

# 2018



State of Illinois  
Department of Revenue

## **[MYDEC PREPARER ACCESS]**

A manual for the preparer of the PTAX-203 that explains the functionality available in MyDec –  
March 1, 2018

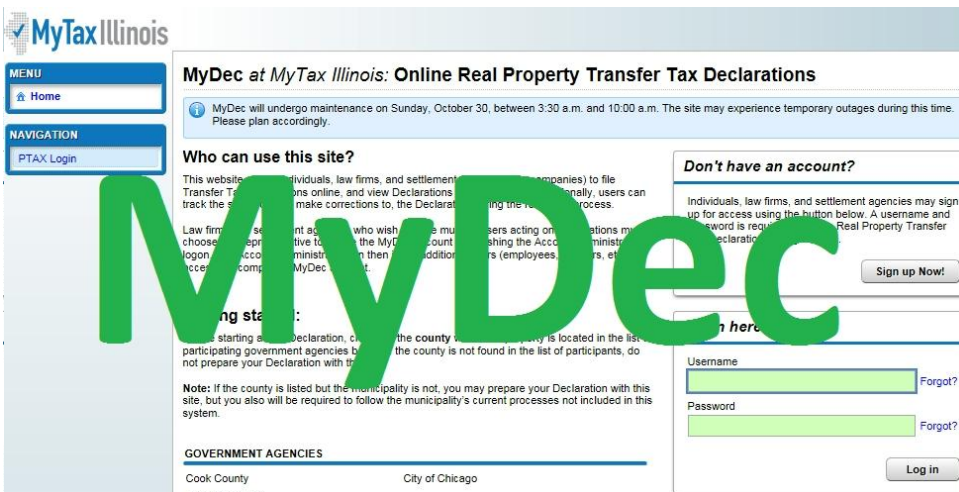
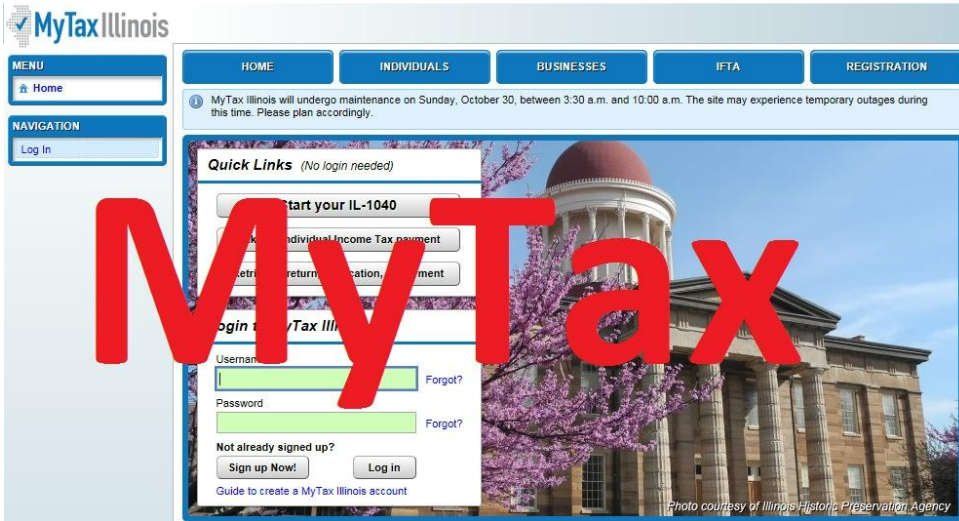


# MyDec

<https://tax.illinois.gov/mydec/>

Verify you are on the correct website:

The MyTax website looks very similar to the MyDec website. One indicator that the user is on the wrong website is if there is a picture of the Old Illinois State Capitol with a tree in the foreground. The MyDec website has a white background.



# Account Administrator Initial Setup

Click on “Sign Up Now!” to create your MyDec Account.

**MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations**

**Who can use this site?**  
This website allows individuals, law firms, and settlement agencies (title companies) to file Transfer Tax Declarations online, and view Declarations already created. Additionally, users can track the status of, and make corrections to, the Declaration during the recording process.  
Law firms and settlement agencies who wish to have multiple users acting on Declarations must choose one representative to create the MyDec account establishing the Account Administrator logon. The Account Administrator can then invite additional users (employees, partners, etc.) to access the company's MyDec account.

**Getting started:**  
Before starting a new Declaration, check for the county where the property is located in the list of participating government agencies below. If the county is not found in the list of participants, do not prepare your Declaration with this site.  
**Note:** If the county is listed but the municipality is not, you may prepare your Declaration with this site, but you also will be required to follow the municipality's current processes not included in this system.

**Government Agencies** Filter

1 - 20 of 38

Adams County  
Boone County  
Bureau County

**Don't have an account?**  
Individuals, law firms, and settlement agencies may sign up for access using the button below. A username and password is required to create Real Property Transfer Tax Declarations using this site.  
**Sign up Now!**

**Login here:**  
Username  [Forgot?](#)  
Password  [Forgot?](#)  
**Log in**

Creating an account requires that a valid FEIN, SSN, or ITIN to be used.

Firms who wish to have multiple users acting on Declarations must choose one representative from your firm to create the MyDec account establishing the Account Administrator logon. Once enrolled, the Account Administrator can then invite additional users (employees and partners) to access the firm's MyDec account. It is recommended that once the firm is established in MyDec that it has more than one Account Administrator designated.

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

**NEW LOGIN REQUEST**

**Account Information**

Select the type of registration:

☒ Account Administrator  
☐ I have an Invite Code

**Additional verification is required for Account Administrators:**

Account Type  ?

Account ID Type  ? ☐ FEIN ☐ SSN ☐ ITIN

Account ID  ? **Verify**

Select the account type that best describes your company.



**NEW LOGIN REQUEST**

**Account Information**

Select the type of registration:

☒ Account Administrator

☐ I have an Invite Code

Additional verification is required for Account Administrators:

Account Type: Required (dropdown)

Account ID Type: Required (dropdown)

Account ID: Individual

Verify

Select the type of verifying identification you will be using (FEIN, SSN or ITIN) and enter it:

**NEW LOGIN REQUEST**

**Account Information**

Select the type of registration:

☒ Account Administrator

☐ I have an Invite Code

Additional verification is required for Account Administrators:

Account Type: Law Firm (dropdown)

Account ID Type: ☒ FEIN ☐ SSN ☐ ITIN

Account ID: 12-3456789

Verify

Upon selecting “Verify”, you will be asked to re-enter your Account ID:

**Confirm ID Entry**

Re-enter Account ID: 12-3456789

OK Cancel

After you verify your Account ID, several required fields will appear:

**Complete the following:**

Organization Name	<input type="text"/>		<input type="button" value="Required"/>
Your Name	<input type="text"/>	<input type="text"/>	
Street Address	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	ZIP Code	<input type="text"/>

**Create Your New Login**

**Enter the contact information for this login:**

Email Address	<input type="text"/>	
Confirm Email Address	<input type="text"/>	
Contact Phone Number	<input type="text"/>	<input type="text"/>

**Select your login credentials:**

Pick a Username	<input type="text"/>
Password	<input type="text"/>
Confirm Password	<input type="text"/>

**Password Rules**

- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

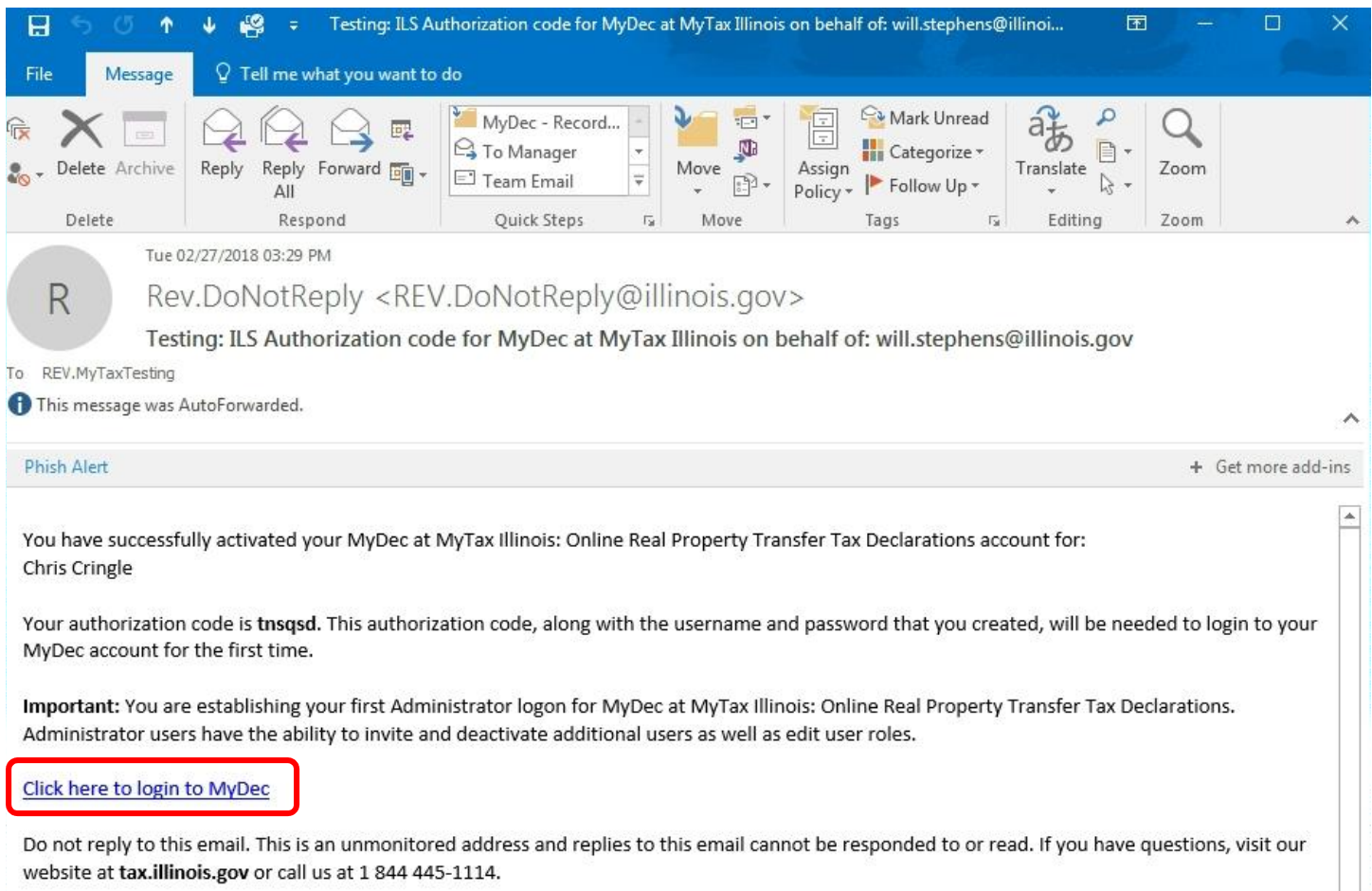
**In case you forget your username or password:**

Select a secret question	<input type="text"/>
Type your answer	<input type="text"/>
Confirm your answer	<input type="text"/>

Complete all required fields and click “Submit” in the upper right corner:

<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>
---------------------------------------	---------------------------------------

Once you submit the form, an email will be sent to the email address supplied above. The email will contain an authorization code which will grant you access to log into your MyDec account.



Click on the link in the email and the system will direct you to the correct website where your user ID will be prepopulated. Enter your password and click on the “Log in” button:

**Login here:**

Username

jinglelaw

Forgot?

Password

.....

Forgot?

Log in

The authorization code in the email will be pre-populated on the next screen. Select “Logon” to complete the registration for the Account Administrator.

**Authorization Code**

An authorization code was sent to you.

Authorization Code

tnsqsd

Logon

My Web Profile

I Want To...

Company Name

THE KATZ LAW FIRM, LC

Registration Type

LF Administrator

Add a new declaration

Invite a new user

DECLARATIONS

MESSAGES 0

REQUESTS

ATTENTION NEEDED 0

INCOMPLETE 0

HISTORY 0

SEARCH

Declarations Needing Attention

Filter

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
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Once logged in you can begin the process of inviting additional users in your firm.

## Inviting New Users (Administrators Only)

Click on the 'Invite a new user' link in the upper right hand corner under the 'I Want To.....' banner.

The screenshot shows the 'My Web Profile' page. At the top right, under the 'I Want To...' banner, there is a link 'Invite a new user' which is highlighted with a red rectangle. Below this, there are tabs for 'DECLARATIONS', 'MESSAGES 0', and 'REQUESTS'. Under 'DECLARATIONS', there are buttons for 'ATTENTION NEEDED 0', 'INCOMPLETE 0', 'HISTORY 3', and 'SEARCH'. Below these buttons is a table titled 'Declarations Needing Attention' with columns: Primary PIN, Declaration ID, Address, Buyer Last Name, Seller Last Name, Escrow #, Status, and Last Activity. A 'Filter' button is located at the top right of the table.

Enter the name and email address for each staff member and choose the type of access for that staff member. Click "Submit".

