State of Illinois
Department of Revenue

MyDec County Recorder Access Procedures
Debit Payment Option

A manual for the county recorder's office that provides procedures for making debit payments.

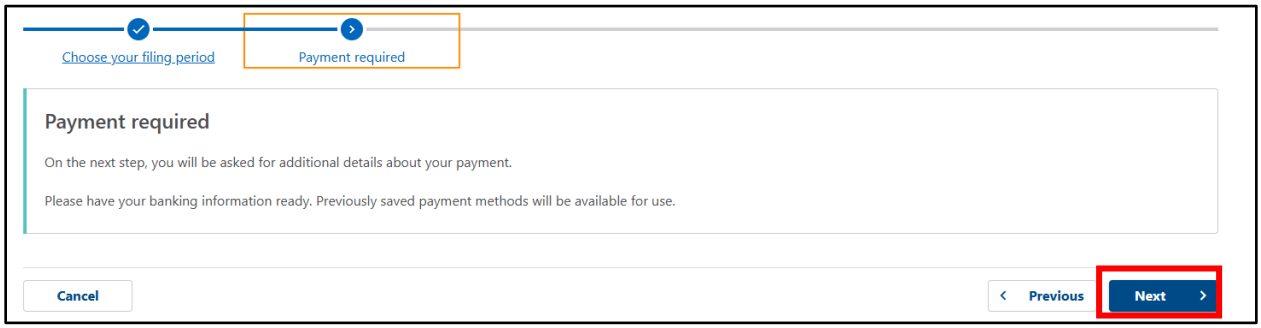
IDOR-PT3-Pay (R-09/26) Printed by the authority of the state of Illinois, electronic only, one copy.

Submit a Debit Payment in MyDec

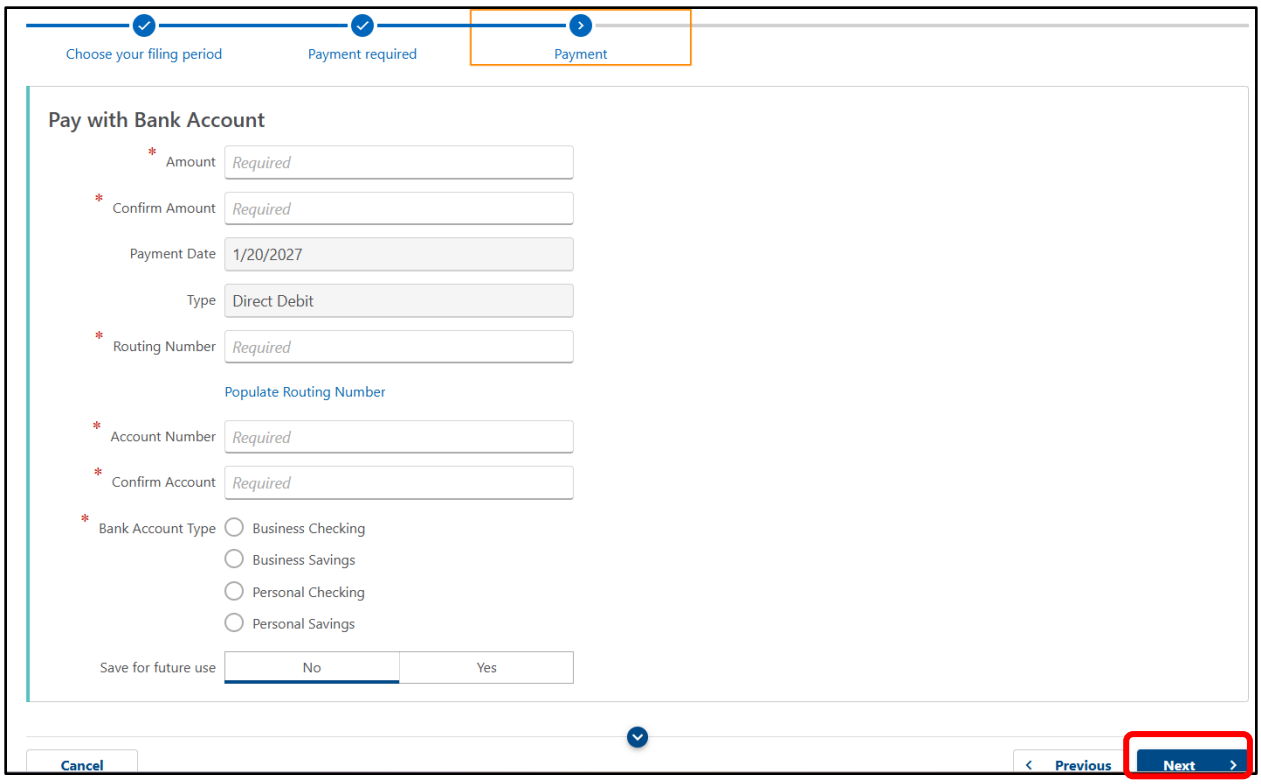
An employee with a County Government Administrator Access Type can log in to MyDec and make a Real Estate Transfer Tax payment by selecting the “Make a Payment” tab on the MyDec main menu.

