020
20-12-103-003-00	20150701603131	4950 S. CHICAGO BEACH ROGERS		SAGAN	15SA2267197NA	Municipality Verified	9/18/2020
14-08-203-001-00	20151201649839	5555 N SHERIDAN RD AP. STEINKE		JACKSON	15WSA672104LP	Municipality Verified	9/18/2020
12-02-20-203-001	20210609969323	VETERANS PARKWAY & I# BOLINGBROOK PARK DIS' CORRIDOR-I ASSOCIATES			19CNW774007CS	Declaration Accepted	6/22/2021

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

Menu **Attention Needed** 5,565 **History** 21,118 **Incomplete** 178

< Page 1 of 112 >

Filter

Declarations Needing Attention

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
10-08-132-007	20201205678064	WOODROW AVE MCHENI KMMK PROPERTIES, INC	JUREK		21006872WF	Declaration Accepted	3/18/2021
08-32-100-007	20210604770658	WHITE WILLOW ROAD M# ROBERTS		GEMINI FARMS LLC	CCHI2001325BLD-GRGR	Closing Completed	6/22/2021
08-32-100-007	20201204798181	WHITE WILLOW & QUAR# ROBERTS		GEMINI FARMS, LLC	CCH12001325ALD-GR	Closing Completed	6/30/2021
09-13-104-030	20170702299453	WASHINGTON ST HINS# HAMPTONS OF HINSDAL		INLAND OPPORTUNITY H	201703963	Closing Completed	9/18/2020
21-14-18-100-019	20201209900120	W DRALLE RD MONEE, IL SWIETER		MARIA MAGNUS, AS TRU	20ca8922185nc	Declaration Accepted	1/25/2021

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

Menu **Attention Needed** 5,565 **History** 21,118 **Incomplete** 178

< Page 1 of 112 >

Filter

Declarations Needing Attention

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
17-09-337-092-10	20210701695824	737 W WASHINGTON BLV SHAH		NIEBERT	21GNW621341WC	Municipality Verified	7/24/2021
13-16-103-017-00	20210701609724	4752-4754 N LONG AVE C NECEDAH 4752 LONG LLC DONNELLY			21GNW086148PK	Municipality Verified	7/24/2021
26-08-324-023-00	20210701612485	10400 S AVENUE G CHIC# ALBRIGHT		ALBRIGHT		Municipality Verified	7/24/2021
28-22-12-352-019	20210701008791	1509 E GRAND AVE ST JO POLSTON		GALLO	5253-2102203	Closing Completed	7/23/2021

Filter

You may also “Filter” the declarations in a sub-tab by selecting the “Filter” link.

Menu **Attention Needed** 5,565 **History** 21,118 **Incomplete** 178

< Page 1 of 112 >

Filter

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
17-09-337-092-10	20210701695824	737 W WASHINGTON BLV SHAH		NIEBERT	21GNW621341WC	Municipality Verified	7/24/2021
13-16-103-017-00	20210701609724	4752-4754 N LONG AVE C NECEDAH 4752 LONG LLC DONNELLY			21GNW086148PK	Municipality Verified	7/24/2021

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 to the PIN Number “17-09-337-092-1008”.

Menu **Attention Needed** 5,565 **History** 21,118 **Incomplete** 178

< Page 1 of 1 >

17-09-337-092-1008

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
17-09-337-092-1008	20210701695824	737 W WASHINGTON BL' SHAH		NIEBERT	21GNW621341WC	Municipality Verified	7/24/2021

In the second example, the filter was applied using the Declaration ID Number “20210701010360”.

