

# 2021



State of Illinois  
Department of Revenue

## **MYDEC COUNTY RECORDER ACCESS PROCEDURES APPENDIX G – PAPER DECLARATION WITH AN INCORRECT PIN**

## Paper Declaration with an Incorrect PIN

If a PIN is incorrect on a paper declaration that has been recorded, the Assessor can update the PIN when data entering the declaration.

### [Add Declaration](#)

#### Recorded Property Tax Transfer Declaration

Begin by entering the following information for the primary property on this declaration. Additional PINs may be added to the declaration later in the process.

County Sangamon	Street address of property (or 911 address, if available) * <i>Required</i>			
Document # 2021R20981	Date Recorded 8/3/2021	City or village * <i>Required</i>	Township * <i>Required</i>	ZIP * <i>Required</i>
PIN 14-33-0304-016	Split Parcel? <input type="checkbox"/> Yes <input type="checkbox"/> No			

[Cancel](#)

The Assessor also can update the PIN on a paper declaration much later in the process, even after the assessment has been finalized.

Assessment Finalized:

1. The Assessor must “Unfinalize Assessment” if it has been finalized.

Declaration ID: 20210808436894		Actions	
Status	Assessment Finalized	<a href="#">Unfinalize Assessment</a>	
Document No.	2021R20366	<a href="#">Printable Copy of Declaration</a>	
Primary PIN	14-36-0354-001	<a href="#">Return to Summary</a>	
State/County Stamp	1-119-873-808		

## Select "Submit" to unfinalize the assessment:

### Unfinalize Assessment

Declaration

Unfinalize assessment information for this Declaration.

Declaration ID	20210808436894
Primary PIN	14-36-0354-001
Document Number	2021R20366
Recording Year	2021
Tab Number	P285

The declaration is now at "Assessor Review".

<b>Declaration ID: 20210808436894</b>		<b>Actions</b>
Status	Assessor Review	Update Assessment
Document No.	2021R20366	Change Declaration
Primary PIN	14-36-0354-001	Finalize Assessment
State/County Stamp	1-119-873-808	Release to Recorder
		Printable Copy of Declaration
		Return to Summary

Select "Update Assessment".

<b>Declaration ID: 20210808436894</b>		<b>Actions</b>
Status	Assessor Review	Update Assessment
Document No.	2021R20366	Change Declaration
Primary PIN	14-36-0354-001	Finalize Assessment
State/County Stamp	1-119-873-808	Release to Recorder
		Printable Copy of Declaration
		Return to Summary



Select "Submit" to complete the change:

### Update Assessment

COUNTY OF SANGAMON  
37-6002039

Progress bar: Update Assessment (checked) > Review and Submit

This Update Assessment request is ready to submit.

Buttons: Cancel, Previous, Submit

The Primary PIN field will display the corrected Primary PIN.

<b>Declaration ID:</b> 20210808436894	<b>Actions</b>
<b>Status:</b> Assessor Review	<a href="#">Update Assessment</a>
<b>Document No.:</b> 2021R20366	<a href="#">Change Declaration</a>
<b>Primary PIN:</b> 07-19-0376-010	<a href="#">Finalize Assessment</a>
<b>State/County Stamp:</b> 1-119-873-808	<a href="#">Release to Recorder</a>
	<a href="#">Printable Copy of Declaration</a>
	<a href="#">Return to Summary</a>

State Form | Stamp Activity <sup>1</sup> | History <sup>7</sup>

Step 1A | Step 1B | Step 2 | Step 3 | Step 4 | Exempt Transfer | Recording Info | Assessment Info

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
1241 KNOLL POINTE PL	SPRINGFIELD	62703-0000
Township	County	<input type="checkbox"/> Update the property address for this PIN
Capital	Sangamon	
Primary PIN	Lot size or acreage	Unit
07-19-0376-010	25078	Sq. Feet
		Split Parcel
		No