When entering the filing period that the payment will be made for, enter the last day of the month that you are paying. The Period field will default to the prior month’s end date but can be changed to any prior month’s end date. Select “Next” to continue.

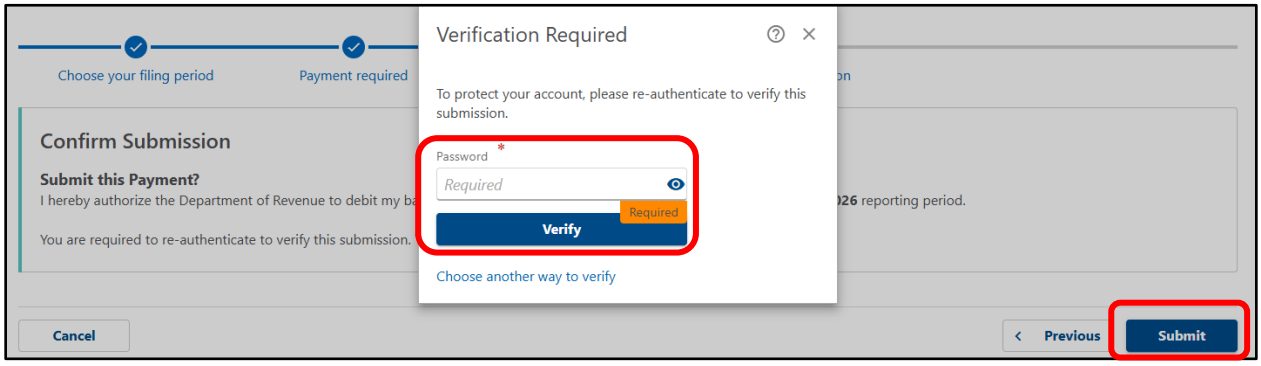
The “Payment required” screen indicates that banking information will be required for the next step of the payment process. Select “Next” to continue.



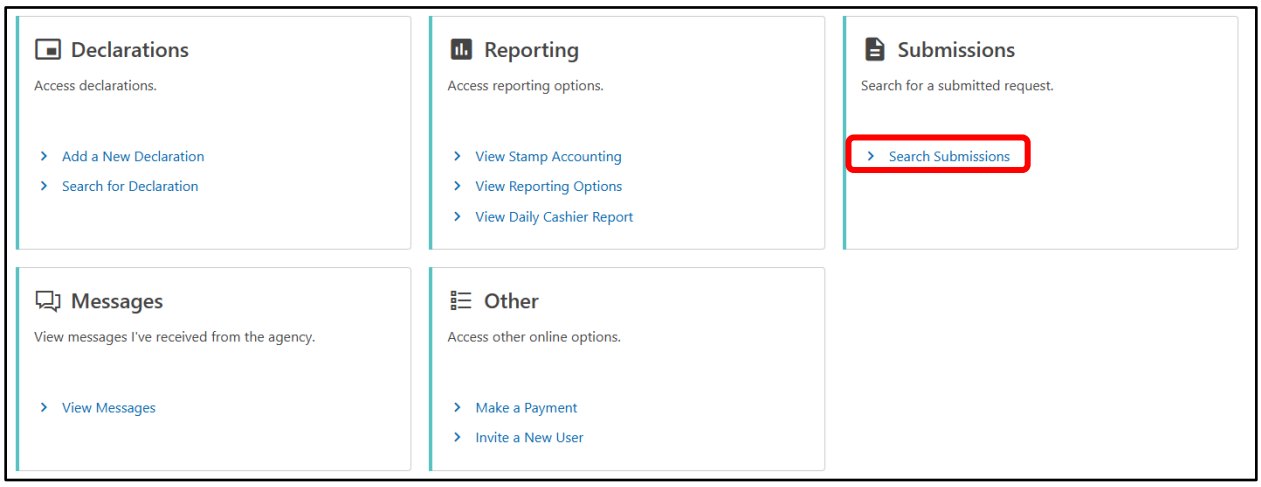
The Bank Account Type, Routing Number and Account Number must be entered when making the first payment. The payment information can be saved for future payments. The payment date will default to the date that you are making the payment. The user will enter and confirm the payment amount. After entering the required fields, select “Next”.



