

2021



State of Illinois
Department of Revenue

MYDEC COUNTY RECORDER ACCESS PROCEDURES APPENDIX D – UNRECORD A MYDEC DECLARATION INCLUDING VOIDING STAMPS

A manual for the County Recorder's office that provides procedures for unrecording a MyDec declaration including voiding the stamps.

Unrecord a MyDec Declaration Including 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 involves an incorrect consideration or net consideration on lines 11 and 17 of the PTAX-203, the transfer tax stamps must be voided following the instructions below.



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 the assessment has not been finalized, proceed to Step 3.

Declaration ID: 20210708406168		Actions
Status	Assessment Finalized	Unfinalize Assessment
Document No.	2021R20798	Printable Copy of Declaration
Primary PIN	14-24-0452-010	Return to Summary
State/County Stamp	1-073-396-496	

2. Select “Submit” to unfinalize the assessment:

Unfinalize Assessment

Declaration

Unfinalize assessment information for this Declaration.

Declaration ID	20210708406168
Primary PIN	14-24-0452-010
Document Number	2021R20798
Recording Year	2021
Tab Number	M2847

Cancel Previous **Submit**

3. The Assessor will “Release to Recorder”:

Declaration ID: 20210708406168		Actions
Status	Assessor Review	Update Assessment
Document No.	2021R20798	Finalize Assessment
Primary PIN	14-24-0452-010	Release to Recorder
State/County Stamp	1-073-396-496	Printable Copy of Declaration
		Return to Summary

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

Release to Recorder

COUNTY OF SANGAMON
37-6002039

Release to Recorder

Declaration

Release this Declaration to the Recorder's office.

Declaration ID	20210708406168	Reason:	<input type="text" value="The preparer entered an incorrect consideration amount"/>
Primary PIN	14-24-0452-010		
Document Number	2021R20798		
Recording Year	2021		
Tab Number	M2847		

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

Declaration ID: 20210708406168		Actions
Status	Deed Recorded	Printable Copy of Declaration
Document No.	2021R20798	Return to Summary
Primary PIN	14-24-0452-010	
State/County Stamp	1-073-396-496	

Recorder Action:

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: 20210708406168		Actions
Status	Deed Recorded	Unrecord Declaration
Document No.	2021R20798	Return to Assessor
Primary PIN	14-24-0452-010	Printable Copy of Declaration
State/County Stamp	1-073-396-496	Return to Summary

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

[Unrecord Declaration](#)

Unrecord Declaration

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

Declaration ID 20210708406168

Primary PIN 14-24-0452-010

Reason *

Preparer entered an incorrect consideration amount.

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

3. The Recorder will void the stamp:

Declaration ID: 20210708406168		Actions
Status	County Verified	Print County Stamp
Document No.	Not Recorded	Void County Stamp
Primary PIN	14-24-0452-010	Unverify Declaration
State/County Stamp	1-073-396-496	Record Declaration
		Printable Copy of Declaration
		Return to Summary

4. Enter the reason and click "Submit" to void the stamp:

Void Stamp

Void Stamp

Void Real Estate Transfer Tax Stamp

Declaration ID	20210708406168
Primary PIN	14-24-0452-010
Stamp Type	County
Stamp #	1-073-396-496
Total Stamp Tax	90.00

Reason

Preparer entered an incorrect consideration amount.

Cancel < Previous **Submit**

5. The Recorder will unverify the declaration:

Declaration ID: 20210708406168	Actions
Status County Verified	Authorize County Stamp
Document No. Not Recorded	Unverify Declaration
Primary PIN 14-24-0452-010	Printable Copy of Declaration
State/County Stamp Not Issued	Return to Summary

6. Enter the reason and click "Submit" to unverify the declaration:

Unverify Declaration

Unverify Declaration

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

Declaration ID	20210708406168
Primary PIN	14-24-0452-010

Reason: *

Preparer entered an incorrect consideration amount.

Cancel < Previous **Submit**

The declaration will be at a status of “Rejected”.

Declaration ID: 20210708406168		Actions
Status	Rejected	Unreject Declaration
Document No.	Not Recorded	Printable Copy of Declaration
Primary PIN	14-24-0452-010	Return to Summary
State/County Stamp	Not Issued	



The Recorder must coordinate with their software vendor to ensure that the stamps are voided in their recording software since the stamps were voided only in MyDec. This will also allow the Recorder to re-record the transaction via their recording software using the same document number.

7. The Recorder must contact the preparer to notify them that a correction is required if the preparer has not yet been notified. The preparer will update the declaration and complete the closing in MyDec which will put it in a status of “Closing Complete” so that the Recorder can then re-record via their recording software.
8. The Recorder will complete the process via their recording software. The steps taken in MyDec to void the stamps and unrecord the declaration will free up the document number to be used again for the re-recording. For questions regarding voiding and re-recording through your software, contact your recording software vendor.