



# informational

## Bulletin

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## New Online Real Property Transfer Tax Declarations System Available To County Recorders, County Assessors, and current EZ Dec users

This bulletin is written to inform you of recent changes; it does not replace statutes, rules and regulations, or court decisions.

MyDec at [tax.illinois.gov](http://tax.illinois.gov) is a new electronic system for handling Real Property Transfer Tax transactions. Cook County and the city of Chicago will be part of a pilot program for users to begin submitting, accepting, verifying, and closing declarations through MyDec. After the initial rollout, all counties in Illinois will be eligible to participate in the MyDec program.



Online Real Property Transfer Tax Declarations



Look for this logo!

### For information or forms

Visit our website at:  
[tax.illinois.gov](http://tax.illinois.gov)

Call us at:  
**1 844 445-1114**  
Available June 16, 2014

Email us at:  
[Rev.MyDecProject@illinois.gov](mailto:Rev.MyDecProject@illinois.gov)

On June 16, 2014, **MyDec at [tax.illinois.gov](http://tax.illinois.gov)**, an online Real Property Transfer Tax Declarations program, will become available. MyDec provides a centralized location on the Illinois Department of Revenue (IDOR) website for individuals, law firms, and settlement agencies to file Real Property Transfer Tax Declarations.

### Who can use MyDec?

Users include individuals, law firms, and settlement agencies who prepare transfer tax declarations. Initial use will be limited to Chicago and Cook County property transactions.

After the initial rollout, all counties will be eligible to participate in the program. The MyDec home page contains a list of participating counties. This list will be updated as MyDec is expanded to include additional counties.

Other counties can begin contacting IDOR to begin the enrollment process immediately following implementation of the pilot program. To begin this process, the county recorders need to simply contact us at [Rev.MyDecAdmin@illinois.gov](mailto:Rev.MyDecAdmin@illinois.gov).

### What will I be able to do in MyDec?

**Individuals** are able to

- add new declarations for property transactions in Chicago and participating counties;
- accept and close their own declarations or pass a submitted declaration to a law firm or settlement agency that will conduct the actual closing;

- view declaration information as it progresses through the recording process; and
- view messages related to declarations.

**Law firms** are able to

- add new declarations for property transactions in Chicago and participating counties;
- accept and close declarations initiated by their company's users;
- accept declarations submitted by an individual or another customer to complete the real estate closing;
- view declaration information as it progresses through the recording process; and
- view messages related to declarations.

**Settlement Agencies** are able to

- add new declarations for property transactions in Chicago and participating counties;
- accept and close declarations initiated by their company's users;
- accept declarations submitted by an individual or another customer to complete the real estate closing;
- view declaration information as it progresses through the recording process; and
- view messages related to declarations.

**Note:** Authorized settlement agencies (Chicago and Cook County only) can also authorize and print Real Estate Transfer Tax Stamps.

**Government officials of Chicago and participating counties** are able to

- review and verify declarations;
- authorize and print Real Estate Transfer Tax Stamps; and
- record the transaction.

**Note:** For non-recorded transactions, including transactions that do not involve a paper deed or trust document, use Illinois Form PTAX-203-NR to affix the MyDec transfer tax stamps.

### **What if I am a county that uses a prepaid stamp meter?**

At the current time, continued use of prepaid stamp meters will be allowed, however, IDOR plans to phase

out the stamp meters as enrollment in MyDec increases. MyDec provides a convenient method of printing stamps for the exact dollar amount of each transaction.

**Note:** Stamps from a meter machine or prepaid paper stamps cannot be affixed to a deed if the declaration was created through MyDec. Likewise, stamps generated in MyDec cannot be affixed to a deed if a paper declaration was completed for the transfer of property.

### **How do I access MyDec?**

To set up your MyDec access, you must complete specific information about you and your company. First, go to **tax.illinois.gov** and click on the MyDec logo. Follow the instructions to advance to the MyDec home screen. From there, you will click on the "Sign up now!" button, complete all required fields on the "Activation Summary" page, and then click "submit".

After IDOR verifies your submitted information—usually within a minute or two—we will send a message via email providing you with the authorization code needed for your initial login. Then, go back to the MyDec home screen (through **tax.illinois.gov** or use the link within the email) and enter your username and password, along with the authorization code. **Note:** The authorization code is only required for your first login.

Individuals, law firms, and settlement agencies that have already activated their MyDec account for participating counties, will have to take no further action to access additional counties as they are added to the MyDec system. MyDec automatically will provide those options when you logon and start a new declaration.

If you have trouble activating your MyDec account, call us at **1 844 445-1114**.