The 'Web Request' dialog box is titled 'Invite a New User'. It contains the following fields and options:

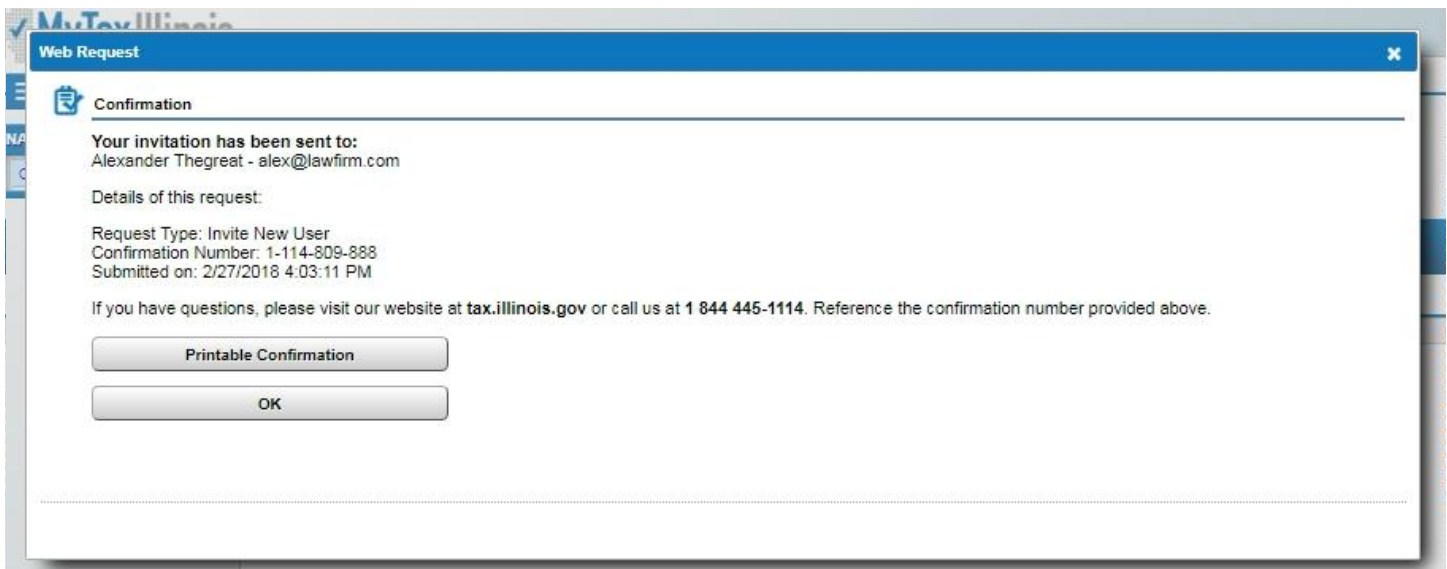
- Enter contact information for the invitee:**
  - Name: Alexander Thegreat
  - Email Address: alex@lawfirm.com
- Select an access type:**
  - Access Type: Required (selected from a dropdown menu)
  - Options: Required, LF Administrator, LF Standard User
- Buttons: Submit, Cancel

Enter your password:

The 'Ready to send this invitation?' dialog box contains the following information and fields:

- Ready to send this invitation?**
- Please review your entries before confirming:
  - Name: Alexander Thegreat
  - Email: alex@lawfirm.com
- Your password is required to authorize this request:
- Password: [Empty field]
- Buttons: OK, Cancel

You will receive confirmation that your request was sent:



The user will receive an email with an invitation code and create their own ID for use in the firm's MyDec account.

NOTE: The difference between an Administrative and Standard User is that an Administrator can invite new users, cease access for users and change access type for users. It is recommended that each County have more than one Administrator.

## Understanding Access Roles

### Individual Account

- Standard User – may create, view and print declarations.

### Law Firm Account

- Standard User – may create, view and print declarations.
- Administrator – may invite new users, cease access for users and change access type for users. May also create, view and print declarations.

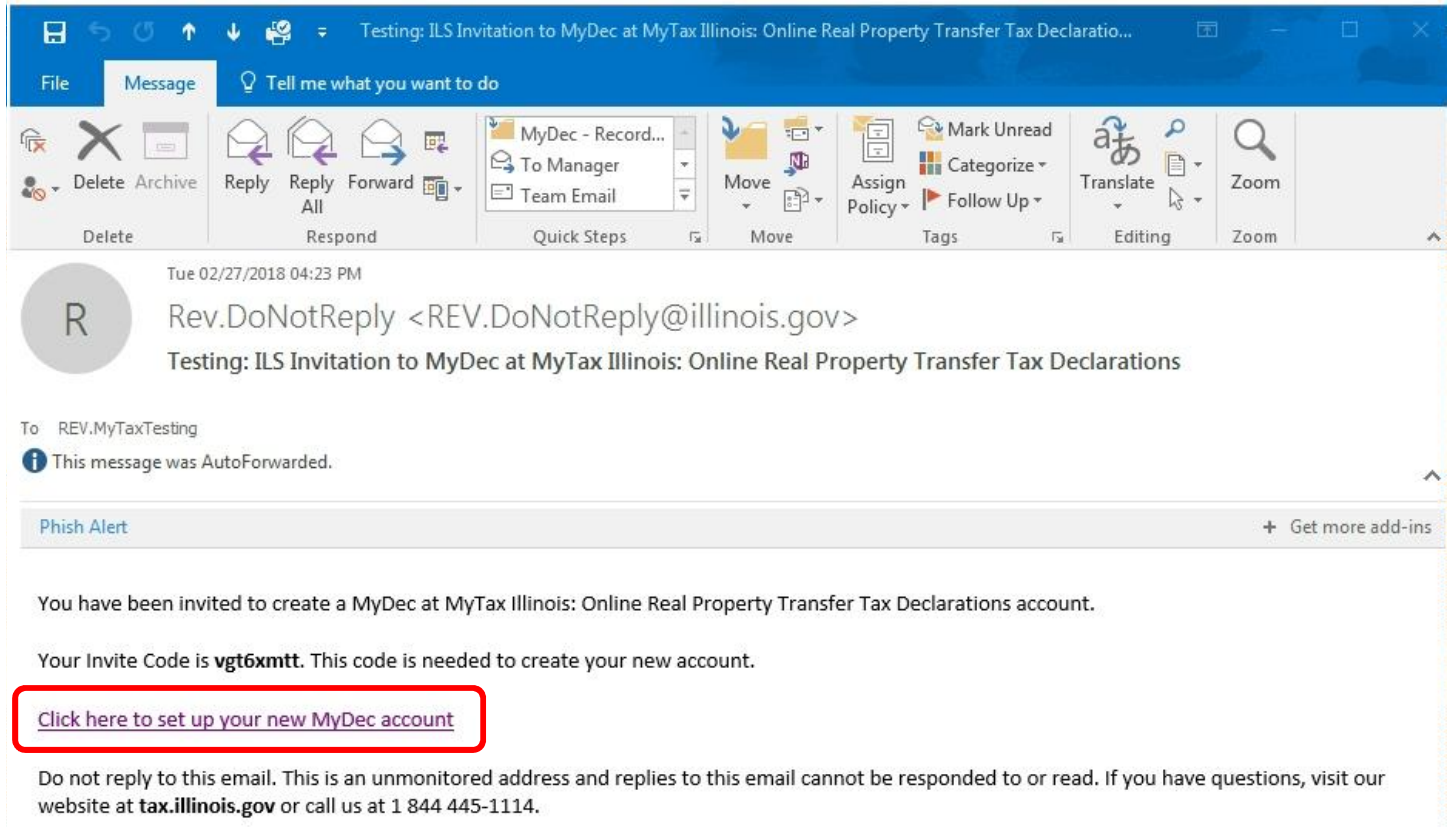
### Settlement Agency

- Standard User – may create, view and print declarations.
- Stamp Purchaser – may create, view and print declarations, purchase stamps (if county allows), has no accounting report access.
- Accountant – may access accounting and reporting for stamp purchases, may create, view and print declarations, cannot purchase stamps.
- Administrator – may invite new users, cease access for users and change access type for users. May also create, view and print declarations, purchase stamps (if county allows), and access accounting and reporting for stamp purchases.

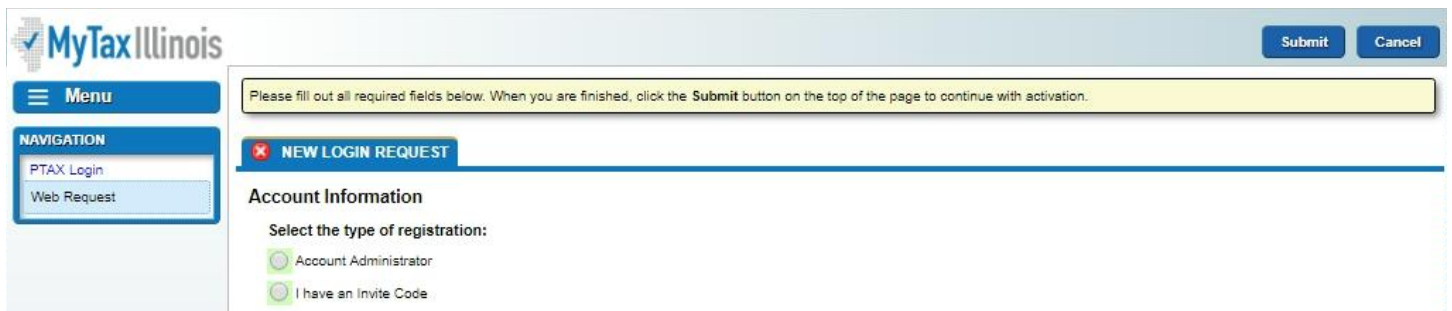


## Invited User Setup

The invited user will receive an invitation via email to join MyDec as a user under your firm. The new user will click on the hyperlink in the email.



The user will be taken to the MyDec website “New Login Request” screen:



Select “I have an Invite Code”:





Copy and paste or enter the invite code from the email:

NEW LOGIN REQUEST

Account Information

Select the type of registration:

☐ Account Administrator

☒ I have an Invite Code

Enter Your Invite Code 

Verify

Required

Select “Verify” and if the proper code was entered, several required fields will appear:

NEW LOGIN REQUEST

Account Information

Select the type of registration:

☐ Account Administrator

☒ I have an Invite Code

Enter Your Invite Code 

Verify

Complete the following:

Organization Name

Required

Your Name

Required

Required

Required

Street Address

Required

City

Required

State

Required

ZIP Code

Required

Create Your New Login

Enter the contact information for this login:

Email Address

Required

Confirm Email Address

Required

Contact Phone Number

Required

Extension

Select your login credentials:

Pick a Username

Required

Password

Required

Confirm Password

Required

Password Rules

- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

In case you forget your username or password:

Select a secret question

Type your answer

Confirm your answer

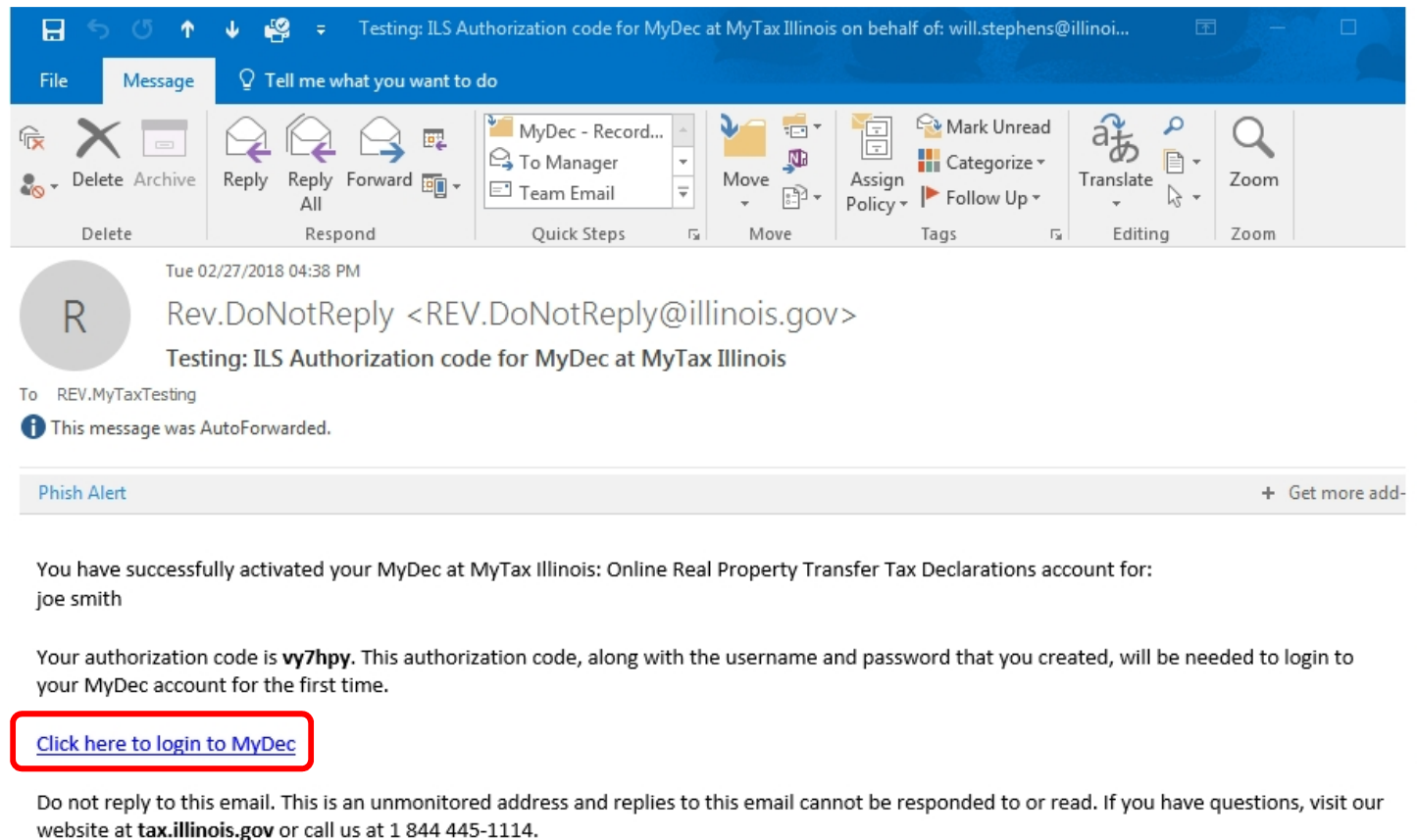
Complete all required fields and click “Submit” in the upper right corner:

Submit

Cancel

10 | Page

Once the user submits the form, an email will be sent to the email address supplied above. The email will contain an authorization code which will grant them access to log into your firm's MyDec account.



The user will click on the link in the email and the system will direct them to the correct website where their user ID will be prepopulated. They will enter their password and click on the “Log in” button:

**Login here:**

Username  
katzlaw2 [Forgot?](#)

Password  
\*\*\*\*\* [Forgot?](#)

The authorization code in the email will be pre-populated on the next screen. Select “Logon” to complete the registration.