Menu **Attention Needed** 5,565 **History** 21,118 **Incomplete** 178

< Page 1 of 1 >

20210701010360

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
43-20-14-132-007	20210701010360	603 S DRAPER AVE CHAN JAMES		NEWMAN	5253-2102225	Closing Completed	7/23/2021

Notes of filtering:

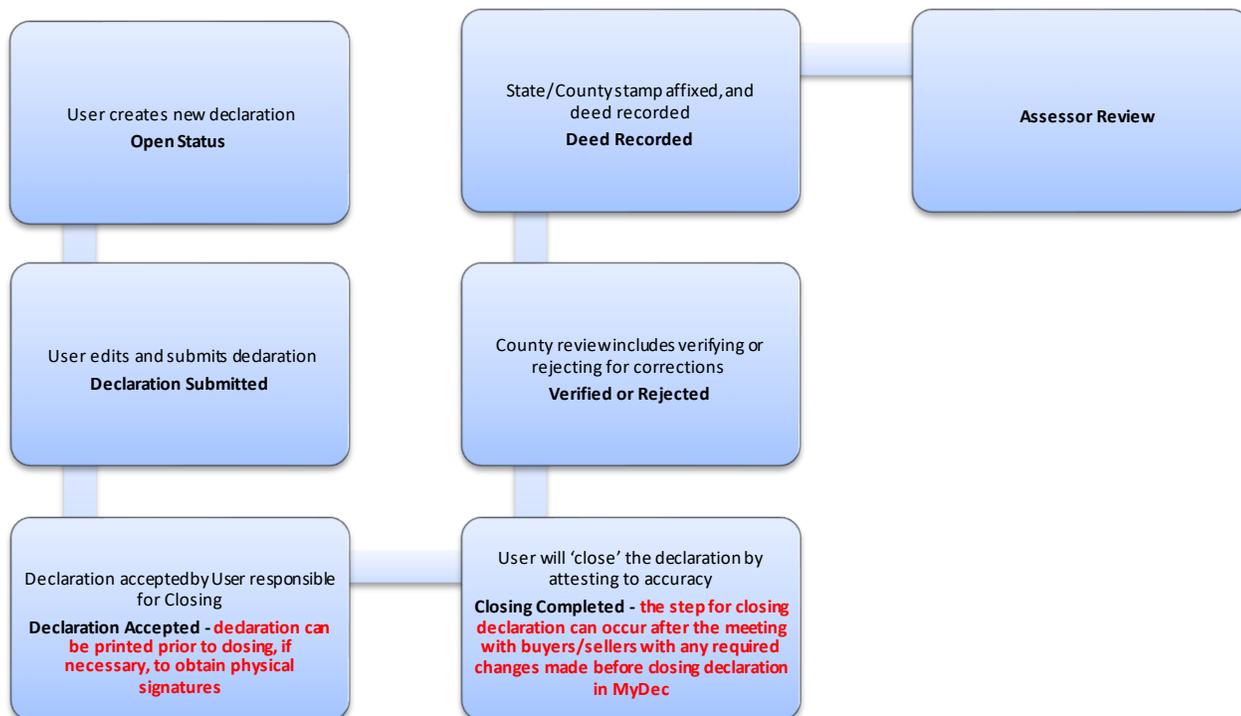
- Users can type a word or a portion of a word into the filter field to display the condensed list of declarations containing that word or partial word under any of the column headers.
- Users can type the name of a column header, add an operator (=, <, >, <=, >=, !=), and then type a value.
- Note, when working with date values users will have to use quotes around the date itself. **Last Activity > '5/12/2021'**
- Users can combine multiple column filters with the AND and OR keywords between them. **Last Activity > '5/12/2021' AND Balance < 500**
- There is a LIKE keyword if the user wants a partial match. **Address LIKE 'Fullerton'**
This keyword can also be used in multiple column filters. **Declaration ID LIKE '2021*' AND Last Activity = '6/4/2021'**
- 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.
- 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 deed has been recorded and the information has been sent to the County Assessor.

MyDec PTAX-203 Flow Chart



Data-Enter a PTAX-203 Real Estate Transfer Declaration

To perform data entry, select “Add a new declaration” found on the MyDec home page.

John Doe

emailaddress@em.com
+1 (217) 555-5555

Welcome, John Doe

You last logged in on Friday, Jun 25, 2021 10:45:48 AM
[Manage My Profile](#)

[Menu](#) [Attention Needed ⁰](#) [History ⁰](#) [Incomplete ⁰](#)

🔍 What are you looking for?

