

# 2021



State of Illinois  
Department of Revenue

## **MYDEC COUNTY RECORDER ACCESS PROCEDURES APPENDIX A - RE-RECORDING A MYDEC DECLARATION RECORDED AS PAPER**

A manual for the County Recorder's office that provides procedures for re-recording a MyDec declaration that was originally recorded as a paper declaration

August 23, 2021

## Re-recording a MyDec Declaration Recorded as Paper

If a Recorder incorrectly records a MyDec Declaration as paper, the transaction for the paper declaration must be voided in the MyDec system and the MyDec declaration recorded using the same document number. This is important as it completes the workflow for the MyDec document and will ensure that preparers see the correct status for the declaration.

### Assessor Action:


If the Assessor subsequently completed the data entry of the MyDec declaration as they would a paper declaration and:

1. The Assessor also entered the assessment information and finalized the assessment, the Assessor must "Unfinalize Assessment". If the Assessor only completed the data entry and did not finalize the assessment, proceed to Step 3.

|   |   |
|---|---|
| <b>Declaration ID:</b> 20210808438073   | <b>Actions</b>                            |
| <b>Status</b> Assessment Finalized      | <a href="#">Unfinalize Assessment</a>     |
| <b>Document No.</b> 2021R20597          | <a href="#">Printable Copy of Declara</a> |
| <b>Primary PIN</b> 22-29-0200-015       | <a href="#">Return to Summary</a>         |
| <b>State/County Stamp</b> 2-089-851-664 |   |

|  |                             |                      |        |        |                 |                              |
|--|-----------------------------|----------------------|--------|--------|-----------------|------------------------------|
| State Form   | Stamp Activity <sup>1</sup> | History <sup>4</sup> |        |        |                 |                              |
| <a href="#">Step 1A</a>                              | Step 1B                     | Step 2               | Step 3 | Step 4 | Exempt Transfer | Record                       |
| PTAX-203 - Illinois Real Estate Transfer Declaration |                             |                      |        |        |                 | <a href="#">Instructions</a> |

### Step 1: Identify the Property and Sale Information

|   |   |   |                 |     |
|---|---|---|-----------------|-----|
| 1 | Street address of property (or 911 address, if available) |  | City or village | ZIP |
|---|---|---|-----------------|-----|

2. Then click "Submit" to unfinalize the assessment:

### Unfinalize Assessment

Unfinalize assessment information for this Declaration.

|                        |                |
|------------------------|----------------|
| <b>Declaration ID</b>  | 20210808438073 |
| <b>Primary PIN</b>     | 22-29-0200-015 |
| <b>Document Number</b> | 2021R20597     |
| <b>Recording Year</b>  | 2021           |
| <b>Tab Number</b>      | P290           |

[Cancel](#) [Previous](#) [Submit](#)

3. If the Assessor only completed the data entry and did not finalize the assessment, or once the assessment is un-finalized, the Assessor will select "Release to Recorder":

|                                       |                 |   |
|---------------------------------------|-----------------|---|
| <b>Declaration ID: 20210808438073</b> |                 | <b>Actions</b>                            |
| <b>Status</b>                         | Assessor Review | <a href="#">Update Assessment</a>         |
| <b>Document No.</b>                   | 2021R20597      | <a href="#">Change Declaration</a>        |
| <b>Primary PIN</b>                    | 22-29-0200-015  | <a href="#">Finalize Assessment</a>       |
| <b>State/County Stamp</b>             | 2-089-851-664   | <a href="#">Release to Recorder</a>       |
|                                       |                 | <a href="#">Printable Copy of Declara</a> |
|                                       |                 | <a href="#">Return to Summary</a>         |

4. Identify the reason the declaration needs to be released, and click “Submit” to release the declaration:

Release to Recorder

Declaration

**Release this Declaration to the Recorder's office.**

|                        |                |
|------------------------|----------------|
| <b>Declaration ID</b>  | 20210808438073 |
| <b>Primary PIN</b>     | 22-29-0200-015 |
| <b>Document Number</b> | 2021R20597     |
| <b>Recording Year</b>  | 2021           |
| <b>Tab Number</b>      | P290           |

Reason: \*

Recorded as a paper declaration. Should have been recorded as a MyDec declaration.

The declaration will be at a status of “Deed Recorded”.

|                                       |                |   |
|---------------------------------------|----------------|---|
| <b>Declaration ID: 20210808438073</b> |                | <b>Actions</b>                            |
| <b>Status</b>                         | Deed Recorded  | <a href="#">Return to Assessor</a>        |
| <b>Document No.</b>                   | 2021R20597     | <a href="#">Printable Copy of Declara</a> |
| <b>Primary PIN</b>                    | 22-29-0200-015 | <a href="#">Return to Summary</a>         |
| <b>State/County Stamp</b>             | 2-089-851-664  |   |

## Recorder Action:

The Recorder will complete the process via their recording software – contact your software vendor for instructions. The stamps will be voided and the declaration un-recorded. This will free up the document number to be used again for the re-recording. If your software allows, the original recording date should also be used with the original document number. For questions regarding voiding and re-recording through your software, contact your recording software vendor.