**Authorization Code**

An authorization code was sent to you.

Authorization Code  
vy7hpy

Company Name THE KATZ LAW FIRM, LC  
Registration Type LF Administrator

[Add a new declaration](#)  
[Invite a new user](#)

DECLARATIONS

MESSAGES 2

REQUESTS

ATTENTION NEEDED 1

INCOMPLETE 1

HISTORY 3

SEARCH

Declarations Needing Attention							Filter
Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity

## Editing Users (Administrators Only)

To manage your users, click on “My Web Profile”:

**JANE SMITH** [My Web Profile](#) [I Want To...](#)

Company Name CHICAGO TITLE & TRUST CO  
Registration Type SA Administrator  
Stamp Authorized for Cook County: Chicago  
DuPage County:

**DECLARATIONS** ACCOUNTING 47 REPORTING MESSAGES 1 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 SEARCH

**Declarations Needing Attention** [Filter](#)

1 of 43 1 - 50 of 2,127

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
11-04-04-101-010-000	20180209906625	618 BELMONT DR ROMEOVILL...	MIAN HOMES INVE...	BANK OF AMERIC...	18ST00272RM	Closing Completed	2/25/2018
16-26-424-011-0000	20180201806481	3027 S CENTRAL PARK AVE CH...	PARRA	MIRANDA	17PSA289609NA	Declaration Submitted	2/24/2018

Select the “Manage Additional Logons” link to view all staff members:

**LOGON SETTINGS**

**Logon** [Edit](#) **Alerts** [I Want To](#) [Summary](#)

👤 janesmith  
JANE SMITH  
janesmith@titlecompany.com  
+1 (217) 785-3988  
Access: SA Administrator

🚩 There are no alerts

⚙️ Change password  
[Manage additional logons](#)  
❌ Cancel online access  
👤 Invite a New User

**Current Log On Activity** [View All...](#)

2/28/2018 7:32:20 AM  
Profile Updated


Click on the user's name that you want to edit.

Administrator Logons			
<a href="#">balabanianh</a>	Harout Balabanian	<a href="#">harout.balabanian@fnf.com</a>	SA Administrator
<a href="#">caleb.yarrington</a>	Caleb Yarrington	<a href="#">caleb.yarrington@fnf.com</a>	SA Administrator
<a href="#">ctt_snunez</a>	Sandra Nunez	<a href="#">sandra.nunez@ctt.com</a>	SA Administrator
<a href="#">ecardona</a>	EDWIN CARDONA	<a href="#">edwin.cardona@ctt.com</a>	SA Administrator
<a href="#">galli.spinner@ctt.com</a>	Galli Spinner	<a href="#">galli.spinner@ctt.com</a>	SA Administrator
<a href="#">jehnyah123</a>	Jehnyah Leach	<a href="#">jehnyah.leach@ctt.com</a>	SA Administrator
<a href="#">michael.gilliland</a>	Michael Gilliland	<a href="#">michael.gilliland@fnf.com</a>	SA Administrator
<a href="#">rich.lambie</a>	Rich Lambie	<a href="#">rich.lambie@fnf.com</a>	SA Administrator
<a href="#">vincent.chunka</a>	Vincent Chunka	<a href="#">vincent.chunka@fnf.com</a>	SA Administrator
<a href="#">wendyl.peca@ctt.com</a>	Wendy Peca	<a href="#">wendyl.peca@ctt.com</a>	SA Administrator

Non-Administrator Logons			
1 - 100 of 204			
<a href="#">1401-abardelas</a>	1401-Andres Bardelas	<a href="#">andres.bardelas@ctt.com</a>	SA Stamp Purchaser
<a href="#">1401-ABRACKIN</a>	1412-APRIL BRACKIN	<a href="#">april.brackin@ctt.com</a>	SA Stamp Purchaser
<a href="#">1401-BLewis</a>	1401-Beata Lewis	<a href="#">beata.lewis@ctt.com</a>	SA Stamp Purchaser
<a href="#">1401-Bonita Webb</a>	1401-Bonita Webb	<a href="#">bonita.webb@ctt.com</a>	SA Stamp Purchaser
<a href="#">1401-dreyes</a>	1401-Chris Reyes	<a href="#">chris.reyes@ctt.com</a>	SA Stamp Purchaser
<a href="#">1401-DJohnson</a>	1401-Dan Johnson	<a href="#">daniel.johnson@ctt.com</a>	SA Stamp Purchaser
<a href="#">1401-EAguilera</a>	1412-Elvira Aguilera	<a href="#">elvira.aguilera@ctt.com</a>	SA Stamp Purchaser
<a href="#">1401-ECACCAMO</a>	1401-Erin Caccamo	<a href="#">erin.caccamo@ctt.com</a>	SA Stamp Purchaser
<a href="#">1401-GKulesza</a>	1412-GOSIA KULESZA	<a href="#">gosia.kulesza@ctt.com</a>	SA Stamp Purchaser

## Cease Access


If you want to end a user's access, select "Cease".

 **Login**


Cease

Settings

Change

 **Accounts**


CHICAGO TITLE & TRU: 36-0906930

 1401-Bonita Webb

Access Type : SA Stamp Purchaser

1401-Bonita Webb


[bonita.webb@ctt.com](#)

 **Last Log On Activity**

2/23/2018 4:27:25 PM

There is no activity

[View All...](#)



Are you sure you want to cancel 1401-Bonita Webb's access?

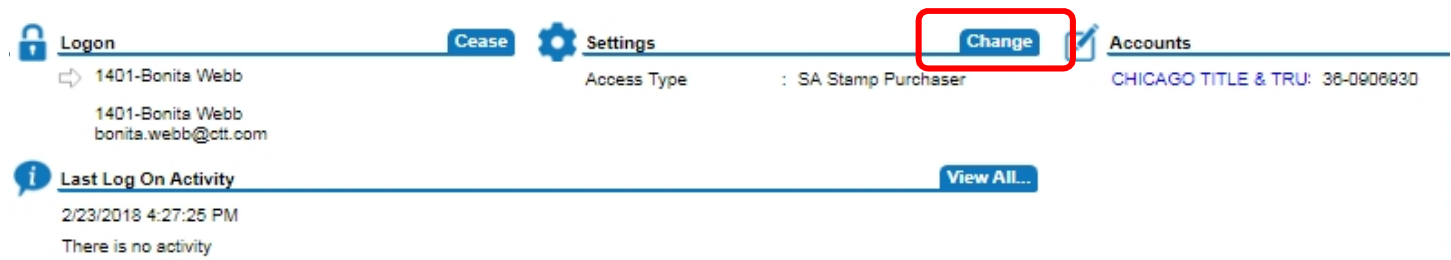
Once access is cancelled, 1401-Bonita Webb will not be able to log in.

Yes

No

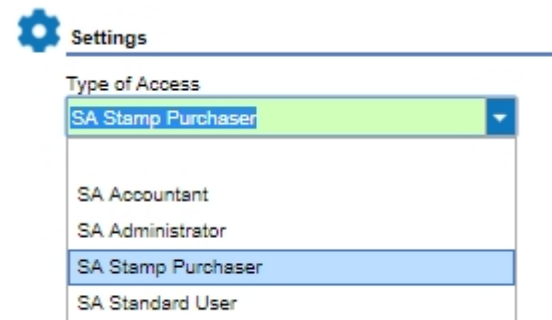
# Assigning or Re-Assigning User Roles

To change a user's access, select "Change":



The screenshot shows a user management interface. At the top, there are tabs for 'Logon', 'Cease', 'Settings', 'Change', and 'Accounts'. The 'Change' tab is highlighted with a red box. Below the tabs, the user's name '1401-Bonita Webb' is displayed, along with their email 'bonita.webb@ctt.com'. The 'Access Type' is listed as 'SA Stamp Purchaser'. To the right, the account number 'CHICAGO TITLE & TRU: 36-0906930' is shown. Below this, there is a section for 'Last Log On Activity' with a 'View All...' button. The activity shows a log on at '2/23/2018 4:27:25 PM' and a note that 'There is no activity'.

Then select the appropriate access type:



The screenshot shows the 'Settings' dropdown menu for 'Type of Access'. The menu is open, showing a list of access types: 'SA Stamp Purchaser', 'SA Accountant', 'SA Administrator', 'SA Stamp Purchaser', and 'SA Standard User'. The 'SA Stamp Purchaser' option is highlighted in blue.

NOTE: It is recommended that you have more than one Account Administrator on any MyDec account for times when the Administrator is unavailable or has left the firm. *Not available for Individual accounts.*

# Editing Your Profile

To manage your profile, click on “My Web Profile”:

**JANE SMITH** My Web Profile [I Want To...](#)

Company Name CHICAGO TITLE & TRUST CO  
Registration Type SA Administrator  
Stamp Authorized for Cook County: Chicago  
DuPage County:

**DECLARATIONS** ACCOUNTING 47 REPORTING MESSAGES 1 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 SEARCH

**Declarations Needing Attention** Filter

1 - 50 of 2,127

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
11-04-04-101-010-000	20180209906525	618 BELMONT DR ROMEOVILL...	MIAN HOMES INVE...	BANK OF AMERIC...	18ST00272RM	Closing Completed	2/25/2018
16-26-424-011-0000	20180201806481	3027 S CENTRAL PARK AVE CH...	PARRA	MIRANDA	17PSA289509NA	Declaration Submitted	2/24/2018

Select the “Edit” link to update your information:

**LOGON SETTINGS**

**Login** Edit **Alerts**  **I Want To** Summary

janesmith

JANE SMITH  
janesmith@titlecompany.com  
+1 (217) 785-3988  
Access: SA Administrator

There are no alerts

Change password  
 Manage additional logons  
 Cancel online access  
 Invite a New User

**Current Log On Activity** View All...

2/28/2018 7:32:20 AM  
Profile Updated

**E-mail Preferences**

Send e-mail notification for messages received on this site? Yes No

**Preparer Information for Declarations**

Preparer's Name JANE SMITH Street 120 W JEFFERSON STREET  
City SPRINGFIELD  
Company Name TITLE COMPANY State IL ZIP Code 62706-0000  
Daytime Phone 217 785-3988 Extension

Editing is allowed in any field that turns green:



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**Profile**

Logon  
janesmith

Name  
JANE SMITH

Email  
janesmith@titlecompany.com

Secret Question  
How many bones have you broken in your life?

[Change Secret Question](#)

**Primary Phone Number**

Country  
USA

Type  
Business

Phone Number  
(217) 785-3988

Extension

**Authentication**

Authentication Type  
None

**Secondary Phone Number**

Country  
USA

Type

---

**E-mail Preferences**

Send e-mail notification for messages received on this site?

---

**Preparer Information for Declarations**

Preparer's Name	JANE	Street	120 W JEFFERSON STREET
	SMITH	City	SPRINGFIELD
Company Name	TITLE COMPANY	State	IL ZIP Code 62706-0000
Daytime Phone	217 785-3988	Extension	

To turn off email notifications, select “No”:

**E-mail Preferences**

Send e-mail notification for messages received on this site?

The information listed under “Preparer Information for Declarations” is the contact information for the preparer that will auto-populate on the PTAX-203s that you create. If you work for an attorney, as an example, and their name is to be listed, enter their information instead of yours.

**Preparer Information for Declarations**

Preparer's Name	JANE	Street	120 W JEFFERSON STREET
	SMITH	City	SPRINGFIELD
Company Name	TITLE COMPANY	State	IL ZIP Code 62706-0000
Daytime Phone	217 785-3988	Extension	

Be sure to select the “Save” button in the upper right corner to save any changes that you make:

# An Overview of the Customer Summary

When you first log in, you are taken to your “Customer Summary” screen, “Declarations” tab, “Attention Needed” queue.

## Law Firm

The screenshot shows the 'Customer Summary' screen for a Law Firm. At the top, the company name is 'THE KATZ LAW FIRM, LC' and the registration type is 'LF Administrator'. A red arrow labeled '1' points to the 'My Web Profile' link. To the right, a red arrow labeled '2' points to the 'I Want To...' section, which includes links for 'Add a new declaration' and 'Invite a new user'. Below this, a navigation bar contains tabs for 'DECLARATIONS', 'MESSAGES 0', and 'REQUESTS'. A red arrow labeled '3' points to the 'DECLARATIONS' tab. Under the 'DECLARATIONS' tab, there are sub-tabs: 'ATTENTION NEEDED 0', 'INCOMPLETE 0', 'HISTORY 0', and a 'SEARCH' button. A red arrow labeled '4' points to the 'Declarations Needing Attention' table, which has columns for Primary PIN, Declaration ID, Address, Buyer Last Name, Seller Last Name, Escrow #, Status, and Last Activity. A 'Filter' button is also visible.

NOTE: The difference between a Law Firm Account and a Settlement Agency Account Customer Summary is that Settlement Agencies in some counties have stamp purchasing rights so an accounting tab and reporting tab are available to Settlement Agencies.

## Settlement Agency

The screenshot shows the 'Customer Summary' screen for a Settlement Agency. The company name is 'CHICAGO TITLE & TRUST CO' and the registration type is 'SA Administrator'. The stamp is authorized for 'Cook County: Chicago' and 'DuPage County:'. A red arrow labeled '1' points to the 'My Web Profile' link. A red arrow labeled '2' points to the 'I Want To...' section, which includes links for 'Add a new declaration' and 'Invite a new user'. Below this, a navigation bar contains tabs for 'DECLARATIONS', 'ACCOUNTING 47', 'REPORTING', 'MESSAGES 2', and 'REQUESTS'. A red arrow labeled '3' points to the 'DECLARATIONS' tab. Under the 'DECLARATIONS' tab, there are sub-tabs: 'ATTENTION NEEDED 2,127', 'INCOMPLETE 84', 'HISTORY 9,561', and a 'SEARCH' button. A red arrow labeled '4' points to the 'Declarations Needing Attention' table, which has columns for Primary PIN, Declaration ID, Address, Buyer Last Name, Seller Last Name, Escrow #, Status, and Last Activity. A 'Filter' button is also visible. The table shows 1 of 43 items, with a range of 1 - 50 of 2,127.

