## 2021



State of Illinois
Department of Revenue

# MYDEC COUNTY RECORDER ACCESS PROCEDURES REPORTING ONLY

## Reporting

Reporting is available to Administrators within the Recorder's MyDec account.

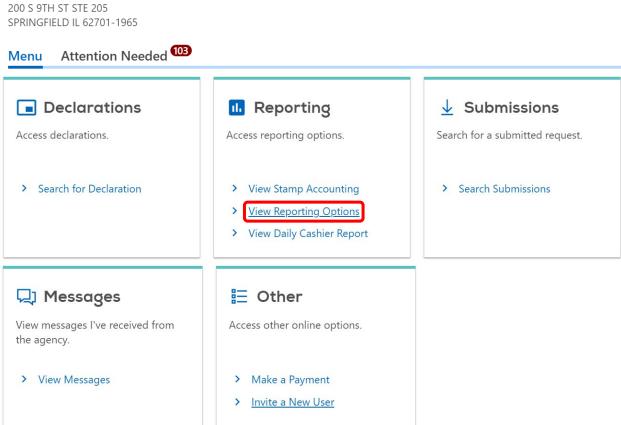
## **Daily Reconciliation**

It is recommended that you perform a daily reconciliation between MyDec and your recording software. This will allow you to catch issues early and avoid problems later.

Select the "View Reporting Options" Tab:

#### **COUNTY OF SANGAMON**

37-6002039 200 S 9TH ST STE 205



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#### **County Reports**



#### Select "County Stamp Activity Detail".

#### County Stamp Activity Detail

County Stamp Summary by Date Range

County Stamp Summary by Month

County Voided Stamp Summary

Personal Property Deduction

PTAX 202 Listing for Dept of Revenue

Recorded Declarations by Current Use

Recorded Declarations by State Exemption Type

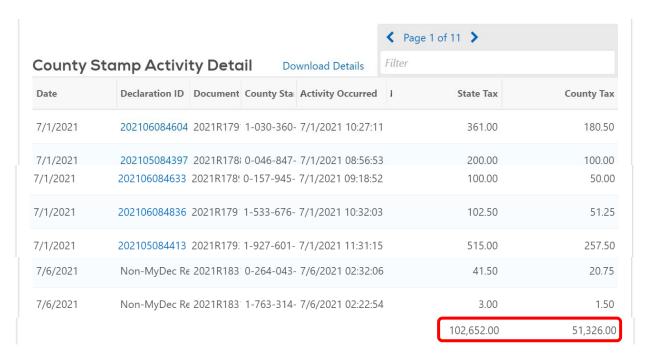
Enter the date for the day or date range that you want to reconcile and click "Search":

#### **County Reports**



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The report will open on-screen and provide separate totals for the State Tax and County Tax collected for that day or date range. MyDec declarations will have a blue hyperlink under the Declaration ID column and non-MyDec (paper) declarations will show "Non-MyDec Req.".

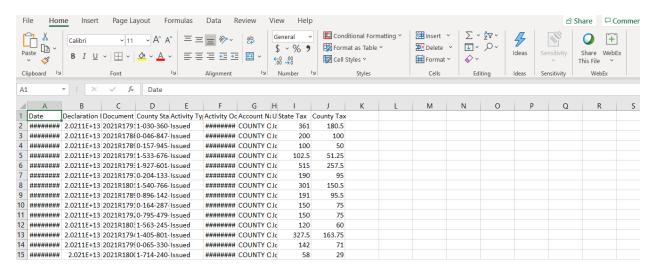


You also have the option of downloading the MyDec reports into a text file which can be opened as a spreadsheet in Excel or another program by selecting the "Download Details" link:

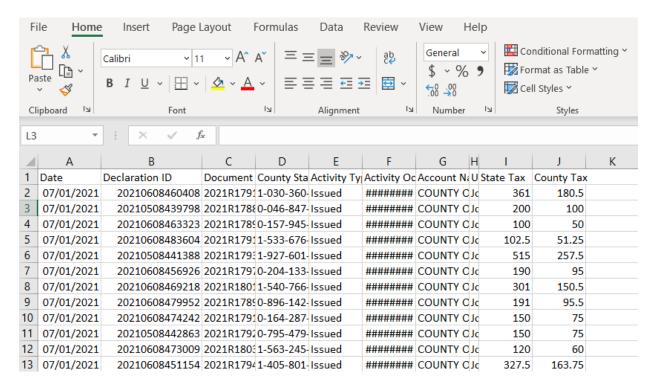
## **County Reports** Report Type County Stamp Activity Detail **Report Parameters** Search Stamp Activity From 7/1/2021 Stamp Activity To 7/31/2021 Include times Page 11 of 11 > **County Stamp Activity Detail** Filter **Download Details**

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#### Open the downloaded file:



Some manipulation may be needed such as changing fields from the Declaration ID column from the "General" format to "Number" format:



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#### And the State and County Tax columns to "Currency":