<p>Declarations</p> <p>Access declarations.</p> <ul style="list-style-type: none">> Add a New Declaration> Search for Declaration	<p>Reporting</p> <p>Access reporting options.</p> <ul style="list-style-type: none">> View Stamp Accounting> View Reporting Options	<p>Submissions</p> <p>Search for a submitted request.</p> <ul style="list-style-type: none">> Search Submissions
--	---	--

Enter the required information, beginning with the County.

The Illinois Department of Revenue receives a data file from the County Assessor which contains address and other relevant information related to all the active PINs in the County. When you enter the PIN number, MyDec verifies that the PIN entered is valid and will prepopulates the Address, City, Zip and Township fields.

[Add Declaration](#)

New 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.

<p>County * Required</p> <p>PIN * Required</p> <p>Split Parcel? *</p> <p>Yes No</p>	<p>Update the property address for this PIN <input checked="" type="checkbox"/></p> <p>Street address of property (or 911 address, if available)</p> <p>City or village Township ZIP</p>
---	--

ⓘ Please review the Primary PIN and Address for accuracy. This PIN may not be changed after you select 'Continue' on the Exempt Transfer tab. If you note the Address is incorrect, please re-enter the PIN. If the PIN is correct but the address is incorrect, please check the box to update the property address.

[Add Declaration](#)

New 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.

<p>County Lake</p> <p>PIN 01-01-412-031-0000</p> <p>Split Parcel? *</p> <p>Yes No</p>	<p>Update the property address for this PIN <input checked="" type="checkbox"/></p> <p>Street address of property (or 911 address, if available) 43197 N LAKE SIDE DR</p> <p>City or village Township ZIP ANTIOCH Antioch 60002-0000</p>
---	--

Mark the proper "Split Parcel" indicator.

[Split Parcel?](#) *

Yes	No
-----	----

If you need to update the address, click the "Update the property address for this PIN" checkbox.

Add Declaration

New 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	<input type="checkbox"/> Update the property address for this PIN		
PIN 01-01-412-031-0000	Street address of property (or 911 address, if available) 43197 N LAKE SIDE DR		
Split Parcel? * <table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No	City or village Township ZIP ANTIOCH Antioch 60002-0000
Yes	No		

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

Add Declaration Exempt Transfer

New 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	<input type="checkbox"/> Update the property address for this PIN		
PIN 01-01-412-031-0000	Street address of property (or 911 address, if available) 43197 N LAKE SIDE DR		
Split Parcel? <table border="1"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No	City or village Township ZIP ANTIOCH Antioch 60002-0000
Yes	No		

i Please review the Primary PIN and Address for accuracy. This PIN may not be changed after you select 'Continue' on the Exempt Transfer tab. If you note the Address is incorrect, please re-enter the PIN. If the PIN is correct but the address is incorrect, please check the box to update the property address.

Continue

You will be taken to the “Exempt Transfer” screen. 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”

Continue

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

Property Tax Declaration

Review and Submit

Declaration

Document No. Not Recorded
Primary PIN 01-01-412-031-0000
State/County Stamp Not Issued

State Form

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer

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
	43197 N LAKE SIDE DR	ANTIOCH	60002-0000
	Township	County	
	Antioch	Lake	<input type="checkbox"/> Update the property address for this PIN
	Primary PIN	Lot size or acreage *	Unit * Split Parcel
	01-01-412-031-0000	Required	Required <input type="checkbox"/> 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 *

- | | |
|---|--|
| <input type="radio"/> Land / Lot only | <input type="radio"/> Retail establishment |
| <input type="radio"/> Residence (single-family, condominium, townhome, or duplex) | <input type="radio"/> Industrial building |
| <input type="radio"/> Mobile home residence | <input type="radio"/> Farm |

<input type="radio"/> Apartment building (6 units or less)	0	<input type="radio"/> Commercial building	<i>Specify</i>
<input type="radio"/> Apartment building (over 6 units)	0	<input type="radio"/> Other	<i>Specify</i>
<input type="radio"/> Office			

Intended Use *

<input type="radio"/> Land / Lot only	<input type="radio"/> Retail establishment
<input type="radio"/> Residence (single-family, condominium, townhome, or duplex)	<input type="radio"/> Industrial building
<input type="radio"/> Mobile home residence	<input type="radio"/> Farm

<input type="radio"/> Apartment building (6 units or less)	0	<input type="radio"/> Commercial building	<i>Specify</i>
<input type="radio"/> Apartment building (over 6 units)	0	<input type="radio"/> Other	<i>Specify</i>
<input type="radio"/> Office			

Continue

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.

