

# 2021



State of Illinois  
Department of Revenue

## **MYDEC COUNTY RECORDER ACCESS PROCEDURES APPENDIX B – UNRECORD A MYDEC DECLARATION WITHOUT VOIDING STAMPS**

If, after recording, a MyDec declaration needs to be sent back to the preparer to make a correction to the PTAX-203 that does not involve the consideration or net consideration on lines 11 and 17 of the PTAX-203 or an incorrect PIN, it can be done without voiding the transfer tax stamps.



If the consideration or net consideration are incorrect, the stamps must be voided. See Appendix D – Unrecord a MyDec Declaration Including Voiding Stamps.

If the PIN is incorrect on a recorded declaration, it cannot be resolved using this procedure. See Appendix F – MyDec Declaration with an Incorrect PIN.

### Assessor Action:

1. The Assessor must unfinalize the assessment if it has been finalized. Select “Unfinalize Assessment”. If it has not been finalized, proceed to Step 3.

<b>Declaration ID: 20210908439336</b>		<b>Actions</b>
<b>Status</b>	Assessment Finalized	<a href="#">Unfinalize Assessment</a>
<b>Document No.</b>	2021R81234	<a href="#">Printable Copy of Declara</a>
<b>Primary PIN</b>	07-19-0376-010	<a href="#">Return to Summary</a>
<b>State/County Stamp</b>	1-000-626-960	

[State Form](#)   [Stamp Activity](#) <sup>1</sup>   [History](#) <sup>4</sup>

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

**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

2. Click "Submit" to unfinalize the assessment:

Unfinalize Assessment

▶

**Unfinalize assessment information for this Declaration.**

<b>Declaration ID</b>	20210908439336
<b>Primary PIN</b>	07-19-0376-010
<b>Document Number</b>	2021R81234
<b>Recording Year</b>	2021
<b>Tab Number</b>	M2850

Cancel < Previous Submit

3. The Assessor will "Release to Recorder":

<b>Declaration ID: 20210908439336</b>		<b>Actions</b>
<b>Status</b>	Assessor Review	<a href="#">Update Assessment</a>
<b>Document No.</b>	2021R81234	<a href="#">Finalize Assessment</a>
<b>Primary PIN</b>	07-19-0376-010	<a href="#">Release to Recorder</a>
<b>State/County Stamp</b>	1-000-626-960	<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

<b>Declaration ID</b>	20210908439336
<b>Primary PIN</b>	07-19-0376-010
<b>Document Number</b>	2021R81234
<b>Recording Year</b>	2021
<b>Tab Number</b>	M2850

Reason

incorrect legal description

Cancel < Previous Submit

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

<b>Declaration ID: 20210908439336</b>		<b>Actions</b>
<b>Status</b>	Deed Recorded	<a href="#">Printable Copy of Declara</a>
<b>Document No.</b>	2021R81234	<a href="#">Return to Summary</a>
<b>Primary PIN</b>	07-19-0376-010	
<b>State/County Stamp</b>	1-000-626-960	

## Recorder Action:

This is a circumstance that does not require the Recorder to void the stamps. The actions below will require the Recorder to log into MyDec to complete. These steps are **not** completed via your recording software.

1. The Recorder will select “Unrecord Declaration”:

Declaration ID: 20210908439336		Actions
Status	Deed Recorded	<b>Unrecord Declaration</b>
Document No.	2021R81234	Return to Assessor
Primary PIN	07-19-0376-010	Printable Copy of Declara
State/County Stamp	1-000-626-960	Return to Summary

2. Enter the reason and click “Submit” to unrecord the declaration:

### Unrecord Declaration

Unrecord Declaration

Enter the reason and click 'Submit' below to unrecord this Deed and Declaration.

Declaration ID  
20210908439336

Primary PIN  
07-19-0376-010

Reason  
incorrect legal description

3. The Recorder will select “Unverify Declaration”:

Declaration ID: 20210908439336		Actions
Status	County Verified	<a href="#">Print County Stamp</a>
Document No.	Not Recorded	<a href="#">Void County Stamp</a>
Primary PIN	07-19-0376-010	<a href="#">Unverify Declaration</a>
State/County Stamp	1-000-626-960	<a href="#">Record Declaration</a>
		<a href="#">Printable Copy of Declara</a>
		<a href="#">Return to Summary</a>

4. Select “Submit” to unverify the declaration:

### Unverify Declaration

Unverify Declaration

Enter the reason and click 'Submit' below to unverify this Declaration

Declaration ID  
20210908439336

Primary PIN  
07-19-0376-010

Reason: \*

incorrect legal description

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

The declaration will be at a status of "Rejected".

<b>Declaration ID: 20210908439336</b>		<b>Actions</b>
<b>Status</b>	Rejected	<a href="#">Print County Stamp</a>
<b>Document No.</b>	Not Recorded	<a href="#">Void County Stamp</a>
<b>Primary PIN</b>	07-19-0376-010	<a href="#">Unreject Declaration</a>
<b>State/County Stamp</b>	1-000-626-960	<a href="#">Printable Copy of Declara</a>
		<a href="#">Return to Summary</a>

5. The Recorder must contact the preparer to notify them that a correction is required. The preparer will update the declaration and complete the closing in MyDec which will put it in a status of "Closing Completed" so that the Recorder can then re-record.
6. The Recorder will then "Verify" the transaction:

<b>Declaration ID: 20210908439336</b>		<b>Actions</b>
<b>Status</b>	Closing Completed	<a href="#">Verify / Reject</a>
<b>Document No.</b>	Not Recorded	<a href="#">Print County Stamp</a>
<b>Primary PIN</b>	07-19-0376-010	<a href="#">Void County Stamp</a>
<b>State/County Stamp</b>	1-000-626-960	<a href="#">Printable Copy of Declara</a>
		<a href="#">Return to Summary</a>

7. Click "Submit" to complete the verification:

### County Verification

County Verification

#### Declaration is Ready for County Verification

Review all Declaration information for accuracy.

<b>Declaration ID</b>	20210908439336
<b>Primary PIN</b>	07-19-0376-010

County Verified

County Rejected

Reason for Rejection

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

8. The Recorder will re-record the declaration by selecting "Record Declaration":

<b>Declaration ID: 20210908439336</b>		<b>Actions</b>
<b>Status</b>	County Verified	<a href="#">Print County Stamp</a>
<b>Document No.</b>	Not Recorded	<a href="#">Void County Stamp</a>
<b>Primary PIN</b>	07-19-0376-010	<a href="#">Unverify Declaration</a>
<b>State/County Stamp</b>	1-000-626-960	<a href="#">Record Declaration</a>
		<a href="#">Printable Copy of Declara</a>
		<a href="#">Return to Summary</a>



9. Enter the original Document Number and select "Submit":

### Record Declaration

Record Declaration

#### Record the Deed and Declaration

Review all Declaration information for accuracy.

**Declaration ID** 20210908439336

**Primary PIN** 07-19-0376-010

Document Number  
2021R81234

Cancel < Previous **Submit**

10. The corrected declaration is now at a status of "Assessor Review".