Е	F	G	Н	1	J	K
Activity Ty	Activity Oc	Account Na	U	State Tax	County Tax	
-Issued	#######	COUNTY O	Jc	\$361.00	\$180.50	
-Issued	#######	COUNTY O	Jc	\$200.00	\$100.00	
-Issued	#######	COUNTY O	Jc	\$100.00	\$50.00	
-Issued	#######	COUNTY O	Jc	\$102.50	\$51.25	
- Issued	#######	COUNTY O	Jc	\$515.00	\$257.50	
-Issued	#######	COUNTY O	Jc	\$190.00	\$95.00	
-Issued	#######	COUNTY O	Jc	\$301.00	\$150.50	
-Issued	#######	COUNTY O	Jc	\$191.00	\$95.50	
-Issued	#######	COUNTY O	Jc	\$150.00	\$75.00	
-Issued	#######	COUNTY O	Jc	\$150.00	\$75.00	
-Issued	#######	COUNTY O	Jc	\$120.00	\$60.00	
-Issued	#######	COUNTY O	Jc	\$327.50	\$163.75	
-Issued	#######	COUNTY O	Jc	\$142.00	\$71.00	

## Monthly Tax Remittance to IDOR Report

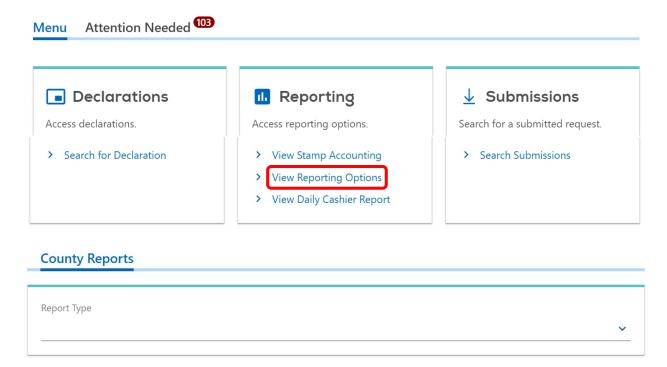
The monthly Stamp Summary report provides the Recorder with the amount payable to the Illinois Department of Revenue by the 10<sup>th</sup> of the month following the month in which the tax was required to be collected [86 III. Adm. Code 120.5(f)].



If there is an outstanding unresolved issue that may result in a stamp being voided, the Recorder must remit the amount due as indicated on this report. Once the issue is resolved, the payment for the month in which it was resolved will be adjusted by the applicable amount.

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#### Select the "Reporting" Tab:

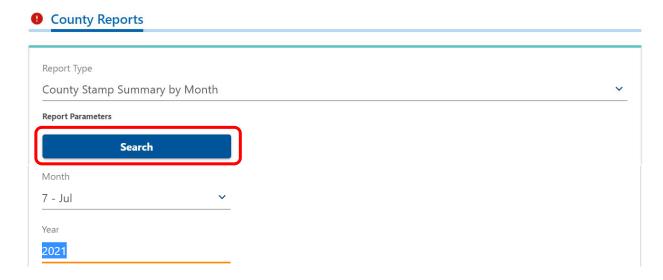


#### Select "County Stamp Summary by Month".

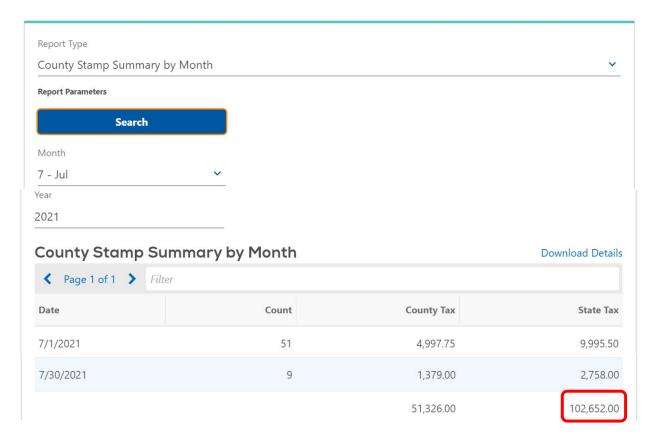
County Stamp Activity Detail
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Enter the month and year for which payment is due and click "Search":



The report will open on-screen and provide separate totals for the State Tax and County Tax collected for that month. Only the State Tax amount is to be remitted.



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You also have the option of downloading the report into a text file which can be opened as a spreadsheet in Excel or another program by selecting the "Download Details" link and then following the instructions above.



## PTAX-202 Listing for the Department of Revenue

The PTAX-202 listing of every real estate transfer declaration filed for deeds recorded during each month which is sent to the Department of Revenue is no longer required for counties whose Recorder interfaces with MyDec. MyDec collects the data for you and the Department will extract it directly from MyDec each month.

You may still access the report if necessary, in the drop-down list of reports in the "Reporting" Tab.

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