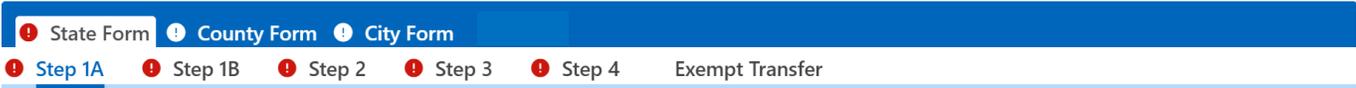
An asterisk indicates that an entry is required in a field.

4 Date of instrument *

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 completing the Cook County or City of Chicago forms (or both), the preparer should work the forms left to right. The State Form will populate fields on subsequent forms. If it is a State exempt form but the County or City forms are still required, the County form should be completed first and then the City form.



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.

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

7837 S LUELLA AVE CHICAGO 60649-5008

Save Draft Cancel < Previous **Next** >

A Confirmation screen will appear asking if you want to save what you have entered to that point.

Confirmation

Save Progress?
You are required to enter your password to save this request. Your Declaration is *not* being submitted to the department. If you wish to submit your request to the department for processing, you must complete and elect to "Submit" the request.

Cancel OK

Select "OK" and you will receive an additional confirmation screen. If you select "Continue Editing", you will be taken to where you left off prior to saving.

Confirmation

You have successfully saved your 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 **0-356-905-744**.
Request saved on: 7/28/2021 2:24:02 PM (Central Time)
Request type: Property Tax 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 or call us at **1 844 445-1114**. Reference the confirmation number provided above.

Continue Editing
Finish Later
Printable Confirmation
OK

If you select "Finish Later", the declaration can be accessed in the "Incomplete" tab.

Menu Attention Needed ⁰ History ² **Incomplete ¹**

Declarations Started but Not Submitted

View	Primary PIN	Address	Buyer Last Name	Seller Last Name	Status	Last Activity
View Request	20-25-428-015-0000	7837 S LUELLA AVE CHICAGO,			Open	7/28/2021

It is at this point that an unneeded declaration may be withdrawn. After selecting the confirmation number in the “Incomplete” tab, you are presented with two options, “Edit” and “Withdraw”. Edit allows you to continue data entry on the declaration and “Withdraw” will delete the declaration from the system.

Saved

Confirmation #
0-356-905-744
Saved 7/28/2021 2:24:02 PM by Becky Daily

- > Continue Editing
- > Withdraw

[Continue Editing](#)

Continue Data Entry

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

State Form Testing

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer

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) City or village ZIP
43197 N LAKE SIDE DR ANTIOCH 60002-0000

Township County
Antioch Lake Update the property address for this PIN

Primary PIN Lot size or acreage * Unit * Split Parcel
01-01-412-031-0000 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

Update Address

You have another opportunity to update the address or designate the sale as a “split” by selecting the “Update the property address for this PIN” checkbox.

Step 1: Identify the Property and Sale Information

1 Street address of property (or 911 address, if available) City or village ZIP
43197 N LAKE SIDE DR ANTIOCH 60002-0000

Township County
Antioch Lake Update the property address for this PIN

Primary PIN Lot size or acreage * Unit * Split Parcel
01-01-412-031-0000 Required Required 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 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.

PIN and Acreage

ⓘ ×

Show Errors				
	Property index number (PIN)	Lot size or acreage	Unit	Split Parcel?
×	10-36-301-006-0000	2	Acres	No

Show Errors

Cancel

OK

The “Total number of parcels to be transferred” box will be updated by the system.

