2021



State of Illinois
Department of Revenue

MYDEC COUNTY RECORDER ACCESS PROCEDURES DEBIT PAYMENT OPTION

Submit a Debit Payment in MyDec

An employee with a County Government Administrator Access Type can log in to MyDec and make a Real Estate Transfer Tax payment.

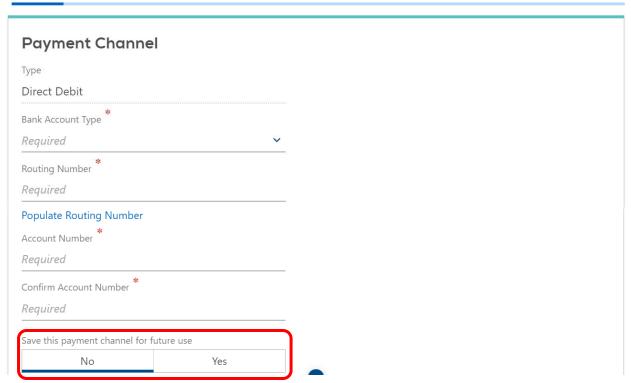
The Bank Account Type, Routing Number and Account Number must be entered when making the first payment. The payment information can be saved for future payments. The Period field will default to the prior month's end date but can be changed to any prior month's end date. The payment date will default to the date that you are making the payment. The user will enter and confirm the payment amount.

Enter the required information, beginning with the Bank Account Type. When entering the "Period" that the payment will be made for, enter the last day of the month that you are paying. In the below example, 7/31/21 is entered for the July 2021 payment.

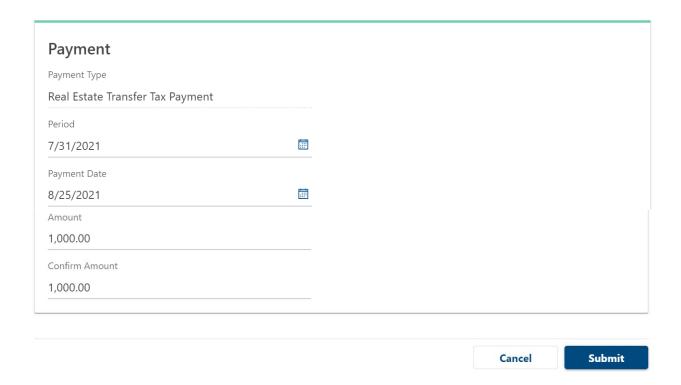
Real Estate Transfer Tax Payment

COUNTY OF SANGAMON 37-6002039

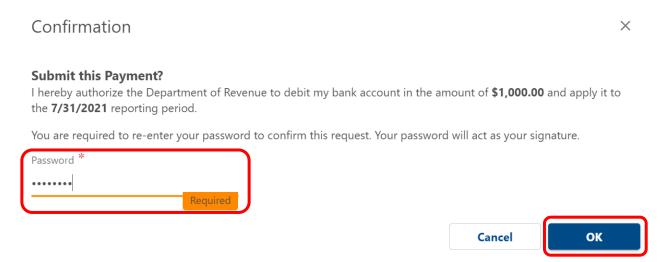
Payment



IDOR-PT3-Pay (N-08/21) Page 2 of 5

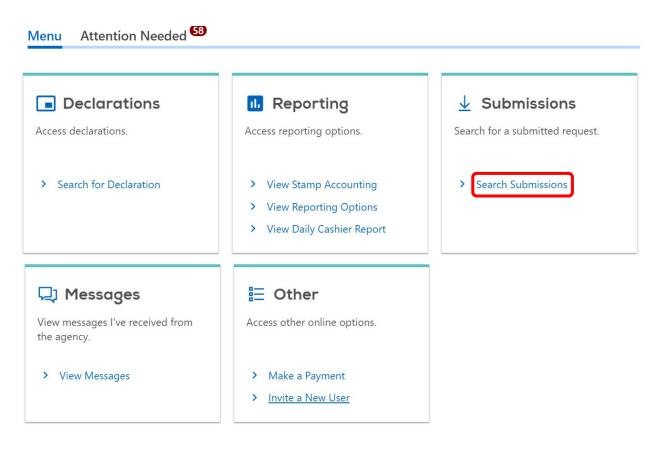


After clicking the "Submit" tab, re-enter your password to confirm the payment request, and select "OK".



IDOR-PT3-Pay (N-08/21) Page 3 of 5

The user can withdraw a payment request, if the withdraw request is made the same business day that the payment request was completed. To withdraw a payment, locate the payment in the "Search Submissions" tab.



Select "Real Estate Transfer Tax Payment".

Submissions

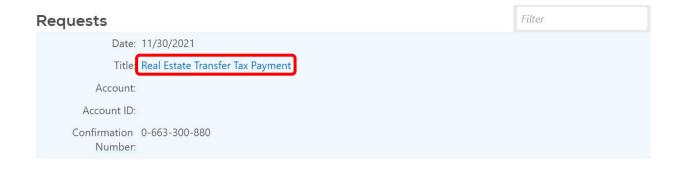
COUNTY OF SANGAMON 37-6002039

Submissions are things you have submitted online for processing. Common examples include returns and payments.

Submissions older than 12 months can be found using the search.

Pending Processed Rejected

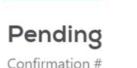
IDOR-PT3-Pay (N-08/21) Page 4 of 5



Select "Cancel" to withdraw the payment.

Real Estate Transfer Tax Payment

COUNTY OF SANGAMON



0-663-300-880

Submitted 11/30/2021 8:48:56 PM

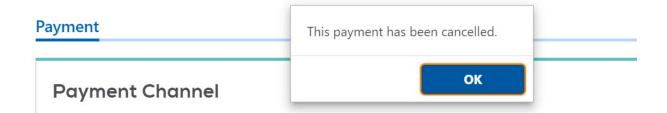
\$1,000.00

Payment Amount

> Cancel

Payment

The user will receive a confirmation that the payment has been cancelled.



IDOR-PT3-Pay (N-08/21) Page 5 of 5