



Salary Adjustment for Supervisor of Assessments, Public Defender, or Sheriff

PROPERTY TAX DIVISION
ILLINOIS DEPARTMENT OF REVENUE
PO BOX 19033
SPRINGFIELD IL 62794-9033

Email: Rev.PropertyTax@illinois.gov
Fax: 217 782-9932

Step 1: Complete the following information

- 1 County
2 Date of county board action
3 Annual salary
4 Effective date of salary increase or decrease
5 Check which certified copy you are attaching

Step 2: Complete the following information

- 6 Check who is receiving the change
7 Social Security number of the individual seeking salary reimbursement or with a change in salary
8 Name and address of the individual seeking salary reimbursement or with a change in salary

Step 3: Sign below

I certify that the information on this form is true and correct to the best of my knowledge.

9 County Board Chair signature

Signature of the county board chair Printed name of the county board chair Month / Day / Year

10 County Clerk statement and signature

State of Illinois }
County }

I, County Clerk in and for the county of and keeper of the records and seal, do hereby certify that the above is true and correct.

Signature of the county clerk Month / Day / Year

This form is authorized in accordance with 35 ILCS 200/1-1 et seq. Disclosure of this information is REQUIRED.

Do not write below this line

Official use only:

Reason for submission

- change in personnel
salary adjustment

Documentation received

- resolution
minutes
signed statement

Received by

Initials:

Month / Day / Year

PTAX-451 Instructions

General Information

Form PTAX-451, Salary Adjustment for Supervisor of Assessments, Public Defender, or Sheriff, is used to inform the Illinois Department of Revenue (IDOR) when there is a change in the person serving in one of the offices listed above, a change in salary, or both. Once complete, this information will be used to calculate the appropriate salary reimbursement.

Note: If you have changes for multiple county offices, please submit a separate form for each change.

General Instructions

Step 1: Complete the following information

Line 1 – Provide the name of the county for which the change is needed.

Line 2 – Provide the date the county board acted upon the change in personnel or the date of the salary change.

Line 3 – Provide the annual salary being paid to the person identified in Step 2.

Line 4 – Provide the date that the salary increase or decrease became effective.

Line 5 – Check which form of verification that is being submitted with the PTAX-451. Acceptable documentation includes the following:

- A copy of the county board resolution.
- Meeting minutes that provide detailed information about the change in staff or salary.
- A statement outlining the changes in staff or salary and the date the county board took action on the matter. The statement must be on county board letterhead and must be signed by the county board chair.

Note: Your PTAX-451 will not be processed unless one of the above items is attached.

Step 2: Complete the following information

Line 6 – Check the county office for which the change is being sought.

Note: If you selected “public defender”, you must also check whether the position is “full-time” or “part-time”.

Line 7 – Write the full Social Security number of the individual for which salary reimbursement or a change in salary is being sought.

Line 8 – Provide the full name, address, city, state, and zip code of the individual for which salary reimbursement or a change in salary is being sought.

Step 3: Sign below

Line 9 – The chair of the county board must sign, print, and date the form.

Line 10 – The County Clerk must ~~also~~ complete the sworn statement by entering the county name, clerk’s name, signature, and date.

Note: If Step 3 is not completed, the form will not be processed.

Where do I submit this form?

This form may be submitted by email (preferred), mail, or fax.

Email (preferred): Rev.PropertyTax@illinois.gov

Mail: Property Tax Division
Illinois Department of Revenue
PO Box 19033
Springfield, IL 62794-9033

Fax: 217 782-9932