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
11-04-04-101-010-000	2018020908525	618 BELMONT DR ROMEOVILL...	MIAN HOMES INVE...	BANK OF AMERIC...	18ST00272RM	Closing Completed	2/25/2018
16-26-424-011-0000	20180201606481	3027 S CENTRAL PARK AVE CH...	PARRA	MIRANDA	17PSA269509NA	Declaration Submitted	2/24/2018
14-29-113-030-0000	20180201602617	3026 N LINCOLN AVE, UNIT 3A ...	SVEJDA	R&M PROPERTY D...	18SA4746925NA	Municipality Verified	2/24/2018

1. My Web Profile. Selecting “My Web Profile” allows you to update your personal user information and allows Administrators to cease or change access types for county users.
2. I Want To... The “I Want To...” or “Actions” area of the screen will display any actions that are available to you depending on the screen that you are on.
3. Tabs and sub-tabs. The tabs and sub-tabs are areas that house different things related to the processing of declarations:
  - a. Declarations Tab
    - i. Attention Needed. Lists all declarations that have been recorded or submitted after data entry.
    - ii. Incomplete. Lists all declarations that have been saved and not yet submitted.
    - iii. History. Contains a historical listing of declarations that your firm prepared or closed.
    - iv. Search. Provides a search function to locate declarations based on PIN or Document Number.
  - b. Accounting Tab. Lists stamp activity and balances due.
  - c. Reporting Tab. Provides reports based on selected criteria.

- d. Messages Tab. Your “Inbox” for messages from IDOR regarding the MyDec system.
- e. Requests Tab
  - i. Started But Not Yet Filed. Lists all declarations that have been saved but not yet submitted. It is from here that a declaration that has not been submitted may be withdrawn.
  - ii. Waiting To Be Processed. Shows all web requests to the system that have not yet processed. If there is web traffic, occasionally, but very rarely, an action performed (such as saving or submitting a declaration) may be delayed while the system catches up. If this happens, contact the Department of Revenue.
  - iii. Processed. Lists all web requests to the system for which processing is complete. When you open web requests, specific details related to the transaction are displayed such as who performed the action.
- 4. Filter. The filter allows you to narrow the various lists or search results based on information entered.

# Search, Sort and Filter

## Search

To search, select the “Search” sub-tab in the “Declarations” Tab:

DECLARATIONS ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 **SEARCH**

Declarations Needing Attention Filter

1 of 43 1 - 50 of 2,127

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
11-04-04-101-010-000	20180209906525	618 BELMONT DR ROMEOVILL...	MIAN HOMES INVE...	BANK OF AMERIC...	18ST00272RM	Closing Completed	2/25/2018
16-26-424-011-0000	20180201806481	3027 S CENTRAL PARK AVE CH...	PARRA	MIRANDA	17PSA269509NA	Declaration Submitted	2/24/2018
14-29-113-030-0000	20180201802617	3026 N LINCOLN AVE, UNIT 3A ...	SVEJDA	R&M PROPERTY D...	18SA4746925NA	Municipality Verified	2/24/2018
17-09-418-014-1267	20180101688120	182 W LAKE ST # 2014 CHICAG...	USEF GC CENTUR...	GARZA	17NW7129870NS	Declaration Accepted	2/24/2018
17-09-418-014-1266	20180101688108	182 W LAKE ST # 2013 CHICAG...	USEF GC CENTUR...	SMITH	17NW7129869NS	Declaration Accepted	2/24/2018

Enter the Primary PIN and click “Search”:

DECLARATIONS ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 **SEARCH**

Declaration Id:  Status

Primary PIN **24-14-100-064-0000**

Declaration Search Filter

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status
<b>24-14-100-064-0000</b>	20111001602463	3951 W 103RD ST CHICAGO, IL 60655...	WLI-Chicago, LLC	WLI=Chicago 2798, ...	201131815-001	Municipality Verified

Or enter the Declaration ID and Status and click “Search”:

DECLARATIONS ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 **SEARCH**

Declaration Id: **20180101679550** Status **Declaration Submitted**

Primary PIN

Declaration Search Filter

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status
14-30-118-041-0000	<b>20180101679550</b>	2824 N BELL AVE CHICAGO, IL 606181...	SOTO	COHEN		<b>Declaration Submitted</b>

## Sort

The contents of the Customer Summary can be sorted by any of the column headings. Click on the heading once, and the list is sorted alpha-numerically (the Address column below was selected):



DECLARATIONS ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 SEARCH

Declarations Needing Attention Filter

20 of 43 951 - 1,000 of 2,127

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
24-12-307-043-0000	20160101664183	2900 W 101ST ST EVERGREEN...	AYALA	HOLBROOK-HILL	15WSA520367XLP	Closing Completed	12/30/2017
10-25-306-037-0000	20170801617265	2900 W BIRCHWOOD AVE CHIC...	GUBIN ENTERPRIS...	EDELMUTH	17PSA223037LP	Municipality Verified	12/30/2017
13-36-110-007-0000	20161101683637	2900 W SHAKESPEARE AVE., U...	FERRARELL	SHAKESPEARE C...	16WSA446377LP	Municipality Verified	12/30/2017
13-01-128-055-0000	20180201605620	2906-10 W PETERSON AVE CHI...	CHICAGO TITLE LA...	CHICAGO TITLE LA...		Municipality Verified	2/22/2018
41-20-10-155-011	20170901024672	2909 CLAYTON CHAMPAIGN, IL...	HOU	SCOTT	5253-1702657	Closing Completed	12/30/2017
14-28-204-010-1076	20180201695797	2909 N SHERIDAN RD UNIT 505...	LON	XU	18sa3954100lp	Municipality Verified	2/23/2018
41-20-10-106-002	20171201065885	2914 HERITAGE DR CHAMPAIG...	WILKINSON	WHITE	5253-1703497	Closing Completed	12/30/2017
93-21-22-258-008	20171201064836	2922 E STONE CREEK BLVD U...	TURNER	WAGGONER	5253-1703318	Closing Completed	12/30/2017
12-28-123-014-0000	20161101678183	2929 LOUIS ST # LOT 1 FRANK...	ROSARIO	ROMAN	16PNW451004WH	Closing Completed	12/30/2017
08-24-205-006-0000	20160701637351	293 W WALNUT AVE DES PLA...	SCULLION	FANNIE MAE AKA ...	16st04589pk	Closing Completed	7/26/2016
06-30-303-009	20180102290248	2930-2970 FINLEY RD DOWNE...	PF MAIN STREET ...	PFF MAIN STREET ...	170201280nc	Closing Completed	1/29/2018

Click on the column heading a second time and the column is sorted alpha-numerically in reverse order:

DECLARATIONS ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 SEARCH

Declarations Needing Attention

Filter

20 of 43 951 - 1,000 of 2,127

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
09-21-106-028	20170802203080	40 TRACEY CT WESTMONT, IL ...	MONTGOMERY	KALEBICH	17NW7128983GV	Declaration Accepted	12/30/2017
03-02-100-080-1177	20170801615643	40 PRAIRIE PARK DR # 505 WH...	TADROS	LIPMAN	17PSA269250NA	Declaration Accepted	12/30/2017
07-08-35-300-014	20171101060873	40 ACRES CHAMPAIGN , IL 000...	HATCH	LIVING WORD OM...	5253-1703370	Closing Completed	12/30/2017
03-07-201-019-1198	20171101649208	4 VILLA VERDE DR # 211 BUFF...	FRYS	KICKERTZ	17017994vh	Closing Completed	12/30/2017
14-33-106-004-0000	20160501605133	399 WEST FULLERTON PARKW...	DRATT	WALK	16ST00950LP	Municipality Verified	12/30/2017
14-33-106-004-0000	20130901604684	399 W FULLERTON PKY CHICA...	de la Vauvre	Sekendur	201348377	Municipality Verified	12/30/2017
14-33-106-004-0000	20120901602414	399 W FULLERTON PKY CHICA...	The Elizabeth B. He...	Scherston Real Esta...	201247316	Municipality Verified	12/30/2017
14-33-106-004-0000	20141201650530	399 W FULLERTON PKY CHICA...	GLASER	NECHIN	201450315	Municipality Verified	12/30/2017
14-33-106-004-0000	20160501605078	399 W FULLERTON PKY CHICA...	SCODRO	HERBERT NECHIN,...	16010088hife	Municipality Verified	12/30/2017
14-33-106-004-0000	20120601601580	399 W FULLERTON PKY CHICA...	Otterbeck	Nadler	201230262	Municipality Verified	12/30/2017
28-14-101-002-0000	20161101677181	3952 153RD ST MIDLOTHIAN, IL...	CSMA BLT, LLC	CSO OPP III, LLC	16NP1022448NP	Closing Completed	12/30/2017
24-14-100-064-0000	20111001602463	3951 W 103RD ST CHICAGO, IL ...	WLI-Chicago, LLC	WLI=Chicago 2798, ...	201131815-001	Municipality Verified	12/30/2017

And a third click on the heading takes it back to its original sort order:

DECLARATIONS ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 SEARCH

Declarations Needing Attention

Filter

14 << 20 of 43 >> 951 - 1,000 of 2,127

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
45-20-23-127-005	20170801014325	10 OCONNOR CT CHAMPAIGN, ...	FIEDLER	HINTON	5253-1702481	Closing Completed	12/30/2017
15-13-15-479-003	20171101057292	1005 E PIN OAK DR MAHOMET,...	MCCONKEY	LUNDY	5253-1703218	Closing Completed	12/30/2017
17-03-204-067-1004	20160201666086	45 E BELLEVUE PL # 02 CHICA...	MOSKOWITZ	JULIA C. HUGHES	16000014WH	Municipality Verified	12/30/2017
11-18-114-007-0000	20160901657033	1864 SHERMAN AVE # 6NE EVA...	LAVERY	NEGRU	16NW7122428VH	Closing Completed	12/30/2017
14-08-203-001-0000	20160901659547	5555 N SHERIDAN RD APARTM...	ALLMAN	THE CAROL L. ALM...	16SA8219343LFE	Municipality Verified	12/30/2017
29-26-25-154-005	20171001045185	413 E LOCUST TOLONO, IL 618...	HANSEN	ORTMANN	5253-1702981	Closing Completed	12/30/2017
17-03-222-018-0000	20130801605550	880 N LAKE SHORE DR CHICA...	Laurel m. Lannen R...	Erikson Eaker	201350241	Municipality Verified	12/30/2017
17-03-222-015-0000	20130301602177	880 N LAKE SHORE DR CHICA...	Arets	Boland	LP201301188-001	Municipality Verified	12/30/2017
17-03-103-021-0000	20170301623584	1448 N LAKE SHORE DR CHICA...	MARTIN	ROSENBERG	1702966NC	Municipality Verified	12/30/2017
41-20-02-380-024	20171001048635	1411 HOLLY HILL DR CHAMPAL...	OMGAD, LLC	DUFFIELD	5253-1703115	Closing Completed	12/30/2017
14-21-106-017-0000	20131201605226	3750 N LAKE SHORE DR CHICA...	Garrett	Jacobs	201401141	Municipality Verified	12/30/2017
17-03-113-003-0000	20120401600924	1209 N ASTOR ST CHICAGO, IL...	Durkin Jr	Kathleen M. Dowell ...	201216728	Municipality Verified	12/30/2017
17-03-227-010-0000	20121001602895	200 E PEARSON ST CHICAGO, ...	Winberg	Connor	201254561	Municipality Verified	12/30/2017
14-06-203-001-0000	20140201605430	5555 N SHERIDAN RD CHICAG...	DeGroote	Mulroy	201406102	Municipality Verified	12/30/2017

## Filter

You may also “Filter” the declarations in a sub-tab by selecting the “Filter” link:

DECLARATIONS ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 SEARCH

Declarations Needing Attention

Filter

20 of 43 951 - 1,000 of 2,127

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
45-20-23-127-005	20170801014325	10 OCONNOR CT CHAMPAIGN, ...	FIEDLER	HINTON	5253-1702481	Closing Completed	12/30/2017
15-13-15-479-003	20171101057292	1005 E PIN OAK DR MAHOMET,...	MCCONKEY	LUNDY	5253-1703218	Closing Completed	12/30/2017
17-03-204-067-1004	20160201666086	45 E BELLEVUE PL # 02 CHICA...	MOSKOWITZ	JULIA C. HUGHES	16000014WH	Municipality Verified	12/30/2017
11-18-114-007-0000	20160901657033	1864 SHERMAN AVE # 8NE EVA...	LAVERY	NEGRU	16NW7122428VH	Closing Completed	12/30/2017

To filter, enter the data (or partial data such as a house number or part of a PIN or name) from any field of the PTAX-203 and any declarations with the filter criteria will display. For the first example the filter was applied using the word “Sheridan”:

DECLARATIONS

ACCOUNTING 47

REPORTING

MESSAGES 2

REQUESTS

ATTENTION NEEDED 2,127

INCOMPLETE 84

HISTORY 9,561

SEARCH

Declarations Needing Attention

Filter

Sheridan

1 of 31 - 50 of 135

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
14-05-407-017-1034	20180201602922	5701 N SHERIDAN RD # 8B CHI...	HUTCHINS	MUCCI	18ST00609LZ	Municipality Verified	2/23/2018
14-28-204-010-1076	20180201695797	2909 N SHERIDAN RD UNIT 505...	LON	XU	18sa3964100lp	Municipality Verified	2/23/2018
14-17-220-001-0000	20180201697211	4555 N SHERIDAN RD CHICAG...	SHERIDAN & WILS...	COE REAL ESTATE...	201800343	Municipality Verified	2/23/2018
14-05-211-024-1047	20180201605230	6157 N SHERIDAN RD, 6G CHIC...	SEIWERT	EXPERTS INC.	18WSA490328LP	Municipality Verified	2/23/2018
04-10-307-008-0000	20180204903595	1039 SHERIDAN RD, 1043 SHE...	CAS WINTHROP H...	LLC		Closing Completed	2/22/2018
05-27-403-010-0000	20180201603622	1325 SHERIDAN RD WILMETTE...	1321 SHERIDAN R...	CAROL GRIMM, AS...	18nw7132275sk	Closing Completed	2/20/2018
05-27-200-001-0000	20180201697324	1630 SHERIDAN RD APT 6I WIL...	TRUST AGREEME...	AUDREY L. BIRD P...	17GL6103192SK	Rejected	2/16/2018

