

## **On-line File and Payment Guide**

Welcome to the Rental Housing Support Program Surcharge On-line File and Payment Guide.

The Rental Housing Support Program was established, within the Illinois Housing Development Authority, to help localities address the need for decent, affordable, permanent rental housing. The Rental Housing Support Program Surcharge funds this program. All Illinois County Recorders must collect the Rental Housing Support Program Surcharge when recording executed or signed real estate-related documents.

This guide introduces County Recorders to the screens used and the steps necessary to utilize this secure, quick and easy on-line filing and payment system.

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## SCREEN 1 - WELCOME

The screenshot shows the top header with the Illinois eServices logo on the left and the title "Rental Housing Support Program Surcharge" on the right. Below the header is a dark blue bar with the word "Welcome" in white. The main content area contains a paragraph: "Our Rental Housing Support Program Surcharge (RHSPS) filing program is a quick and easy way to file and pay the surcharge." Below this are four blue underlined links: "Who must file and pay the RHSPS?", "What do I need before I begin?", "Is the RHSPS filing program secure?", and "Frequently asked questions (FAQ)". A blue horizontal line is followed by the instruction "When you are ready to start, click 'Start'." At the bottom right are two buttons: "Start" and "Exit".

The Welcome screen consists of help topics and the start and exit buttons. To access the system, click "Start".

## SCREEN 2 – LOGIN


The screenshot shows the top header with the Illinois eServices logo on the left and the title "Rental Housing Support Program Surcharge" on the right. Below the header is a dark blue bar with the word "Login" in white. The main content area contains the instruction "Enter your license no. and your PIN, then click 'Next'." Below this are two input fields: "Enter your license no.:" followed by a text box, and "Enter your PIN:" followed by a text box. A blue horizontal line is followed by the links "Contacts" and "Email" on the left, and two buttons "Next" and "Exit" on the right.

You will need two pieces of information to access the secure filing system:

1. Your license no. – This number is assigned to the county and starts with the letters RH and is followed by five numbers (e.g. RH-00000).
2. Your Personal Identification Number

Once you have entered these numbers, click "Next" to proceed.

## SCREEN 3 – PERIOD



*Rental Housing Support  
Program Surcharge*

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### Reporting Period

RH- [REDACTED]      [REDACTED]  
License no.                      County name

**Choose the appropriate reporting month and year**

Reporting Period:      Month                      Year  
                                    MAR - March                      2021

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[Contacts](#)                                    
[Email](#)

On this screen you will be completing two steps:

The **first** step is selecting the Reporting Period. To select the reporting period, use the drop-down menu to select the month and year.

The **second** step is selecting the type of on-line transaction you would like to accomplish:

- 1) "File and Pay" allows you to accomplish both in one on-line session. You will first file the necessary information on the "Recorded Documents" screen, to file, and then be directed to the "Direct Debit" screen, to pay.
- 2) "File" allows you to file now and pay at a later on-line session. This will take you to the "Recorded Documents" screen.
- 3) "Pay" allows you to pay a previously filed return. This will take you to the "Direct Debit" screen for payment.
- 4) "Exit" ends your secure on-line transaction.

## SCREEN 4 – RECORDED DOCUMENTS



*Rental Housing Support  
Program Surcharge*

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### Recorded Documents

Enter the number of documents for which the Rental Housing Support Surcharge was collected in February 2021, then click **"Next"**.

RHSPS real estate recorded documents:

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[Contacts](#)  
[Email](#)

Enter the number of documents for which the Rental Housing Support Surcharge was collected during the reporting period you selected. Click "Next" to proceed.

## SCREEN 5 - DIRECT DEBIT



### Rental Housing Support Program Surcharge

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## Direct Debit

### Personal Size Check



### Business Size Check



**February 2021**  
Reporting period

**100**  
Recorded documents

**900.00**  
Payment amount  
(100 X 9.00)

Enter the name that appears on the account.

Select the type of account which will be debited (must select one).

Personal Checking       Business Checking  
 Personal Savings       Business Savings

Enter your routing number. This number must be nine digits. The first two digits must be 01 through 12 or 21 through 32.

Enter your account number. Your account number can be up to 17 characters and could include both numbers and letters. Include hyphens, but omit spaces and special symbols. Do not include check number.

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[Contacts](#)  
[Email](#)

Previous

Next

Exit

The "Direct Debit" screen has three areas.

- 1) The first is an illustration on where to locate routing and account numbers on both personal and business checks.
- 2) The second lists the recorded documents you reported and the amount due.
- 3) The third contains the input fields you need to complete to process payment.
  - a) On this screen, enter the name that appears on the account.
  - b) Select the type of account that will be debited. You may only select one.
  - c) Enter the routing number. This number is located on a personal check in the lower left. For business checks, the routing number is located in the lower center. The first two digits must be 01 through 12 or 21 through 32. There are only nine digits in a routing number.
  - d) Enter the account number. Once complete, click "Next".

SCREEN 6 - VERIFICATION



Rental Housing Support Program Surcharge

Verification

Please verify the information you have provided.

RH- [REDACTED]	[REDACTED]
License no.	County name
Reporting period:	February 2021
RHSPS real estate recorded documents:	100
Payment amount: (100 X 9.00)	900.00
Name on account:	ANY COUNTY
Type of account:	BUSINESS CHECKING
Routing number:	123456780
Account number:	ABC123

If you need to correct any information, click **"Previous"** to return to the appropriate page for corrections.

If all of your information is correct and you want to print a copy of your return, choose the print command from your browser before you click **"Next"**.

**ATTENTION:** If you click **"Next"** you will not be allowed to make any corrections to this information. In addition you will not be able to go back and print your return.


[Contacts](#)  
[Email](#)

Previous	Next	Exit
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The Verification page provides you with the opportunity to verify the information is correct. If not, click "Previous" to go back and make corrections. If you want a printed copy of this document, do so now. You may print this document from your browser menu. Once you have finished, click "Next".  
**Note:** Once you click "Next," you will not be able to make any corrections or print your return.



## SCREEN 7 - CONFIRMATION



**Rental Housing Support  
Program Surcharge**

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### Confirmation

The Illinois Department of Revenue confirms receipt of your filed Rental Housing Support Program Surcharge. The confirmation number below is your proof of filing.

Write this number down or choose the print command from your browser to print this page. You will need to refer to this number when communicating with the Department about your return.

**Your confirmation number is: 21RLG000000001**

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[Contacts](#)  
[Email](#)

The Illinois Department of Revenue confirms receipt of your Rental Housing Support Program Surcharge with a confirmation number. Write this number down or print a copy of this screen for your records. You will need to refer to this number when communicating with the department about your return. When you are finished on this screen, click "Exit" to leave the secure system.

### Assistance

#### **Email:**

For questions, email us at [REV.ElectronicFiling@illinois.gov](mailto:REV.ElectronicFiling@illinois.gov).

#### **US mail**

Rental Housing Support Program Surcharge  
Illinois Department of Revenue  
PO Box 19019  
Springfield IL 62794-9019

#### **Telephone**

Phone: 217 524-4767