2 Total number of parcels to be transferred:

2

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

Click to add PINs

Type of Instrument (Deed Type)

5 Type of instrument ^{*}

Required ▼

6 residence? ^{*}

- Administrator's Deed
- Beneficial interest
- Cemetery Deed
- 7 Commissioner's Deed (, media, sign, newspaper, realtor) ^{*}
- Conservator's Deed
- Corrective Deed
- 8 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 residence? ^{*}

- Limited Warranty Deed
- Special Warranty Deed
- Warranty Deed

No

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

5 Type of instrument ^{*}

Specify ^{*}

Other ▼ Required

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

State Form

Step 1A [!] Step 1B [!] Step 2 [!] Step 3 [!] Step 4 [!] Exempt Transfer

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
	43197 N LAKE SIDE DR	ANTIOCH	60002-0000

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.

State Form

Step 1A **Step 1B** Step 2 Step 3 Step 4 Exempt Transfer

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

Items That Apply to This Sale

Select only the items that apply to this sale.

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:

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

125,211.00

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

125,211.00

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.

125,211.00

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

251.00

19 Illinois tax stamps — multiply Line 18 by 0.50.

125.50

20 County tax stamps — multiply Line 18 by 0.25.

62.75

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

188.25

If the transaction is an Exempt “b”, “k”, or “m”, the applicable exemption must be selected on the “Exempt Transfer” sub-tab for the form to calculate the appropriate transfer tax due.

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.

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

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

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.

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
125,211.00

Is personal property included in the full actual consideration?

Yes

No

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

ⓘ At least one entry is required

Enter the required information and select "OK".

Personal Property



	Description of Item	Value	Type of Property
<input type="checkbox"/> X	TRACTOR	500.00	Tangible
<input type="checkbox"/> X	LAWN MOWER	200.00	Tangible

Personal Property Total: **\$700.00**

Cancel

OK

The form will be recalculated taking the personal property into account

11 Full actual consideration

125,211.00

Is personal property included in the full actual consideration?

Yes

No

12 a. Amount of personal property included in the purchase

700.00

[Edit list of personal property](#)

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

124,511.00

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

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

19 Illinois tax stamps — multiply Line 18 by 0.50.

0.00

20 County tax stamps — multiply Line 18 by 0.25.

0.00

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

0.00

PTAX-203-A and PTAX-203-B

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

203-A: On the 203, line 11 is over \$1,000,000 **AND** line 8 has the property’s **current use** marked “Apartment building (over 6 units)”, “Office”, “Retail establishment”, “Commercial building”, “Industrial building” or “Other”.

203-B: “Beneficial Interest” must be selected as the Type of Instrument on Line 5 of the PTAX-203 for the 203-B to be available for data entry

Legal Description

The legal description is required. You can copy and paste, and 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.

LEGAL DESCRIPTION

[Continue](#)

Seller, Buyer, and Preparer Information

Seller Information Help

<p>Seller’s first name / middle initial * <i>Required</i></p> <p>Organization or trustee’s name (if not individual)</p> <p>Seller’s daytime phone * <i>Required</i></p> <p style="text-align: center;">Click here to enter additional sellers</p>	<p>Last name * <i>Required</i></p> <p>Seller’s trust number (if applicable - not an SSN or FEIN)</p> <p>Extension</p> <p>Country USA</p> <p>Street Address (after sale) * <i>Required</i></p> <p>Unit Type Unit #</p> <p>City * State ZIP * <i>Required</i> IL <i>Required</i></p> <p style="text-align: center;">Validate Address</p>
---	---

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 by clicking the button at the bottom of the section.

If a Seller's Agent is listed, click 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

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

Seller Information Help

Seller's first name / middle initial JOHN F.		Last name DOE	
Organization or trustee's name (if not individual)		Seller's trust number (if applicable - not an SSN or FEIN)	
Seller's daytime phone 217-111-1111		Extension	

[Click here to enter additional sellers](#)

Country USA			Address not validated
Street Address (after sale) 101 W. JEFFERSON ST.			Address not validated
Unit Type	Unit #		
City SPRINGFIELD	State IL	ZIP 62702-0000	

Validate Address

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

Country USA	Verified
TURKEY	
TURKMENISTAN	
TURKS AND CAICOS ISLANDS	
TUVALU	
UGANDA	
UKRAINE	
UNITED ARAB EMIRATES	
UNITED KINGDOM	

