

# 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  
SPRINGFIELD IL 62701-1965

[Menu](#) **Attention Needed** 103

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

## County Reports

Report Type



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

Report Type

County Stamp Activity Detail



Report Parameters

**Search**

Stamp Activity From

7/1/2021



Stamp Activity To

7/31/2021



Include times



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.".

County Stamp Activity Detail							<a href="#">Download Details</a> <input type="text" value="Filter"/>
Date	Declaration ID	Document	County Sta	Activity Occurred	I	State Tax	County Tax
7/1/2021	<a href="#">202106084604</a>	2021R179	1-030-360-	7/1/2021 10:27:11		361.00	180.50
7/1/2021	<a href="#">202105084397</a>	2021R178	0-046-847-	7/1/2021 08:56:53		200.00	100.00
7/1/2021	<a href="#">202106084633</a>	2021R178	0-157-945-	7/1/2021 09:18:52		100.00	50.00
7/1/2021	<a href="#">202106084836</a>	2021R179	1-533-676-	7/1/2021 10:32:03		102.50	51.25
7/1/2021	<a href="#">202105084413</a>	2021R179	1-927-601-	7/1/2021 11:31:15		515.00	257.50
7/6/2021	Non-MyDec Re	2021R183	0-264-043-	7/6/2021 02:32:06		41.50	20.75
7/6/2021	Non-MyDec Re	2021R183	1-763-314-	7/6/2021 02:22:54		3.00	1.50
						102,652.00	51,326.00

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

[Download Details](#)

Open the downloaded file:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Date	Declaration ID	Document	County Sta	Activity Ty	Activity Oc	Account N	U	State Tax	County Tax									
2	#####	2.0211E+13	2021R179	1-030-360	Issued	#####	COUNTY C	Jc	361	180.5									
3	#####	2.0211E+13	2021R178	0-046-847	Issued	#####	COUNTY C	Jc	200	100									
4	#####	2.0211E+13	2021R178	0-157-945	Issued	#####	COUNTY C	Jc	100	50									
5	#####	2.0211E+13	2021R179	1-533-676	Issued	#####	COUNTY C	Jc	102.5	51.25									
6	#####	2.0211E+13	2021R179	1-927-601	Issued	#####	COUNTY C	Jc	515	257.5									
7	#####	2.0211E+13	2021R179	0-204-133	Issued	#####	COUNTY C	Jc	190	95									
8	#####	2.0211E+13	2021R180	1-540-766	Issued	#####	COUNTY C	Jc	301	150.5									
9	#####	2.0211E+13	2021R178	0-896-142	Issued	#####	COUNTY C	Jc	191	95.5									
10	#####	2.0211E+13	2021R179	0-164-287	Issued	#####	COUNTY C	Jc	150	75									
11	#####	2.0211E+13	2021R179	0-795-479	Issued	#####	COUNTY C	Jc	150	75									
12	#####	2.0211E+13	2021R180	1-563-245	Issued	#####	COUNTY C	Jc	120	60									
13	#####	2.0211E+13	2021R179	1-405-801	Issued	#####	COUNTY C	Jc	327.5	163.75									
14	#####	2.0211E+13	2021R179	0-065-330	Issued	#####	COUNTY C	Jc	142	71									
15	#####	2.021E+13	2021R180	1-714-240	Issued	#####	COUNTY C	Jc	58	29									

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

	A	B	C	D	E	F	G	H	I	J	K
1	Date	Declaration ID	Document	County Sta	Activity Ty	Activity Oc	Account N	U	State Tax	County Tax	
2	07/01/2021	20210608460408	2021R179	1-030-360	Issued	#####	COUNTY C	Jc	361	180.5	
3	07/01/2021	20210508439798	2021R178	0-046-847	Issued	#####	COUNTY C	Jc	200	100	
4	07/01/2021	20210608463323	2021R178	0-157-945	Issued	#####	COUNTY C	Jc	100	50	
5	07/01/2021	20210608483604	2021R179	1-533-676	Issued	#####	COUNTY C	Jc	102.5	51.25	
6	07/01/2021	20210508441388	2021R179	1-927-601	Issued	#####	COUNTY C	Jc	515	257.5	
7	07/01/2021	20210608456926	2021R179	0-204-133	Issued	#####	COUNTY C	Jc	190	95	
8	07/01/2021	20210608469218	2021R180	1-540-766	Issued	#####	COUNTY C	Jc	301	150.5	
9	07/01/2021	20210608479952	2021R178	0-896-142	Issued	#####	COUNTY C	Jc	191	95.5	
10	07/01/2021	20210608474242	2021R179	0-164-287	Issued	#####	COUNTY C	Jc	150	75	
11	07/01/2021	20210508442863	2021R179	0-795-479	Issued	#####	COUNTY C	Jc	150	75	
12	07/01/2021	20210608473009	2021R180	1-563-245	Issued	#####	COUNTY C	Jc	120	60	
13	07/01/2021	20210608451154	2021R179	1-405-801	Issued	#####	COUNTY C	Jc	327.5	163.75	

And the State and County Tax columns to “Currency”:

E	F	G	H	I	J	K
Activity Ty	Activity Oc	Account Na	U	State Tax	County Tax	
Issued	#####	COUNTY C	Jc	\$361.00	\$180.50	
Issued	#####	COUNTY C	Jc	\$200.00	\$100.00	
Issued	#####	COUNTY C	Jc	\$100.00	\$50.00	
Issued	#####	COUNTY C	Jc	\$102.50	\$51.25	
Issued	#####	COUNTY C	Jc	\$515.00	\$257.50	
Issued	#####	COUNTY C	Jc	\$190.00	\$95.00	
Issued	#####	COUNTY C	Jc	\$301.00	\$150.50	
Issued	#####	COUNTY C	Jc	\$191.00	\$95.50	
Issued	#####	COUNTY C	Jc	\$150.00	\$75.00	
Issued	#####	COUNTY C	Jc	\$150.00	\$75.00	
Issued	#####	COUNTY C	Jc	\$120.00	\$60.00	
Issued	#####	COUNTY C	Jc	\$327.50	\$163.75	
Issued	#####	COUNTY C	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 Ill. 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.

Select the “Reporting” Tab:

**Menu** Attention Needed **103**

 **Declarations**  
Access declarations.  
[Search for Declaration](#)

 **Reporting**  
Access reporting options.  
[View Stamp Accounting](#)  
[View Reporting Options](#)  
[View Daily Cashier Report](#)

 **Submissions**  
Search for a submitted request.  
[Search Submissions](#)

### County Reports

Report Type

Select “County Stamp Summary by Month”.

- 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 month and year for which payment is due and click “Search”:

## County Reports

Report Type

County Stamp Summary by Month

Report Parameters

Search

Month

7 - Jul

Year

2021

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.

Report Type

County Stamp Summary by Month

Report Parameters

Search

Month

7 - Jul

Year

2021

County Stamp Summary by Month

Download Details

< Page 1 of 1 > Filter

Date	Count	County Tax	State Tax
7/1/2021	51	4,997.75	9,995.50
7/30/2021	9	1,379.00	2,758.00
		51,326.00	102,652.00



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.

County Stamp Summary by Month				<a href="#">Download Details</a>
< Page 1 of 1 > Filter				
Date	Count	County Tax	State Tax	

## 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.

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