### 2021

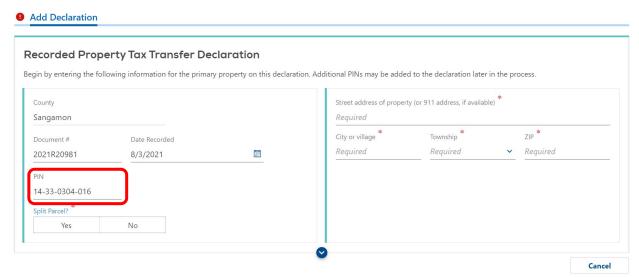


State of Illinois
Department of Revenue

## 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.



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

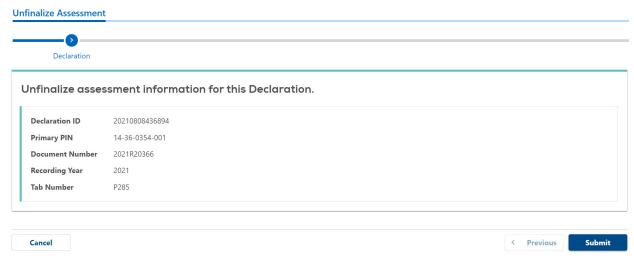
#### Assessment Finalized:

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



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#### Select "Submit" to unfinalize the assessment:



#### The declaration is now at "Assessor Review".

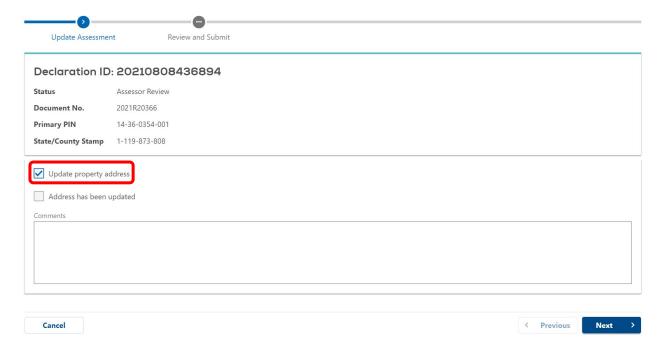


#### Select "Update Assessment".

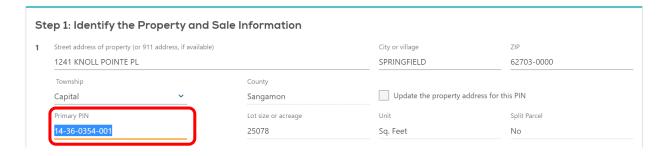


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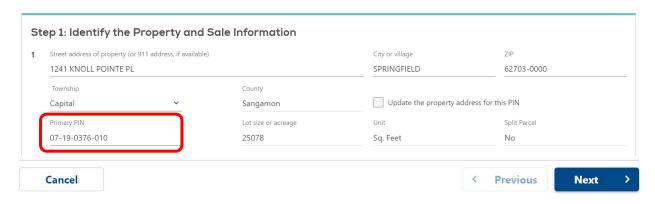
#### Select the "Update property address" box at the bottom of the screen:



#### Go to "Step 1A" of the form, and the Primary PIN field is editable.



#### Change the Primary PIN and select "Next":

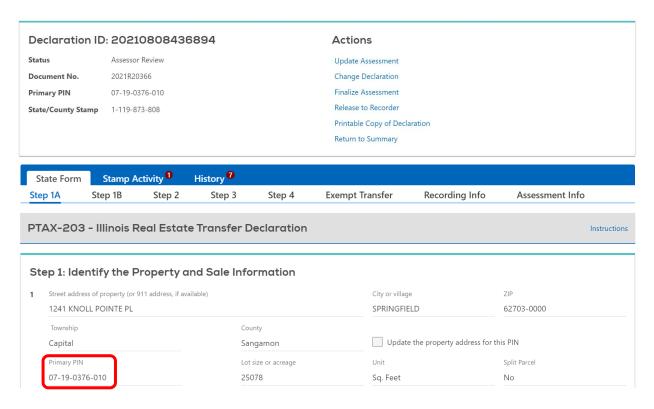


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#### Select "Submit" to complete the change:

# Update Assessment COUNTY OF SANGAMON 37-6002039 Update Assessment Review and Submit This Update Assessment request is ready to submit.

#### The Primary PIN field will display the corrected Primary PIN.



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