2021



State of Illinois
Department of Revenue

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

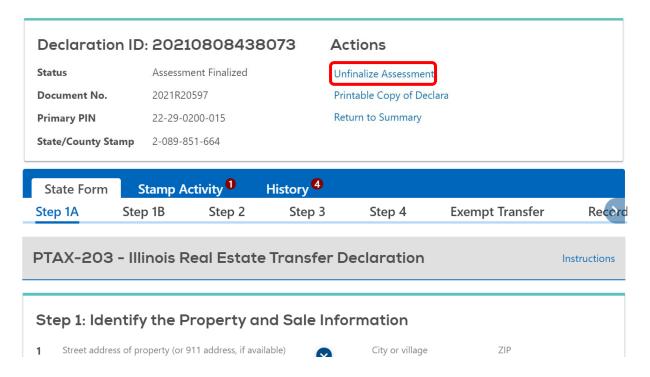
Re-recording a MyDec Declaration Recorded as Paper

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:

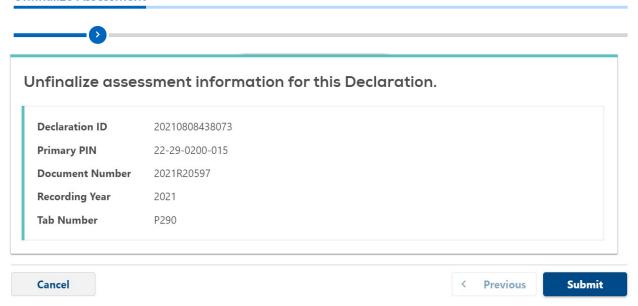
1. The Assessor also entered the assessment information and finalized the assessment, the Assessor must "Unfinalize Assessment". If the Assessor only completed the data entry and did not finalize the assessment, proceed to Step 3.



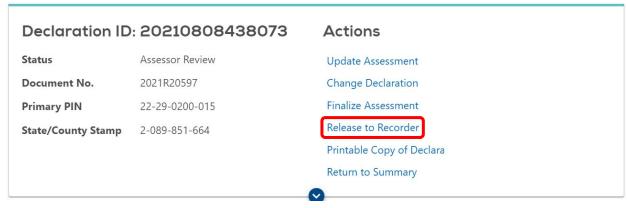
IDOR-PT3-AppA (N-08/21) Page 2 of 5

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

Unfinalize Assessment

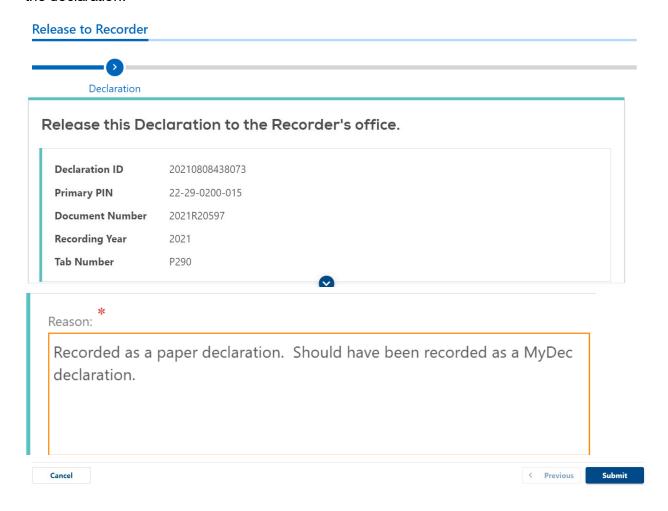


3. If the Assessor only completed the data entry and did not finalize the assessment, or once the assessment is un-finalized, the Assessor will select "Release to Recorder":



IDOR-PT3-AppA (N-08/21) Page 3 of 5

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



The declaration will be at a status of "Deed Recorded".



IDOR-PT3-AppA (N-08/21) Page 4 of 5

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.

IDOR-PT3-AppA (N-08/21) Page 5 of 5