

2021



State of Illinois
Department of Revenue

MYDEC COUNTY RECORDER ACCESS PROCEDURES APPENDIX F – MYDEC DECLARATION WITH AN INCORRECT PIN

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: 20210708401559		Actions
Status	Assessment Finalized	Unfinalize Assessment
Document No.	2021R20361	Printable Copy of Declaration
Primary PIN	21-01-0405-003	Return to Summary
State/County Stamp	1-061-153-552	

2. Then select “Submit” to unfinalize the assessment:

Unfinalize Assessment

Declaration

Unfinalize assessment information for this Declaration.

Declaration ID	20210708401559
Primary PIN	21-01-0405-003
Document Number	2021R20361
Recording Year	2021
Tab Number	M2769

3. The Assessor will “Release to Recorder”.

Declaration ID: 20210708401559		Actions
Status	Assessor Review	Update Assessment
Document No.	2021R20361	Finalize Assessment
Primary PIN	21-01-0405-003	Release to Recorder
State/County Stamp	1-061-153-552	Printable Copy of Declaration
		Return to Summary

- 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	20210708401559	Reason: * <div style="border: 1px solid orange; padding: 5px; min-height: 100px;"> The declaration has an incorrect PIN number </div>
Primary PIN	21-01-0405-003	
Document Number	2021R20361	
Recording Year	2021	
Tab Number	M2769	

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

Declaration ID: 20210708401559		Actions
Status	Deed Recorded	Printable Copy of Declaration
Document No.	2021R20361	Return to Summary
Primary PIN	21-01-0405-003	
State/County Stamp	1-061-153-552	

Recorder Action:

This is a circumstance that requires the Recorder to void the stamps.

- The Recorder will select "Unrecord Declaration":

Declaration ID: 20210708401559		Actions
Status	Deed Recorded	Unrecord Declaration
Document No.	2021R20361	Return to Assessor
Primary PIN	21-01-0405-003	Printable Copy of Declaration
State/County Stamp	1-061-153-552	Return to Summary

4. Enter the reason for voiding the stamp and select “Submit”:

[Void Stamp](#)

Void Stamp

Void Real Estate Transfer Tax Stamp

Declaration ID	20210708401559
Primary PIN	21-01-0405-003
Stamp Type	County
Stamp #	1-061-153-552
Total Stamp Tax	400.50

Reason

The declaration has an incorrect PIN number.

Cancel Previous Submit

5. The Recorder will select “Unverify Declaration”.

Declaration ID: 20210708401559	Actions
Status County Verified	Authorize County Stamp
Document No. Not Recorded	Unverify Declaration
Primary PIN 21-01-0405-003	Printable Copy of Declaration
State/County Stamp Not Issued	Return to Summary

6. Enter the reason for unverifying the declaration and select “Submit”:

[Unverify Declaration](#)

Unverify Declaration

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

Declaration ID	20210708401559
Primary PIN	21-01-0405-003

Reason: *

The declaration has an incorrect PIN number.

Cancel Previous Submit

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

Declaration ID: 20210708401559		Actions
Status	Rejected	Unreject Declaration
Document No.	Not Recorded	Printable Copy of Declaration
Primary PIN	21-01-0405-003	Return to Summary
State/County Stamp	Not Issued	

The Recorder must contact the preparer to notify them that a new MyDec declaration is required due to the incorrect PIN. The preparer will submit, accept, and complete the closing for the new correct declaration. Once this is all complete, the Recorder will be able to re-record through their software. This will authorize new stamps, but the Recorder will not have to collect additional revenue since the user has already paid them and the previous stamps were voided.