In the second example, the filter was applied using “103” with 153 results:

DECLARATIONS ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 SEARCH

Declarations Needing Attention

103

1 of 4 1 - 50 of 153

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
14-05-407-017-1034	20180201602922	5701 N SHERIDAN RD # 8B CHI...	HUTCHINS	MUCCI	18ST00609LZ	Municipality Verified	2/23/2018
06-29-210-005-0000	20171201668626	657 BILTMORE DR BARTLETT, I...	RIVERA	WILMINGTON SAVI...	17nw7129319rm	Closing Completed	2/23/2018
04-01-400-057-0000	20180201600602	573 WESTWOOD LN GLENCOE,...	MICHAEL Y. RAGIN...	GLORIA K. SCHUM...	17ST08009NB	Closing Completed	2/23/2018
17-04-443-010-0000	20180201608052	312 W INSTITUTE PL CHICAGO,...	CHICAGO TITLE LA...	CHICAGO TITLE LA...		Municipality Verified	2/23/2018
17-22-108-075-1034	20180201601491	1439 S MICHIGAN AVE, UNIT 40...	KRINOCK	SEHGAL	18wss227581lp	Municipality Verified	2/23/2018
06-34-409-002-0000	20180101691365	113 RAILROAD AVE BARTLETT, ...	HOVA REALTY INC.	IBT PROPERTIES ...	18000579NC	Closing Completed	2/23/2018
04-10-307-008-0000	20180204903595	1039 SHERIDAN RD, 1043 SHE...	CAS WINTHROP H...	LLC		Closing Completed	2/22/2018
14-05-205-026-1021	20180201699241	1052 W GRANVILLE AVE # 21 C...	LISA BARTAKOVIC...	PACHYDERM, LLC	18SS0191036LP	Municipality Verified	2/22/2018
03-08-251-025	20180104591691	6649 MAJESTIC WAY CARPENT...	NIZAM	AZMI	17PNW278222SK	Closing Completed	2/21/2018

The filter for the last example was applied using “Sullivan” with 5 results:

## Declarations Needing Attention

Filter

Sullivan							
Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
14-08-203-001-0000	20130401802282	5555 N SHERIDAN RD CHICAG...	Sullivan	Robert T. O'Brien, In...	201317661	Municipality Verified	12/30/2017
14-08-203-001-0000	20130801806388	5555 N SHERIDAN RD CHICAG...	SULLIVAN	HALLENGREN	201335233	Municipality Verified	12/30/2017
17-03-111-005-0000	20141101644892	1242 N LAKE SHORE DR, #3N C...	MAUREEN A. COR...	SULLIVAN	201447998	Municipality Verified	12/30/2017
17-03-101-018-0000	20130501603588	1540 N LAKE SHORE DR CHICA...	Lynne Boden Perruc...	Colleen Sullivan, as ...	201325042	Municipality Verified	12/30/2017
17-08-247-017-0000	20180101860228	1116 W HUBBARD ST CHICAGO...	SULLIVAN	453 ASCOT PLACE...	15wsa102751cna	Municipality Verified	1/14/2016

5 Rows

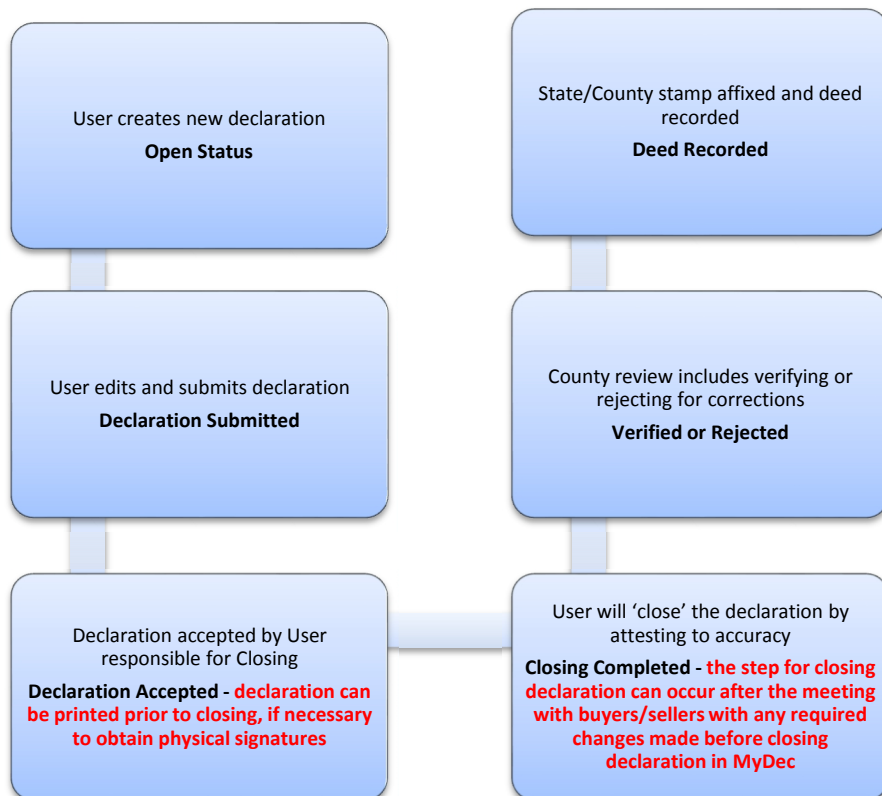


# Understanding the Status of a Declaration

The status of a declaration changes as it advances through the approval stages of the recording process:

- Open – saved but not submitted. Declaration is editable.
- Declaration Submitted – all required fields have been completed and a Declaration ID is assigned by MyDec. Declaration is editable.
- Declaration Accepted – by the preparer or settlement agency responsible for closing the transaction. Declaration is editable.
- Closing Completed – in the Recorder's queue for review. This step can occur after the closing meeting with the buyers/sellers and before presenting documents to the Recorder. Declaration is no longer editable.
- County Verified – Recorder may "Verify" or "Reject" depending on circumstances
- Rejected – requires correction by the closing entity or preparer
- Deed Recorded – indicates that transaction has been recorded by the County.

## MyDec PTAX-203 Flow Chart



# Data-Enter a PTAX-203 Real Estate Transfer Declaration

To perform data entry, select “Add a new declaration” found under the “I Want To...” banner:

JANE SMITH My Web Profile I Want To...

Company Name CHICAGO TITLE & TRUST CO  
Registration Type SA Administrator  
Stamp Authorized for Cook County: Chicago  
DuPage County:

**DECLARATIONS** ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 SEARCH

Declarations Needing Attention Filter

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
11-04-04-101-010-000	20180209906525	618 BELMONT DR ROMEOVILL...	MIAN HOMES INVE...	BANK OF AMERIC...	18ST00272RM	Closing Completed	2/25/2018
16-28-424-011-0000	20180201806481	3027 S CENTRAL PARK AVE CH...	PARRA	MIRANDA	17PSA289509NA	Declaration Submitted	2/24/2018

Enter the required information, beginning with the County:

**ADD DECLARATION**

### New Property Tax Transfer Declaration

Begin by entering the following information for the primary property on this declaration. Additional PINs may be added to the declaration later in the process.

County Required

PIN Required

Split Parcel? ☐ No ☐ Yes i

Address

☐ Update the property address for this PIN

Street address of property (or 911 address, if available)

City or village ZIP

Township

Please review the Primary PIN and Address for accuracy. This PIN may not be changed after you select 'Continue' on the Exempt Transfer tab. If you note the Address is incorrect, please re-enter the PIN. If the PIN is correct but the address is incorrect, please check the box to update the property address.

The Department of Revenue receives a data file from the County Assessor which contains address and other relevant information related to all of the active PINs in the County. When you enter the PIN number, MyDec verifies that the PIN entered is valid and will prepopulate the Address, City, Zip and Township fields.

## New Property Tax Transfer Declaration

Begin by entering the following information for the primary property on this declaration.  
Additional PINs may be added to the declaration later in the process.

County	<input type="text" value="Lake"/>
PIN	<input type="text" value="15-06-420-008-0000"/>
Split Parcel?	<input type="radio"/> No <input type="radio"/> Yes
<b>Required</b>	
Address	<input type="text" value="340 WEST POINTE DR"/>
Street address of property (or 911 address, if available)	
<input type="text" value="VERNON HILLS"/>	<input type="text" value="60061-0000"/>
City or village	ZIP
<input type="text" value="Vernon"/>	
Township	

☐ Update the property address for this PIN

Mark the proper “Split Parcel” indicator:

Split Parcel? ☒ No ☐ Yes

If you need to update the address, click the “Update the property address for this PIN” checkbox:

## New Property Tax Transfer Declaration

Begin by entering the following information for the primary property on this declaration.  
Additional PINs may be added to the declaration later in the process.

County	<input type="text" value="Lake"/>
PIN	<input type="text" value="15-06-420-008-0000"/>
Split Parcel?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Address	<input type="text" value="340 WEST POINTE DR"/>
Street address of property (or 911 address, if available)	
<input type="text" value="VERNON HILLS"/>	<input type="text" value="60061-0000"/>
City or village	ZIP
<input type="text" value="Vernon"/>	
Township	


☒ Update the property address for this PIN

**Continue**

When all of the required fields are populated, click the “Continue” button:

## New Property Tax Transfer Declaration

Begin by entering the following information for the primary property on this declaration. Additional PINs may be added to the declaration later in the process.

County	<input type="text" value="Lake"/>	
PIN	<input type="text" value="15-06-420-009-0000"/>	
Split Parcel?	<input checked="" type="radio"/> No <input type="radio"/> Yes 	
Address	<input type="text" value="340 WEST POINTE DR"/>	<input checked="" type="checkbox"/> Update the property address for this PIN
Street address of property (or 911 address, if available)		
<input type="text" value="VERNON HILLS"/>	<input type="text" value="60061-0000"/>	
City or village	ZIP	
<input type="text" value="Vernon"/>		
Township		

You will be taken to the “Exempt Transfer” screen. The selection defaults to “Transfer is not exempt.”

## Exempt Transfer

Select any exemptions that pertain to the State by selecting the appropriate reason. Selecting an exemption for a specific government agency will automatically adjust your transfer taxes for that agency.

Note that you can only select one exempt reason for State. The letters listed correlate to each government agency's specific ordinances.

[Click here for links to government agencies, regulations, ordinances, forms, and other key information pertaining to Real Property Transfers.](#)

Please review your selection for accuracy. Once you click the 'Continue' button this page will not be shown again. However, if you later find you have not selected the correct exemption, you may make changes on the 'Exempt Transfer' tab of the applicable form.

Reasons	State
Transfer is not exempt.	<input checked="" type="radio"/>
Deeds representing real estate transfers made before January 1, 1968, but recorded after that date and trust documents executed before January 1, 1968, but recorded after that date.	<input type="radio"/> A
Transfers (including deeds or trust documents) involving:	
Governmental Body.	<input type="radio"/> B
Corporation, society, organization, foundation, or institution organized and operated exclusively for charitable, religious, or educational purposes.	<input type="radio"/> B
Transfers in which the deed, assignment, or other instrument of transfer secures debt or other obligations.	<input type="radio"/> C
Transfers in which the deed, assignment, or other instrument of transfer, without additional consideration, confirms, corrects, modifies, or supplements a deed, assignment, or other instrument of transfer previously recorded or delivered.	<input type="radio"/> D

After the appropriate selection is made, select “Continue”

mortgagee or secured creditor who initially filed the foreclosure proceeding or threatened to bring  
ansferred in lieu of foreclosure).

☐ L

hase of a principal residence by a participant in the program authorized by the Home Ownership  
deeds and trust documents shall not be exempt from filing the declaration.

☒ M

Continue

Step 1A of the PTAX-203 will display for continued data entry:

Declaration ID:

Status: State/County Stamp: Not Issued  
Document No.: Not Recorded  
Primary PIN: 15-06-420-009-0000

STATE FORM

TESTING

PTAX-203 STEP 1A

PTAX-203 STEP 1B

PTAX-203 STEP 2

PTAX-203 STEP 3

PTAX-203 STEP 4

EXEMPT TRANSFER



## PTAX-203

### Illinois Real Estate Transfer Declaration

INSTRUCTIONS

#### Step 1: Identify the property and sale information

1     
Street address of property (or 911 address, if available) City or village ZIP

☒ Update the property address for this PIN  
Township County

Primary PIN Lot size or acreage Split Parcel

2 Total number of parcels to be transferred:

3 Enter additional parcel identifying numbers and lot sizes or acreage.

4 Date of instrument:

5 Type of instrument:

Complete the appropriate fields as necessary on the PTAX-203 Form. You will progress through the online form in the same order as the paper PTAX-203.

- Yellow fields are required
- Green fields are optional
- Red fields are in error; you must correct the value before you can submit the Declaration
- Blue radio buttons offer helpful tips

## Saving

You can save your progress at any time and either continue with your data entry or finish it later. You cannot submit the declaration until all of the required fields are completed.

To save, select the “Save” button in the upper-right corner:

---

Declaration ID: \_\_\_\_\_

Status: \_\_\_\_\_ State/County Stamp: Not Issued

Document No.: Not Recorded

Primary PIN: 15-06-420-009-0000

X STATE FORM TESTING
X PTAX-203 STEP 1A
X PTAX-203 STEP 1B
X PTAX-203 STEP 2
X PTAX-203 STEP 3
X PTAX-203 STEP 4
EXEMPT TRANSFER

## PTAX-203

### Illinois Real Estate Transfer Declaration

[? INSTRUCTIONS](#)

#### Step 1: Identify the property and sale information

1 340 WEST POINTE DR

VERNON HILLS

60061-0000

Street address of property (or 911 address, if available)

City or village

ZIP

If you select “Continue Editing”, you will be taken to where you left off prior to saving. If you select “Finish Later”, you will be taken to your “Customer Summary” “Declarations” tab “Attention Needed” queue.