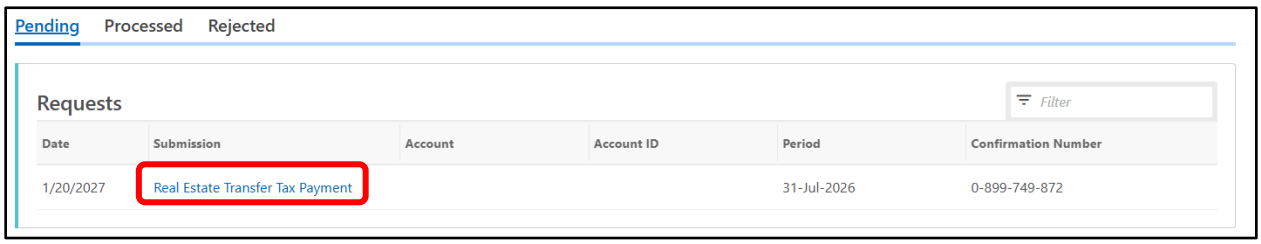
After clicking the “Submit” tab, re-enter your password to confirm the payment request and select “Verify”.



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 on the MyDec main menu.

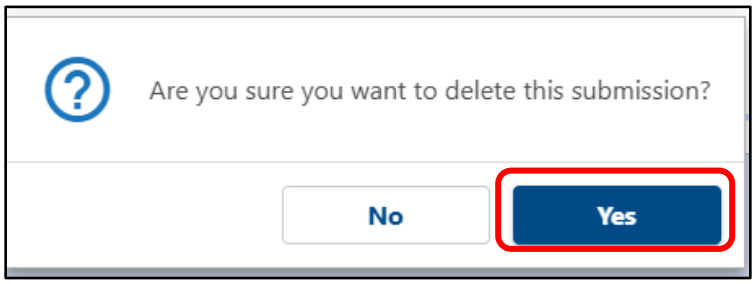
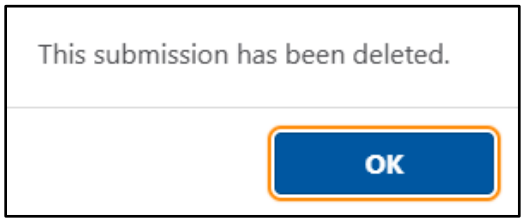
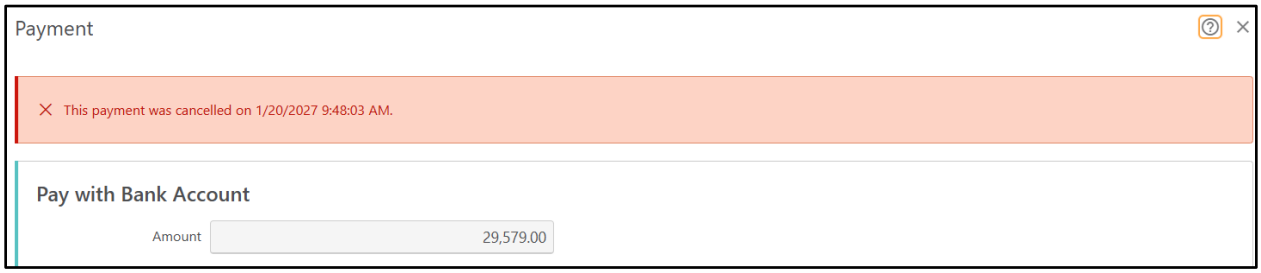


Select “Real Estate Transfer Tax Payment” tab.



Select “Delete” to withdraw the payment.

Select “Yes” to delete the payment. Select “No” to withdraw the deletion request.



A confirmation message will appear when the payment has been deleted.