

2021



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. August 23, 2021

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

Payment Channel

Type
Direct Debit

Bank Account Type *
Required ▼

Routing Number *
Required

[Populate Routing Number](#)

Account Number *
Required


Confirm Account Number *
Required


Save this payment channel for future use

No	Yes
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Payment

Payment Type
Real Estate Transfer Tax Payment

Period
7/31/2021 

Payment Date
8/25/2021 

Amount
1,000.00

Confirm Amount
1,000.00

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

Confirmation ×






Submit this Payment?

I hereby authorize the Department of Revenue to debit my bank account in the amount of **\$1,000.00** and apply it to the **7/31/2021** reporting period.

You are required to re-enter your password to confirm this request. Your password will act as your signature.

Password *
..... |

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.

<p> Declarations</p> <p>Access declarations.</p> <p>> Search for Declaration</p>	<p> Reporting</p> <p>Access reporting options.</p> <p>> View Stamp Accounting</p> <p>> View Reporting Options</p> <p>> View Daily Cashier Report</p>	<p> Submissions</p> <p>Search for a submitted request.</p> <p>> Search Submissions</p>
<p> Messages</p> <p>View messages I've received from the agency.</p> <p>> View Messages</p>	<p> Other</p> <p>Access other online options.</p> <p>> Make a Payment</p> <p>> Invite a New User</p>	

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.

Requests

Filter

Date: 11/30/2021

Title: **Real Estate Transfer Tax Payment**

Account:

Account ID:

Confirmation Number: 0-663-300-880

Select "Cancel" to withdraw the payment.

Real Estate Transfer Tax Payment

COUNTY OF SANGAMON

Pending

Confirmation #
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.

Payment

Payment Channel

This payment has been cancelled.

OK