**Confirmation**

You have successfully saved your Declaration, but it has *not* been submitted. If you wish to submit your Declaration to the Department for processing, you must go back into the saved file and elect to 'Submit' the Declaration.

Your confirmation number is 1-180-870-176.  
Request saved on: 2/28/2018 9:33:34 AM (Central Time)  
Request type: Property Tax Declaration

You may print this page for your records, but the record of this request will also remain available under your “Requests” tab.

If you have questions, please visit our website at [tax.illinois.gov](http://tax.illinois.gov) or call us at 1 844 445-1114. Reference the confirmation number provided above.

If you do elect to “Finish Later”, the saved declaration will be in the “Declarations” Tab, “Incomplete” Sub-tab:

JANE SMITH

[My Web Profile](#)

[I Want To...](#)

Company Name

CHICAGO TITLE & TRUST CO

[Add a new declaration](#)

Registration Type

SA Administrator

[Invite a new user](#)

Stamp Authorized for

Cook County: Chicago

DuPage County:

DECLARATIONS

ACCOUNTING 47

REPORTING

MESSAGES 3

REQUESTS 1

STARTED BUT NOT FILED 1

WAITING TO BE PROCESSED 0

PROCESSED

**Started but not Filed**

Filter

Confirmation #	Id	For	Period	Logon	Title
0-846-374-432	36-0906930	Federal Employer ID #			PTAX 203 Request



It is at this point that an unneeded declaration may be withdrawn. After selecting the confirmation number in the “Incomplete” Sub-tab, you are presented with two options, “Edit” and “Withdraw”. Edit allows you to continue data entry on the declaration and “Withdraw” will delete the declaration from the system:

The screenshot shows two tabs: "Submission" and "Status". The "Submission" tab displays the user "janesmith" and the entity "CHICAGO TITLE & TRUST CO" with ID "36-0906930". Below this is a "Submission" link. The "Status" tab shows a "Saved" status with a warning icon, the title "PTAX 203 Request", a confirmation number "0-846-374-432", and a save date "2/28/2018". At the bottom of the "Status" tab are links for "Edit" and "Withdraw".

## Continue Data Entry

The red “X” at the top of each sub-tab indicates that there are fields that require data entry in that sub-tab.

The navigation bar contains several sub-tabs: "STATE FORM", "TESTING", "PTAX-203 STEP 1A", "PTAX-203 STEP 1B", "PTAX-203 STEP 2", "PTAX-203 STEP 3", "PTAX-203 STEP 4", and "EXEMPT TRANSFER". Each of the PTAX-203 STEP tabs has a red "X" icon in its top-left corner, indicating that there are required data entry fields in those sections.

Progress through the fields completing all required fields.

### Step 1: Identify the property and sale information

This is a form for Step 1: Identify the property and sale information. It contains several fields and sections:

- Field 1:** A row of three text boxes containing "340 WEST POINTE DR", "VERNON HILLS", and "60061-0000". Below them are labels: "Street address of property (or 911 address, if available)", "City or village", and "ZIP".
- Field 2:** Two text boxes containing "Vernon" and "Lake". Below them are labels: "Township" and "County".
- Field 3:** A text box containing "15-06-420-009-0000" with a label "Primary PIN".
- Field 4:** A text box containing "Required" with a label "Lot size or acreage".
- Field 5:** A dropdown menu with "Required" selected and a label "Split Parcel".
- Field 6:** A text box containing "No" with a label "Split Parcel".
- Field 7:** A text box containing "1" with a label "Total number of parcels to be transferred".
- Field 8:** A text box containing "Enter additional parcel identifying numbers and lot sizes or acreage." with a label "Click to add PINs".
- Field 9:** A text box containing "Required" with a label "Date of instrument".
- Field 10:** A dropdown menu with "Required" selected and a label "Type of instrument".
- Field 11:** Two radio buttons labeled "Yes" and "No" with a label "Will the property be the buyer's principal residence?".
- Field 12:** Two radio buttons labeled "Yes" and "No" with a label "Was the property advertised for sale? (i.e., media, sign, newspaper, realtor)".
- Field 13:** Two radio buttons labeled "Land / Lot only" and "Intended Use" with a label "Identify the property's current and intended primary use".



## Update Address

You have another opportunity to update the address or designate the sale as a “split” by selecting the “Update the property address for this PIN” checkbox:

### Step 1: Identify the property and sale information

1

340 WEST POINTE DR	VERNON HILLS	60061-0000
Street address of property (or 911 address, if available)	City or village	ZIP
Vernon	Lake	<input checked="" type="checkbox"/> Update the property address for this PIN
Township	County	
15-06-420-009-0000	Required	Required
Primary PIN	Lot size or acreage	Split Parcel
	Required	No

## Additional PINs

If more than one parcel was transferred and you need to add additional PIN numbers, select the “Click to add PINs” button:

2 Total number of parcels to be transferred:

3 Enter additional parcel identifying numbers and lot sizes or acreage. [Click to add PINs](#)

A popup window will come up that allows you to add the additional PINs. The system does check the additional PINs against the PIN file provided to the Department to verify that they are valid:

**PIN and Acreage** ×

Show Errors 1 - 1 of 1

Property index number (PIN)	Lot size or acreage	Unit	Split Parcel?
<input checked="" type="checkbox"/> 18-14-08-427-001	3.05	Acres	No

[OK](#) [Cancel](#)

The “Total number of parcels to be transferred” box will be updated by the system:

2 Total number of parcels to be transferred:

3 Enter additional parcel identifying numbers and lot sizes or acreage. [Click to add PINs](#)

## Type of Instrument (Deed Type)

5 Type of instrument: Required ⓘ

6 Will the property be the buyer's principal residence? Yes No

7 Was the property advertised (i.e., media, sign, newspaper, etc.)? Yes No

8 Identify the property's classification:

- a Land / Lot only
- b Residence (single-family detached, condominium, townhome)
- c Mobile home residence
- d Apartment building (6 or fewer units)
- e Apartment building (7 or more units)
- f Office
- g Retail establishment

Administrators Deed

Beneficial interest

Cemetery Deed

Commissioner's Deed

Conservator's Deed

Corrective Deed

Court Officer's Deed

Deed in lieu of Foreclosure

Deed in Trust

Deed of Partition

Executor Deed

Guardian's Deed

Judge's Deed

Judicial Sale

You can narrow the results in the “Type of instrument” drop-down by typing the first letter of the type of deed that you are looking for, for instance, typing a “W”:

5 Type of instrument: W ⓘ

6 Will the property be the buyer's principal residence? Yes No

7 Was the property advertised (i.e., media, sign, newspaper, etc.)? Yes No

Limited Warranty Deed

Special Warranty Deed

Warranty Deed

If “Other” is selected, then a text field appears that requires an entry:

5 Type of instrument: Other ⓘ Required

6 Will the property be the buyer's principal residence? Yes No

As you move through the sub-tabs and enter information in all of the required fields, the red “X” will disappear from the sub-tab:



## PTAX-203

### Illinois Real Estate Transfer Declaration

#### Step 1: Identify the property and sale information

1    
Street address of property (or 911 address, if available) City or village

☐ Update the property address  
Township County

Primary PIN Lot size or acreage Unit Split Parcel

2 Total number of parcels to be transferred:

3 Enter additional parcel identifying numbers and lot sizes or acreage. [Click to add PINs](#)

4 Date of instrument:  [i](#)

5 Type of instrument:  [i](#)

6 Will the property be the buyer's principal residence? ☒ Yes ☐ No

7 Was the property advertised for sale? [i](#) ☒ Yes ☐ No  
(i.e., media, sign, newspaper, realtor)

8 Identify the property's current and intended primary use:

	Current Use	Intended Use
a Land / Lot only	<input type="radio"/>	<input type="radio"/>
b Residence (single-family, condominium, townhome, or duplex)	<input checked="" type="radio"/>	<input checked="" type="radio"/>

## Significant Physical Changes to the Property

In Step 1B, number 9, if a selection other than "No changes" is made, the "Date of the significant change" is required:



# PTAX-203

## Illinois Real Estate Transfer Declaration

### Step 1: Identify the property and sale information, continued

9 Identify any significant physical changes in the property since January 1 of the previous year.

- ☐ No changes
 ☒ Demolition/damage
 ☐ Additions
- ☐ Major remodeling
 ☐ New construction
 ☐ Other (specify):

Date of significant change: Required

## Transfer Tax Calculation

Enter the Full Consideration on line 11 and the transfer tax will be calculated:

11	Full actual consideration	125,511.00
	Is personal property included in the full actual consideration?	<input type="radio"/> Yes <input checked="" type="radio"/> No
12a	Amount of personal property included in the purchase	0.00
12b	Was the value of a mobile home included on Line 12a?	<input checked="" type="radio"/> Yes <input type="radio"/> No
13	Subtract Line 12a from Line 11. This is the net consideration for real property	125,511.00
14	Amount for other real property transferred to the seller (in a simultaneous exchange) as part of the full actual consideration on Line 11	0.00
15	Outstanding mortgage amount to which the transferred real property remains subject	0.00
16	If this transfer is exempt, identify the provision.	<input type="checkbox"/> b <input type="checkbox"/> k <input type="checkbox"/> m
17	Subtract Lines 14 and 15 from Line 13. This is the net consideration subject to transfer tax.	125,511.00
18	Divide Line 17 by 500. Round the result to the next highest whole number (e.g., 61.002 rounds to 62).	252.00
19	Illinois tax stamps — multiply Line 18 by 0.50.	126.00
20	County tax stamps — multiply Line 18 by 0.25.	63.00
21	Add Lines 19 and 20. This is the total amount of transfer tax due.	189.00

If the transaction is an Exempt “b”, “k” or “m”, the applicable exemption must be selected on the “Exempt Transfer” sub-tab for the form to calculate the appropriate transfer tax due.

## Exempt Transfer

- ☐ Transfer is not exempt.
- ☐ A. Deeds representing real estate transfers made before January 1, 1968, but recorded after t January 1, 1986, but recorded after that date.
- ☒ B. Deeds to or trust documents relating to (1) property acquired by any governmental body or transferred between governmental bodies, or (3) property acquired by or from any corporat organized and operated exclusively for charitable, religious, or educational purposes. Hows

14 Amount for other real property transferred to the seller (in a simultaneous exchange) as part of the full actual consideration on Line 11 0.00

15 Outstanding mortgage amount to which the transferred real property remains subject 0.00

16 If this transfer is exempt, identify the provision. ☒ b ☐ k ☐ m

17 Subtract Lines 14 and 15 from Line 13. This is the net consideration subject to transfer tax. 0.00

18 Divide Line 17 by 500. Round the result to the next highest whole number (e.g., 61.002 rounds to 62). 0.00

## Personal Property

If personal property was included in the sale, it can be entered by selecting "Yes" for the second part of line 11. Then click on the "Edit list of personal property" button that appears:

11 Full actual consideration 125,511.00

Is personal property included in the full actual consideration? ☒ Yes ☐ No

12a Amount of personal property included in the purchase 0.00

[Edit list of personal property](#) At least one entry is required

Enter the personal property:

**Personal Property Stack** ×

Show Errors 1 - 2 of 2

	Description of Item	Value	Type of Property
	TRACTOR	500.00	Tangible
	LAWN MOWER	200.00	Tangible

2 Rows

**Personal Property Total: \$700.00**

OK
Cancel

Select "OK" and the form will be recalculated taking the personal property into account:

11	Full actual consideration	125,511.00
	Is personal property included in the full actual consideration?	<input checked="" type="radio"/> Yes <input type="radio"/> No
12a	Amount of personal property included in the purchase	700.00
	<a href="#">Edit list of personal property</a>	
12b	Was the value of a mobile home included on Line 12a?	<input type="radio"/> Yes <input checked="" type="radio"/> No
13	Subtract Line 12a from Line 11. This is the net consideration for real property	124,811.00
14	Amount for other real property transferred to the seller (in a simultaneous exchange) as part of the full actual consideration on Line 11	0.00
15	Outstanding mortgage amount to which the transferred real property remains subject	0.00
16	If this transfer is exempt, identify the provision.	<input type="checkbox"/> b <input type="checkbox"/> k <input type="checkbox"/> m
17	Subtract Lines 14 and 15 from Line 13. This is the net consideration subject to transfer tax.	124,811.00
18	Divide Line 17 by 500. Round the result to the next highest whole number (e.g., 61.002 rounds to 62).	250.00
19	Illinois tax stamps — multiply Line 18 by 0.50.	125.00
20	County tax stamps — multiply Line 18 by 0.25.	62.50
21	Add Lines 19 and 20. This is the total amount of transfer tax due.	187.50

## PTAX-203-A and PTAX-203-B

MyDec knows if a PTAX-203-A or PTAX-203-B is required based on what is entered. A sub-tab for either will appear when needed.

203-A: On the 203, line 11 is over \$1,000,000 **AND** line 8 has the property's **current use** marked "Apartment building (over 6 units)", "Office", "Retail establishment", "Commercial building", "Industrial building" or "Other".

203-B: "Beneficial Interest" must be selected as the Type of Instrument on Line 5 of the PTAX-203 for the 203-B to be available for data entry

STATE FORM

HISTORY 0

TESTING

PTAX-203 STEP 1A

PTAX-203 STEP 1B

PTAX-203 STEP 2

PTAX-203 STEP 3

PTAX-203 STEP 4

PTAX-203-A

RECORDING INFO



### PTAX-203-A

#### Illinois Real Estate Transfer Declaration

#### Supplemental Form A - Non-residential: sale price over \$1 million

INSTRUCTIONS

## Legal Description

The legal description is required. You can copy and paste and the field will expand to accommodate any length of text:



### Step 3: Enter the legal description from the deed.

**Note:** The legal description must be included when presenting the deed for recording. You may enter it below or provide a separate attachment to the County Recorder's office.