ZIP	62702-5145
-----	------------

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

Buyer Information Help

Buyer's first name / middle initial JANE S.	Last name DOE	Country USA Verified
Organization or trustee's name (if not individual)	Buyer's trust number (if applicable - not an SSN or FEIN)	Street address (after sale) 101 W JEFFERSON ST
Buyer's daytime phone 217-111-1111	Extension	Unit Type Unit #
Click here to enter additional buyers		City State ZIP
SPRINGFIELD		IL 62702-5145

If a Buyer's Agent is listed, click 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

The "Mail tax bill to" fields will be prepopulated with the buyer's information. If the tax bill should go to someone else, click the "Buyer has a different mailing address for tax documents" checkbox and make the changes.

Buyer's Agent Information

Check the box if Buyer's agent

If the tax bill should go to someone else, click the "Buyer has a different mailing address for tax documents" checkbox and make the changes.

Mail Tax Bill To:

Buyer has a different mailing address for tax documents.

Country USA Verified	
Name or company JANE S. DOE	
Street address 101 W. EDWARDS ST	
Unit Type Unit #	
City State ZIP	
SPRINGFIELD	IL 62702-5145

The Preparer Information will be auto populated based on the preparer's user profile. Check the attestation. Select the "Continue" button.

PREPARE

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 TEST PREPARER		Country USA Verified
Preparer's File Number (if applicable)	Escrow Number (if applicable)	Street Address 101 W JEFFERSON ST
Preparer's Daytime Phone 555-555-5555	Extension	Unit Type Unit #
Preparer's Email Address (if available) emailaddress@em.com		City State ZIP SPRINGFIELD IL 62702-5145

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 and all the red "!"s on the sub-tabs are gone, you can submit the declaration.

State Form

Step 1A Step 1B Step 2 Step 3 **Step 4** Exempt Transfer

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 TEST PREPARER		Country USA Verified
Preparer's File Number (if applicable)	Escrow Number (if applicable)	Street Address 101 W JEFFERSON ST
Preparer's Daytime Phone 555-555-5555	Extension	Unit Type Unit #
Preparer's Email Address (if available) emailaddress@em.com		City State ZIP SPRINGFIELD IL 62702-5145

Submit the Declaration

All the required fields are completed and the red “!”s on the sub-tabs are gone so you may now submit the declaration. Submitting the declaration generates the MyDec Declaration ID number and the declaration is now ready to be accepted by the closing agent. To submit, select the “Submit” button in the lower right corner.

< CHICAGO TITLE & TRUST CO

Property Tax Declaration Review and Submit

This Property Tax Declaration request is ready to submit.

Save Draft Cancel < Previous **Submit**

After submission, you will find the declaration in the “Attention Needed” tab on the MyDec home screen.

Menu **Attention Needed** ^{5,569} History ^{21,122} Incomplete ¹⁷⁸

< Page 1 of 112 >

Declarations Needing Attention

Filter

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
01-01-412-031-00	20210704914995	43197 N LAKE SIDE DR AI Test		PTAX203		Declaration Submitted	7/29/2021

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

Menu **Attention Needed** ^{5,569} History ^{21,122} Incomplete ¹⁷⁸

< Page 1 of 112 >

Declarations Needing Attention

Filter

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
01-01-412-031-00	20210704914995	43197 N LAKE SIDE DR AI Test		PTAX203		Declaration Submitted	7/29/2021

Accepting a Declaration

Once submitted, the next step is to “Accept” the declaration. The entity who “Accepts” the declaration is typically the closing agent, such as a settlement agency, or, if your firm is going to complete the closing and record the documentation, you would accept it yourself.

If an entity other than your firm will be closing and recording the declaration, they must be given the 14-digit declaration ID number and the status MUST be at “Declaration Submitted” for them to locate the declaration in MyDec.

To search, the closing entity will select the “Search for Declaration” tab on the MyDec home screen.

[Menu](#) Attention Needed **5,569** History **21,122** Incomplete **178**

🔍 *What are you looking for?*

Declarations

Access declarations.

