

2021



State of Illinois
Department of Revenue

MYDEC COUNTY RECORDER ACCESS PROCEDURES APPENDIX K–NON–MYDEC COUNTY–CORRECT INVALID DOCUMENT NUMBER

Non-MyDec County Only - Correct Invalid Document Number

If, after data entry of a paper declaration in a Non-MyDec County (a county whose Clerk/Recorder does not use MyDec), the document number needs to be updated, the Assessor will complete the steps below.

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: 20210807537634		Actions
Status	Assessment Finalized	Unfinalize Assessment
Document No.	2021-1356	Printable Copy of Declara
Primary PIN	73-047-12	Return to Summary

2. Then select "Submit" to unfinalize the assessment:

[Unfinalize Assessment](#)

Declaration

Unfinalize assessment information for this Declaration.

Declaration ID	20210807537634
Primary PIN	73-047-12
Document Number	2021-1356
Recording Year	2021
Tab Number	P165

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

3. The Assessor will select "Change Declaration".

Declaration ID: 20210807537634		Actions
Status	Assessor Review	Update Assessment
Document No.	2021-1356	Change Declaration
Primary PIN	73-047-12	Finalize Assessment
		Printable Copy of Declara
		Return to Summary

4. Select the "Recording Info" tab. Change the "Document Number" field to the correct number and select "Next":


Assessor Change Declaration Review and Submit

Declaration ID: 20210807537634

Status	Assessor Review
Document No.	2021-1356
Primary PIN	73-047-12

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

Recording Information

Date Recorded
5/24/2021 

Document Number
2021-9523

State Form **History** ⁶ Testing

Step 1B Step 2 Step 3 Step 4 Exempt Transfer **Recording Info** >

PTAX-203 - Illinois Real Estate Transfer Declaration [Instructions](#)

 < Previous **Next** >

5. Select "Submit" to complete the change:

Assessor Change Declaration

COUNTY OF PIKE
37-6001845

A progress bar with two steps: "Assessor Change Declaration" (marked with a checkmark) and "Review and Submit" (marked with a right arrow and highlighted with an orange box). Below the bar are buttons for "Cancel", "Previous", and "Submit".

6. Re-finalize the Assessment. The declaration will retain the original Tab Number.

Finalize Assessment

A progress bar with one step: "Declaration" (marked with a right arrow).

Finalize assessment information for this Declaration.

Declaration ID	20210807537634
Primary PIN	73-047-12
Document Number	2021-9523
Recording Year	2021
Tab Number	P165

Please confirm the following:

1. The Real Estate Transfer Declaration (PTAX-203) completed via the MyDec system was received from the County Recorder's Office.
2. The assessment values and applicable codes applied to this PTAX-203 in the MyDec system are true and correct to the best of my knowledge and belief.

I have read and agree to the statements above.