OVER THE RIVER, AND THROUGH THE WOOD,  
TO GRANDFATHER'S HOUSE WE GO;  
THE HORSE KNOWS THE WAY TO CARRY THE SLEIGH  
THROUGH THE WHITE AND DRIFTED SNOW.  
OVER THE RIVER, AND THROUGH THE WOOD,  
TO GRANDFATHER'S HOUSE AWAY!  
WE WOULD NOT STOP FOR DOLL OR TOP,  
FOR 'TIS THANKSGIVING DAY.  
OVER THE RIVER, AND THROUGH THE WOOD—  
OH, HOW THE WIND DOES BLOW!  
IT STINGS THE TOES AND BITES THE NOSE  
AS OVER THE GROUND WE GO.  
OVER THE RIVER, AND THROUGH THE WOOD—  
AND STRAIGHT THROUGH THE BARNYARD GATE,  
WE SEEM TO GO EXTREMELY SLOW,  
IT IS SO HARD TO WAIT!  
OVER THE RIVER, AND THROUGH THE WOOD—  
WHEN GRANDFATHER OFFERS US SOME

Continue

## Seller, Buyer, and Preparer Information

### Seller Information

Seller's first name / middle initial <input type="text" value="Required"/>		Last name <input type="text" value="Required"/>		Seller's trust number (if applicable - not an SSN or FEIN) <input type="text"/>	
Organization or trustee's name (if not individual) <input type="text"/>					
Street address (after sale) <input type="text" value="Required"/>	Unit Type <input type="text"/>	Unit # <input type="text"/>	City <input type="text" value="Required"/>	State <input type="text" value="IL"/>	ZIP <input type="text" value="Required"/>
Seller's daytime phone <input type="text" value="Required"/>	Phone extension <input type="text"/>	Country <input type="text" value="USA"/>		<a href="#">Validate Address</a>	

[Click here to enter additional sellers](#)

☐ Under penalties of perjury, I state that I have examined the information contained on this document, and, to the best of my knowledge, it is true, correct, and complete.


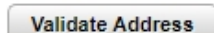
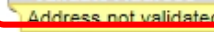
Enter the seller's first and last name. If it is a married couple with the same last name, you can enter both first names in the "Seller's first name/middle initial" field. Additional sellers will be entered below.

### Seller Information

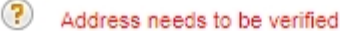
Seller's first name / middle initial <input type="text" value="TOM AND MARY"/>		Last name <input type="text" value="SMITH"/>	
Organization or trustee's name (if not individual) <input type="text" value="TOM AND MARY SMITH TRUST"/>		Seller's trust number (if applicable - not an SSN or FEIN) <input type="text" value="2569874"/>	

Validate the address against the USPS address file by selecting the "Validate Address" button:

## Seller Information

Seller's first name / middle initial		Last name			
<input type="text"/>		<input type="text"/>			
Organization or trustee's name (if not individual)		Seller's trust number (if applicable - not an SSN or FEIN)			
<input type="text" value="TOM AND MARY SMITH TRUST"/>		<input type="text" value="2569874"/>			
Street address (after sale)	Unit Type	Unit #	City	State	ZIP
<input type="text" value="101 WEST JEFFERSON STREET"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="SPRINGFIELD"/>	<input type="text" value="IL"/>	<input type="text" value="62706-0000"/>
Seller's daytime phone	Phone extension			Country	
<input type="text" value="217-785-3958"/>	<input type="text"/>			<input type="text" value="USA"/>	<input type="text"/>
<div> </div>					
<a href="#">Click here to enter additional sellers</a>					

## Address Search

Country	<input type="text" value="USA"/>
Street	<input type="text" value="101 WEST JEFFERSON STREET"/>
Street	<input type="text"/>
Unit Type	<input type="text"/>
Unit #	<input type="text"/>
City	<input type="text" value="SPRINGFIELD"/>
State	<input type="text" value="ILLINOIS"/>
Zip	<input type="text" value="62706-0000"/>
County	<input type="text"/>
Attention	<input type="text"/>
	

### Select Address

<a href="#">Select</a>	As Entered	101 WEST JEFFERSON STREET SPRINGFIELD IL 62706
<a href="#">Select</a>	Validated	101 W JEFFERSON ST SPRINGFIELD IL 62706-0001

If the address is outside of the U.S., select the country from the drop-down list:

number (if applicable - not an SSN or FEIN)

City	State	ZIP
<input type="text"/>	<input type="text" value="IL"/>	<input type="text"/>

Validate Address

Country

TOKELAU

TONGA

TRINIDAD AND TOBAGO

TUNISIA

TURKEY

TURKMENISTAN

TURKS AND CAICOS ISLANDS

TUVALU

UGANDA

UKRAINE

UNITED ARAB EMIRATES

UNITED KINGDOM

URUGUAY

US MINOR OUTLYING ISLANDS

**USA**

document, and, to the best of my knowledge,

Business or firm name

City

## Seller Information



Seller's first name / middle initial

Last name

Organization or trustee's name (if not individual)

Seller's trust number (if applicable - not an SSN or FEIN)

Street address (after sale)

Unit Type

Unit #

City

State

ZIP

Seller's daytime phone

Phone extension

Country

Edit Address

Click here to enter additional sellers

Enter the additional seller(s) and click "OK":

Additional Sellers							
	Seller's name (First & Last)	Seller's Country	Seller's address (after sale)	City	State	ZIP	Seller's daytime phone
<input checked="" type="checkbox"/>	MARY AND TOM SMITH ...	USA	101 W JEFFERSON ST	SPRINGFIELD	IL	62706-0001	217-785-3988
<input type="checkbox"/>							

OK Cancel

If a Seller's Agent is listed, click the checkbox and enter the information. If not, do not check the box and leave it blank:

### Seller's Agent Information

☒ Check the box if Seller's agent

Name of individual signing Seller/Transferor Statement

Required

Title of agent

Required

Agent's business or firm name

Agent's mailing address

Unit Type

Unit #

City

State

ZIP

Required

Agent's daytime phone

Phone extension

Required

Validate Address

Country

USA

The Buyer's Information is entered, the address validated, and additional buyers are added same as the Seller's Information was above:

### Buyer Information



Buyer's first name / middle initial

Last name

JOHN

BUYER

Organization or trustee's name (if not individual)

Buyer's trust number (if applicable - not an SSN or FEIN)

Street address (after sale)

Unit Type

Unit #

City

State

ZIP

511 W CAPITOL AVE

SPRINGFIELD

IL

62704-1988

Buyer's daytime phone

Phone extension

217-785-3988

Edit Address

Country

USA

[Click here to enter additional buyers](#)

If a Buyer's Agent is listed, click the checkbox and enter the information. If not, do not check the box and leave it blank:

### Buyer's Agent Information

☒ Check the box if Buyer's agent

Name of individual signing Buyer/Transferee Statement

Required

Title of agent

Required

Agent's business or firm name

Agent's mailing address

Unit Type

Unit #

City

State

ZIP

Required

Agent's daytime phone

Phone extension

Required

Validate Address

Country

USA

The "Mail tax bill to" fields will be prepopulated with the buyer's information:

**Mail tax bill to:**☐ Buyer has a different mailing address for tax documents.

Name or company

JOHN BUYER

Street address

511 W CAPITOL AVE

Unit Type

Unit #

City

SPRINGFIELD

State

IL

ZIP

62704-1968

Country

USA

If the tax bill should go to someone else, click the “Buyer has a different mailing address for tax documents” checkbox and make the changes:

**Mail tax bill to:**☒ Buyer has a different mailing address for tax documents.

Name or company

JOHN BUYER

Street address

511 W CAPITOL AVE

Unit Type

Unit #

City

SPRINGFIELD

State

IL

ZIP

62704-1968

Country

USA

Address not validated

Validate Address

Address not validated

**Preparer Information**

The Preparer Information will be auto-populated based on the preparer’s user profile. Check the attestation:

**Preparer Information**

Preparer's and company's name

THE SCHAUFELBERGER LAW OFFICES, LTD

Preparer's file number (if applicable)

Escrow number (if applicable)

Street address

107 S 4TH ST

Unit Type

Unit #

City

VANDALIA

State

IL

ZIP

62471-2809

Preparer's email address (if available)

Edit Address

Country

USA

Preparer's daytime phone

618-283-1411

Phone extension

☒ Under penalties of perjury, I state that I have examined the information contained on this document, and, to the best of my knowledge, it is true, correct, and complete.

Select the “Continue” button:

**Preparer Information**

Preparer's and company's name

THE SCHAUFELBERGER LAW OFFICES, LTD

Preparer's file number (if applicable)

Escrow number (if applicable)

Street address

107 S 4TH ST

Unit Type

Unit #

City

VANDALIA

State

IL

ZIP

62471-2809

Preparer's email address (if available)

Edit Address

Country

USA

Preparer's daytime phone

618-283-1411

Phone extension

☒ Under penalties of perjury, I state that I have examined the information contained on this document, and, to the best of my knowledge, it is true, correct, and complete.

Continue

After all of the required fields are completed, all of the red “X”s on the sub-tabs are gone which means you can now submit the declaration:

Declaration ID:

Status:

Deed Recorded

Document No.:

172610

Primary PIN:

18-14-08-402-001

STATE FORM

HISTORY 0

TESTING

PTAX-203 STEP 1A

PTAX-203 STEP 1B

PTAX-203 STEP 2

PTAX-203 STEP 3

PTAX-203 STEP 4

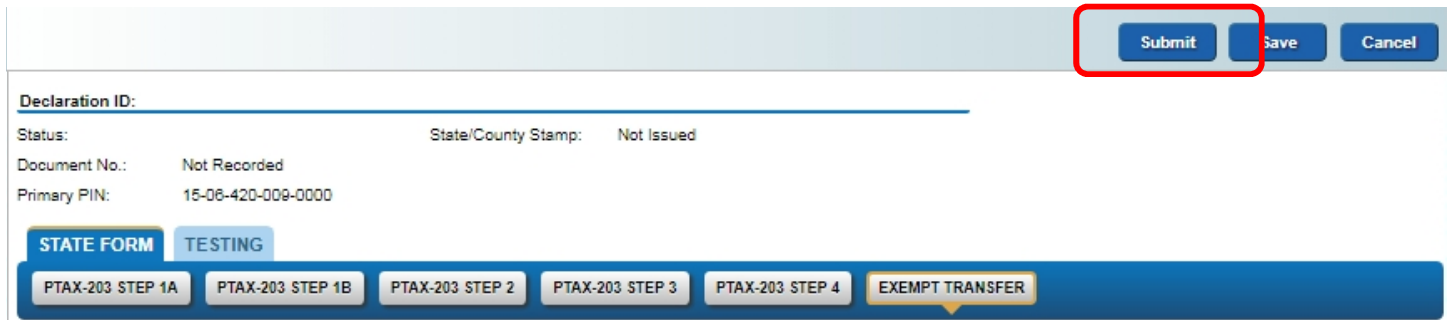
EXEMPT TRANSFER

RECORDING INFO



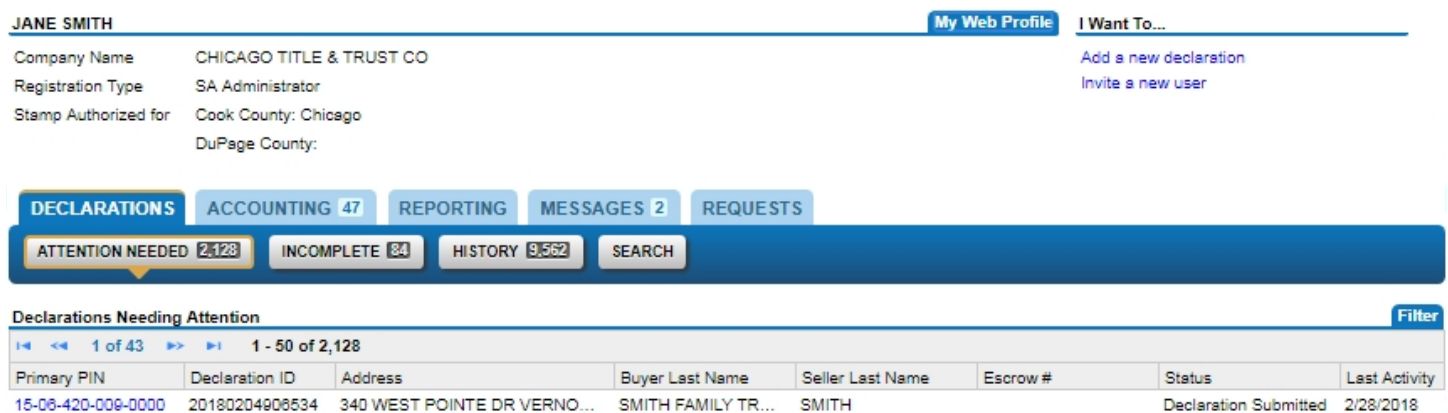
## Submit the Declaration

All of the required fields are completed and the red “X”s on the sub-tabs are gone so you may now submit the declaration. Submitting the declaration generates the MyDec Declaration ID number and the declaration is now ready to be accepted by the closing agent. To submit, select the “Submit” button in the upper right corner:



The screenshot shows the 'Submit the Declaration' form. At the top right, there are three buttons: 'Submit', 'Save', and 'Cancel'. The 'Submit' button is highlighted with a red rectangle. Below the buttons, the form displays the 'Declaration ID:' field, which is currently empty. The 'Status:' field shows 'Not Issued'. The 'Document No.' is 'Not Recorded'. The 'Primary PIN' is '15-06-420-009-0000'. Below these fields, there are two tabs: 'STATE FORM' and 'TESTING'. At the bottom, there are five buttons: 'PTAX-203 STEP 1A', 'PTAX-203 STEP 1B', 'PTAX-203 STEP 2', 'PTAX-203 STEP 3', and 'PTAX-203 STEP 4'. The 'EXEMPT TRANSFER' button is highlighted with a yellow triangle.