- > Add a New Declaration
- > **Search for Declaration**

Reporting

Access reporting options.

- > View Stamp Accounting
- > View Reporting Options

Submissions

Search for a submitted request.

- > Search Submissions

Search

Declaration Id: Status:

Primary PIN:

Declaration Search

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status
01-01-412-031-0000	20210704914995	43197 N LAKE SIDE DR ANTI Test		PTAX203		Declaration Submitted

Available Actions

Upon submission, the available actions are updated to reflect only the actions available for this declaration at the current status (Declaration Submitted):

1. **Accept Declaration.** Allows the closing agent to accept the declaration.
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 "Search" screen.

Declaration ID: 20210704914995		Actions
Status	Declaration Submitted	Accept Declaration
Document No.	Not Recorded	Change Declaration
Primary PIN	01-01-412-031-0000	Printable Copy of Declaration
State/County Stamp	Not Issued	Return to Summary

State Form

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

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

Once the declaration is open, and no changes are needed, the closing entity may "Accept" the declaration by selecting "Accept Declaration" in the top right corner. MyDec provides an opportunity to enter an escrow number if one is available.

[Accept Declaration](#)

Accept Declaration

The Declaration is ready for acceptance

Review all Declaration information for accuracy.

Declaration ID	20210704914995
Primary PIN	01-01-412-031-0000
Escrow number (if applicable)	<input type="text"/>

If you are ready to accept this Declaration, click 'Submit'. You may make changes to the Declaration once accepted and prior to closing.

The declaration now has a status of "Declaration Accepted".

Declaration ID: 20210704914995		Actions
Status	Declaration Accepted	Complete Closing
Document No.	Not Recorded	Change Declaration
Primary PIN	01-01-412-031-0000	Release Declaration
State/County Stamp	Not Issued	Printable Copy of Declaration
		Return to Summary

State Form

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

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

Upon submission, the available Actions are updated to reflect only the actions available for this declaration at the current status (Declaration Accepted):

1. Complete Closing. Allows the closing agent to complete the closing and send the declaration to the County Recorder.
2. Change Declaration. Enables the user to update data previously entered.
3. Release Declaration. Allows the declaration to be sent back to the original preparer.
4. Printable copy of Declaration. Opens a PDF version of the PTAX-203 which can be saved or printed.
5. Return to Summary. Returns the user to the Customer Summary.

Closing a Declaration

If no additional changes are needed and the closing day arrives, the declaration is ready to be closed. Once the declaration is open and ready to be closed, select "Complete Closing" in the upper right corner.

Declaration ID: 20210704914995		Actions
Status	Declaration Accepted	Complete Closing
Document No.	Not Recorded	Change Declaration
Primary PIN	01-01-412-031-0000	Release Declaration
State/County Stamp	Not Issued	Printable Copy of Declaration
		Return to Summary

State Form

Step 1A Step 1B Step 2 Step 3 Step 4 Exempt Transfer

PTAX-203 - Illinois Real Estate Transfer Declaration Instructions

Select the date of the instrument, enter an Escrow number if applicable, mark the Seller and Buyer Attestations, and click "Submit".

Closing Completed

CHICAGO TITLE & TRUST CO

FEIN

Closing Completed

Closing Completed

The Declaration has been completed and is ready to be closed.

Review all Declaration information for accuracy. If you are ready to close this Declaration, confirm the Date of Instrument, complete the Seller and Buyer Attestation, and click "Submit".

Declaration ID 20210704914995

Primary PIN 01-01-412-031-0000

Date of Instrument
7/29/2021

Escrow number (if applicable)

The buyer and seller (or their agents) hereby verify that to the best of their knowledge and belief, the full actual consideration and facts stated in this declaration are true and correct. If this transaction involves any real estate located in Cook County, the buyer and seller (or their agents) hereby verify that to the best of their knowledge, the name of the buyer shown on the deed or assignment of beneficial interest in a land trust is either a natural person, an Illinois corporation or foreign corporation authorized to do business or acquire and hold title to real estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illinois, or other entity recognized as a person and authorized to do business or acquire and hold title to real estate under the laws of the State of Illinois. Any person who willfully falsifies or omits any information required in this declaration shall be guilty of a Class B misdemeanor for the first offense and a Class A misdemeanor for subsequent offenses. Any person who knowingly submits a false statement concerning the identity of a grantee shall be guilty of a Class C misdemeanor for the first offense and of a Class A misdemeanor for subsequent offenses.

