

2021



State of Illinois
Department of Revenue

MYDEC COUNTY ASSESSOR ACCESS PROCEDURES APPENDIX C – UPDATING ADDRESS FIELDS FOR MYDEC DECLARATIONS

MyDec Assessor Access

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

Checkbox to Update Address Fields for MyDec Declarations

An “Update property address” checkbox has been added to the “Assessment Info” tab.

The screenshot shows the 'Assessment Info' tab selected in the navigation bar. The main content area is titled 'To be completed by the Chief County Assessment Officer'. It contains several fields: a numerical field with '0.00', a 'Year Prior to Sale' field, and a 'Mobile Home Assessed as Real Estate' section with radio buttons for 'Yes' and 'No'. At the bottom, there is a checkbox labeled 'Update property address' which is currently unchecked.

Checking this box allows a user to edit the “Address”, “City”, “ZIP”, and “Township” fields on Step 1A. Once the box is checked it cannot be unchecked, unless the request is cancelled.

To update any of the address fields click the “Update property address” checkbox:

A close-up of the checkbox labeled 'Update property address', which is now checked with a blue checkmark.

After checking the box, go to Step 1A. The “Address”, “City”, “Zip” and “Township” fields in Step 1A are editable:

The screenshot shows Step 1A of the form. The navigation bar has 'Step 1A' highlighted. The form title is 'Step 1: Identify the Property and Sale Information'. It contains several input fields: 'Street address of property (or 911 address, if available)' with the value '101 W JEFFERSON ST', 'City or village' with 'OTTAWA', 'ZIP' with '61350-0000', 'Township' with a dropdown menu showing 'South Ottawa', and 'County' with 'La Salle'. At the bottom right, there is a checkbox labeled 'Update the property address for this PIN' which is currently unchecked.

Click into the field that needs edited, in this example, the “Address” field, and make the appropriate change:

State Form History 2

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

PTAX-203 - Illinois Real Estate Transfer Declaration Instructions

Step 1: Identify the Property and Sale Information

| | | | |
|---|---|-----------------|---|
| 1 | Street address of property (or 911 address, if available) | City or village | ZIP |
| | 909 MARCY ST | OTTAWA | 61350-0000 |
| | Township | County | |
| | South Ottawa | La Salle | <input type="checkbox"/> Update the property address for this PIN |

The Assessment Info tab now has an additional box systemically marked due to the address update:

Update property address

Address has been updated

Click “Next” in the lower right corner:

< Previous Next >

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

Update Assessment Review and Submit

This Update Assessment request is ready to submit.

Cancel < Previous Submit

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

Confirmation

Ready to submit the assessment information?

Review all Declaration information for accuracy.

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

Cancel OK

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

Confirmation

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

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

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

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

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

[Printable Confirmation](#)

[OK](#)

Notes: The “Township Override” checkbox has been removed. The “Township” field can now be edited by clicking on the “Update property address” checkbox on the “Assessment Info” tab.

The “Update the property address for this PIN” checkbox on Step 1A can no longer be checked by a user with a County Assessor logon. All address changes need to be made using the “Update property address” checkbox on the “Assessment Info” tab.