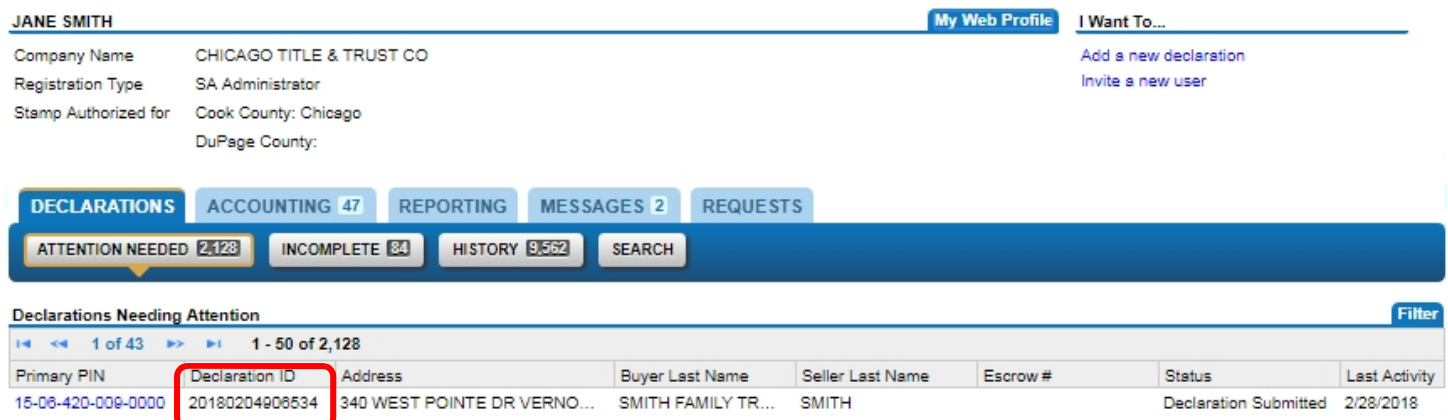
After submission, you will find the declaration in the “Declarations” tab “Attention Needed” queue:



The screenshot shows the 'Declarations' tab in the MyDec system. The 'ATTENTION NEEDED' button is highlighted with a yellow triangle. Below the tabs, there is a table titled 'Declarations Needing Attention'. The table has columns for Primary PIN, Declaration ID, Address, Buyer Last Name, Seller Last Name, Escrow #, Status, and Last Activity. The first row shows a declaration with Primary PIN 15-06-420-009-0000, Declaration ID 20180204906534, Address 340 WEST POINTE DR VERNON, Buyer Last Name SMITH FAMILY TR..., Seller Last Name SMITH, Status Declaration Submitted, and Last Activity 2/28/2018.

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
15-06-420-009-0000	20180204906534	340 WEST POINTE DR VERNON	SMITH FAMILY TR...	SMITH		Declaration Submitted	2/28/2018

Upon submission, MyDec assigns a 14-digit Declaration ID Number, which is a unique identifier in the MyDec system.



This screenshot is identical to the previous one, but with the 'Declaration ID' field in the first row of the 'Declarations Needing Attention' table highlighted with a red rectangle. The Declaration ID is 20180204906534.

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
15-06-420-009-0000	20180204906534	340 WEST POINTE DR VERNON	SMITH FAMILY TR...	SMITH		Declaration Submitted	2/28/2018

Declaration ID: 20180204906534

#### Actions

Status: Declaration Submitted      State/County Stamp: Not Issued  
Document No.: Not Recorded  
Primary PIN: 15-06-420-009-0000

[Accept Declaration](#)  
[Change Declaration](#)  
[Printable copy of Declaration](#)  
[Return to Summary](#)

#### STATE FORM

PTAX-203 STEP 1A

PTAX-203 STEP 1B

PTAX-203 STEP 2

PTAX-203 STEP 3

PTAX-203 STEP 4

EXEMPT TRANSFER



## PTAX-203

### Illinois Real Estate Transfer Declaration

INSTRUCTIONS

#### Step 1: Identify the property and sale information

1     
Street address of property (or 911 address, if available)      City or village      ZIP

# Accepting a Declaration

Once submitted, the next step is to “Accept” the declaration. The entity who Accepts the declaration is typically the closing agent, such as a settlement agency, or, if your firm is going to complete the closing and record the documentation, you would accept it yourself.

If an entity other than your firm will be closing and recording the declaration, they must be given the 14-digit declaration ID number and the status MUST be at “Declaration Submitted” in order for them to locate the declaration in MyDec.

To search, the closing entity will select the “Search” sub-tab in the “Declarations” Tab:

**DECLARATIONS** ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 **SEARCH**

**Declarations Needing Attention** Filter

1 of 43 1 - 50 of 2,127

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status	Last Activity
11-04-04-101-010-000	20180209908525	618 BELMONT DR ROMEOVILL...	MIAN HOMES INVE...	BANK OF AMERIC...	18ST00272RM	Closing Completed	2/25/2018
16-26-424-011-0000	20180201808481	3027 S CENTRAL PARK AVE CH...	PARRA	MIRANDA	17PSA289509NA	Declaration Submitted	2/24/2018
14-29-113-030-0000	20180201802617	3026 N LINCOLN AVE, UNIT 3A ...	SVEJDA	R&M PROPERTY D...	18SA4746925NA	Municipality Verified	2/24/2018
17-09-418-014-1287	20180101688120	182 W LAKE ST # 2014 CHICAG...	USEF GC CENTUR...	GARZA	17NW7129870NS	Declaration Accepted	2/24/2018
17-09-418-014-1286	20180101688108	182 W LAKE ST # 2013 CHICAG...	USEF GC CENTUR...	SMITH	17NW7129869NS	Declaration Accepted	2/24/2018

Enter the Declaration ID and Status and click “Search”:

**DECLARATIONS** ACCOUNTING 47 REPORTING MESSAGES 2 REQUESTS

ATTENTION NEEDED 2,127 INCOMPLETE 84 HISTORY 9,561 **SEARCH**

Declaration ID: 20180101679550 Status: Declaration Submitted Search

Primary PIN

**Declaration Search** Filter

Primary PIN	Declaration ID	Address	Buyer Last Name	Seller Last Name	Escrow #	Status
14-30-118-041-0000	20180101679550	2824 N BELL AVE CHICAGO, IL 606181...	SOTO	COHEN		Declaration Submitted

## Available Actions

Upon submission, the available Actions are updated to reflect only the actions available to you for this declaration at the current status (Declaration Submitted):

1. Accept Declaration. Allows the closing agent to accept the declaration.
2. Change Declaration. Enables the user to update data previously entered.
3. Printable copy of Declaration. Opens a PDF version of the PTAX-203 which can be saved or printed.
4. Return to Summary. Returns the user to the Customer Summary.

Declaration ID: 20180204906534

Status: Declaration Submitted State/County Stamp: Not Issued  
Document No.: Not Recorded  
Primary PIN: 15-06-420-009-0000

#### Actions

[Accept Declaration](#)  
[Change Declaration](#)  
[Printable copy of Declaration](#)  
[Return to Summary](#)

#### STATE FORM

PTAX-203 STEP 1A

PTAX-203 STEP 1B

PTAX-203 STEP 2

PTAX-203 STEP 3

PTAX-203 STEP 4

EXEMPT TRANSFER



## PTAX-203

### Illinois Real Estate Transfer Declaration

[INSTRUCTIONS](#)

#### Step 1: Identify the property and sale information

1     
Street address of property (or 911 address, if available) City or village ZIP

Once the declaration is open, and no changes are needed, the closing entity may Accept the declaration by selecting "Accept Declaration" in the top right corner. MyDec provides an opportunity to enter an escrow number if one is available:

**Web Request** [X]

**The Declaration is ready for acceptance**

Review all Declaration information for accuracy.

Declaration ID 20180204906534

Primary PIN 15-06-420-009-0000

Escrow number (if applicable)

If you are ready to accept this Declaration, click "Submit". You may make changes to the Declaration once accepted and prior to closing.

The declaration now has a status of "Declaration Accepted":

Declaration ID: 20180204906534

Status: Declaration Accepted

State/County Stamp: Not Issued

Document No.: Not Recorded

Primary PIN: 15-06-420-009-0000

#### Actions

[Complete Closing](#)  
[Change Declaration](#)  
[Release Declaration](#)  
[Printable copy of Declaration](#)  
[Return to Summary](#)

#### STATE FORM

PTAX-203 STEP 1A

PTAX-203 STEP 1B

PTAX-203 STEP 2

PTAX-203 STEP 3

PTAX-203 STEP 4

EXEMPT TRANSFER



## PTAX-203

### Illinois Real Estate Transfer Declaration

[INSTRUCTIONS](#)

#### Step 1: Identify the property and sale information

1

340 WEST POINTE DR

Street address of property (or 911 address, if available)

VERNON HILLS

City or village

60061-0000

ZIP

## Available Actions

Upon submission, the available Actions are updated to reflect only the actions available to you for this declaration at the current status (Declaration Submitted):

1. Complete Closing. Allows the closing agent to complete the closing and send the declaration to the County Recorder.
2. Change Declaration. Enables the user to update data previously entered.
3. Release Declaration. Allows the declaration to be sent back to the original preparer.
4. Printable copy of Declaration. Opens a PDF version of the PTAX-203 which can be saved or printed.
5. Return to Summary. Returns the user to the Customer Summary.

## Closing a Declaration

If no additional changes are needed and the closing day arrives, the declaration is ready to be closed.

Once the declaration is open and ready to be closed, select “Complete Closing” in the upper right corner. Keep in mind that once the closing is completed, no additional changes can be made without County Recorder intervention:

Declaration ID: 20180204906534

Status: Declaration Accepted

Document No.: Not Recorded

Primary PIN: 15-06-420-009-0000

State/County Stamp: Not Issued

Complete Closing

Change Declaration

Release Declaration

Printable copy of Declaration

Return to Summary

STATE FORM

PTAX-203 STEP 1A


PTAX-203 STEP 1B

PTAX-203 STEP 2

PTAX-203 STEP 3

PTAX-203 STEP 4

EXEMPT TRANSFER



PTAX-203

Illinois Real Estate Transfer Declaration

?

INSTRUCTIONS

Step 1: Identify the property and sale information

1

340 WEST POINTE DR

Street address of property (or 911 address, if available)

VERNON HILLS

City or village

60061-0000

ZIP

Select the date of the instrument, enter an Escrow number if applicable, mark the Seller and Buyer Attestations, and click “Submit”.





## Declaration Rejected

If, prior to recording, an error is discovered, the County has the ability to reject the declaration back to the closing agent. If the closing agent discovers the error, they must contact the County Recorder and request that the declaration be rejected. Once rejected, the declaration will have a status of "Rejected" and the reason for rejection will be displayed in a yellow banner at the top of the screen:

**Rejected reason:**  
Rejected at the request of the closing agent to correct the consideration amount.

**Declaration ID:** 20180204906534

Status:	Rejected	State/County Stamp:	Not Issued
Document No.:	Not Recorded		
Primary PIN:	15-06-420-009-0000		

**Actions**  
[Change Declaration](#)  
[Release Declaration](#)  
[Printable copy of Declaration](#)  
[Return to Summary](#)

**STATE FORM**  
[PTAX-203 STEP 1A](#) [PTAX-203 STEP 1B](#) [PTAX-203 STEP 2](#) [PTAX-203 STEP 3](#) [PTAX-203 STEP 4](#) [EXEMPT TRANSFER](#)



### PTAX-203 Illinois Real Estate Transfer Declaration

[INSTRUCTIONS](#)

#### Step 1: Identify the property and sale information

1	<input type="text" value="340 WEST POINTE DR"/>	<input type="text" value="VERNON HILLS"/>	<input type="text" value="60061-0000"/>
	Street address of property (or 911 address, if available)	City or village	ZIP

The user may then select "Change Declaration" in the upper right corner to make the needed changes:

**Rejected reason:**  
Rejected at the request of the closing agent to correct the consideration amount.

**Declaration ID:** 20180204906534

Status:	Rejected	State/County Stamp:	Not Issued
Document No.:	Not Recorded		
Primary PIN:	15-06-420-009-0000		

**Actions**  
[Change Declaration](#)  
[Release Declaration](#)  
[Printable copy of Declaration](#)  
[Return to Summary](#)

Editable fields are green:

Declaration ID: 20180204906534

Status: Rejected State/County Stamp: Not Issued  
Document No.: Not Recorded  
Primary PIN: 15-06-420-009-0000

STATE FORM

TESTING

PTAX-203 STEP 1A

PTAX-203 STEP 1B

PTAX-203 STEP 2

PTAX-203 STEP 3

PTAX-203 STEP 4

EXEMPT TRANSFER



## PTAX-203

### Illinois Real Estate Transfer Declaration



#### Step 1: Identify the property and sale information

1	340 WEST POINTE DR	VERNON HILLS	60061-0000
	Street address of property (or 911 address, if available)	City or village	ZIP
	Vernon	Lake	<input checked="" type="checkbox"/> Update the property address for this PIN
	Township	County	

After the changes are made, click "Submit"

Submit

Cancel

And the declaration can then be moved back to the "Closing Complete" status.

## Recording

After recording, the declaration will move to the “Assessor Review” status. The County’s Document Number and a unique State/County Stamp ID will display on the declaration:

Declaration ID: 20180204906534			Actions
Status:	Assessor Review	State/County Stamp:	1-449-305-832
Document No.:	6589324		<a href="#">Printable copy of Declaration</a>
Primary PIN:	15-06-420-009-0000		<a href="#">Return to Summary</a>

STATE FORM

STAMP ACTIVITY 1

HISTORY 9

PTAX-203 STEP 1A

PTAX-203 STEP 1B

PTAX-203 STEP 2

PTAX-203 STEP 3

PTAX-203 STEP 4

EXEMPT TRANSFER

 **PTAX-203**  
**Illinois Real Estate Transfer Declaration**

 INSTRUCTIONS

### Step 1: Identify the property and sale information

1	<input type="text" value="340 WEST POINTE DR"/>	<input type="text" value="VERNON HILLS"/>	<input type="text" value="60061-0000"/>
	Street address of property (or 911 address, if available)	City or village	ZIP

NOTE: The “Assessor Review” status is a new electronic process that allows the County Assessor to complete their work with the PTAX-203 in MyDec, prior to Department of Revenue action.

## Help

When MyDec questions arise, ***please do not call the County!*** Call the Illinois Department of Revenue's dedicated MyDec toll-free phone number:

**1-844-445-1114**

or email: [rev.mydecproject@illinois.gov](mailto:rev.mydecproject@illinois.gov)