Seller Attestation <input checked="" type="checkbox"/> 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. John PTAX203	Buyer Attestation <input checked="" type="checkbox"/> 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. Jane Test
--	--

Cancel Previous **Submit**

The Declaration now has a status of "Closing Completed" and is ready for recording.

Declaration ID: 20210704914995		Actions
Status	Closing Completed	Release to Edit Declaration
Document No.	Not Recorded	Printable Copy of Declaration
Primary PIN	01-01-412-031-0000	Return to Summary
State/County Stamp	Not Issued	

State Form

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

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

Release to Edit Declaration

If the recording has not occurred and the declaration is at a status of “Closing Completed”, it may still be edited by the closing entity. The “Release to Edit” functionality will move the declaration back to a status of “Declaration Accepted” to allow for editing. Note that after editing, the status must be changed back to “Closing Completed” prior to recording. It is also important to remember that once it is recorded, the County must reject the declaration, if editing is necessary.

To make changes to a declaration at the “Closing Complete” status, open the declaration and select “Release to Edit Declaration” in the Actions area in the upper right corner of the screen.

Declaration ID: 20210704914995		Actions
Status	Closing Completed	Release to Edit Declaration
Document No.	Not Recorded	Printable Copy of Declaration
Primary PIN	01-01-412-031-0000	Return to Summary
State/County Stamp	Not Issued	

State Form					
Step 1A	Step 1B	Step 2	Step 3	Step 4	Exempt Transfer

PTAX-203 - Illinois Real Estate Transfer Declaration	Instructions
--	------------------------------

Declaration Rejected

If, after recording, an error is discovered, the County can reject the declaration back to the closing agent. If the closing agent discovers the error, they must contact the County Recorder and request that the declaration be rejected. Keep in mind that this will result in the documents being “un-recorded” and potential re-issuance of the stamps in the case of an incorrect consideration, for example. Once rejected, the declaration will have a status of “Rejected” and the reason for rejection will be displayed in a yellow banner at the top of the screen.

Rejected reason:
Rejected at the request of the closing agent to correct the consideration amount.

Declaration ID: 20210704914995		Actions
Status	Rejected	Change Declaration
Document No.	Not Recorded	Release Declaration
Primary PIN	01-01-412-031-0000	Printable Copy of Declaration
State/County Stamp	Not Issued	Return to Summary

State Form

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

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

The user may then select “Change Declaration” in the upper right corner to make the needed changes.

Rejected reason:
Rejected at the request of the closing agent to correct the consideration amount.

Declaration ID: 20210704914995		Actions
Status	Rejected	Change Declaration
Document No.	Not Recorded	Release Declaration
Primary PIN	01-01-412-031-0000	Printable Copy of Declaration
State/County Stamp	Not Issued	Return to Summary

After the changes are made, click “Submit”. And the declaration can be moved back to the “Closing Complete” status.

SubmitCancel

Recording

After recording, the declaration will move to the “Assessor Review” status. The County’s Document Number and a unique State/County Stamp ID will display on the declaration.

Declaration ID: 20210704914995	Actions
Status Assessor Review	Printable Copy of Declaration
Document No. 8123456	Return to Summary
Primary PIN 01-01-412-031-0000	
State/County Stamp 0-675-545-872	

State Form **Stamp Activity** ¹ **History** ¹²

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

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

NOTE: The “Assessor Review” status is an electronic process that allows the County Assessor to complete their work with the PTAX-203 in MyDec, prior to Illinois Department of Revenue action.



Help



When MyDec questions arise, ***please do not call the County!***
Call the Illinois Department of Revenue’s dedicated MyDec toll-free phone number:

1-844-445-1114

or email: REV.MyDecProject@illinois.gov