### **Am I allowed to have more than one MyDec account?**

No. Activation is based on your Social Security number (SSN) for individuals or sole proprietors or your Federal Employer Identification Number (FEIN) for law firms or settlement agencies. This means that your company can have only **one** MyDec account per FEIN or SSN.

Your company will be required to designate an “Account Administrator” to set up your MyDec account, who will then invite others to access your MyDec account. If your company has multiple locations or offices, the Account Administrator can invite additional Account Administrators from each location or office. These Account Administrators will be responsible for setting up secondary access to the account.

### **How do I invite a new user to access my MyDec account?**

The Account Administrator has the ability to invite others to access your company’s MyDec account. Inviting a new user enables that user to register under your account. The invited user will have a unique user ID and password for your account. There is no limit to the number of users that can be invited by your Account Administrator.

### **What types of user access are available in MyDec?**

**Individual** — This is the only user type for those who sign up as an Individual for a MyDec account. Individuals cannot invite or grant access to their account for additional users.

**Account Administrator** — This is the primary logon created for a law firm, settlement agency, or government agency. Account Administrators may invite, deactivate, and edit user roles in addition to all other functions allowed for the MyDec account based on initial sign up.

**Account Administrators for law firms and settlement agencies can set up secondary access to their accounts in the following categories:**

**Standard User** — limited to adding, accepting, and closing declarations.

**Stamp Purchaser** — access type limited to authorized settlement agencies (Chicago and Cook County only). The Stamp Purchaser is allowed to complete purchase transactions for real property transfer tax stamps.

**Accountant** — limited to accessing stamp accounting reports that display transactions for each day, totals due to each government agency, and payments previously posted.

Additional secondary user access types are available for government agencies using the system. For counties seeking to be added to the MyDec system, these access types and their roles will be provided.

### **Will I be able to control what invited users are allowed to do on the account?**

Yes. As the Account Administrator, you control the settings for all access to your account. You can choose to grant other users access based on their job within the company. The Account Administrator will be responsible for any maintenance needed to invited users.

### **What happens if our company needs to change the Account Administrator?**

The Department of Revenue can reset your company’s Account Administrator on your MyDec account. For assistance with changing your company’s MyDec Account Administrator, call us at **1 844 445-1114**.

### **What are the benefits of using MyDec to submit declarations?**

MyDec has the following features that make submitting declarations easier.

- Your declaration will advance through the approval stages of the recording process.
- PIN information will be validated against county assessor data immediately.
- The calculation fields on declarations will compute automatically, which reduces math errors.
- Declarations can be saved and edited at a later time before they are submitted.
- There are helpful tips available for many of the lines where common mistakes are made. These tips can be viewed or hidden by clicking on the blue help icon next to the lines.
- Fields that contain errors are displayed in red, providing a clear indication where changes must be made before the declaration is submitted.

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## What can I expect my declarations to look like in MyDec?

When submitting your declarations, you will be required to provide the same information that we currently request. This includes the address of the property, identifying numbers, details about its intended use, and buyer and seller information. Providing this information electronically does change the appearance of the information during your filing session because it has been developed to save you time and help ensure accuracy. You can expect to see some information pre-populated for you as well as the use of drop down menus, check boxes, and hyperlinks to make your filing experience more efficient.

When viewed, previously submitted declarations will look nearly identical to paper forms. We will add a special header at the top of each page to provide pertinent information such as Declaration ID and date of submission.

## Will I still be able to use EZ Dec or the e-Services Illinois PTAX-203 application?

**EZ Dec** — a system used by Chicago and Cook County to electronically submit real property transfer declarations for the city, county, and state. Access to EZ Dec will be limited for all users (except authorized settlement agencies) beginning at 2 p.m. on Thursday, June 12, 2014. Additional information regarding the transition from EZ Dec to MyDec is available on IDOR's website. Beginning Monday, June 16, 2014, MyDec will be the only method available for free electronic submission on our website at [tax.illinois.gov](http://tax.illinois.gov).

**e-Services Illinois PTAX-203** — a system for filling out and printing your Illinois Form PTAX-203 to file at the County Recorder's office where the property is located. This service on our website will remain available.

## Are there any helpful tips that will make using MyDec easier?

MyDec has several features that will make use easier. Following are just a few items that are especially important to remember.

- **HYPERLINKS** — Use hyperlinks (words in blue font that are underlined) to go directly to the page where the stated action can take place.

- **NAVIGATION** — Do not use your Internet browser arrows to navigate while you are logged into MyDec. Use the hyperlinks that are located in the left margin and throughout the rest of the page.
- **TABS** — Use tabs in MyDec to display additional information on each page. Familiarize yourself with each of the tabs and sub-tabs and the information displayed under each one.
- **HELP** — If you get “stuck”, use the help document provided in the left margin.

## Are there any new terms I need to know that will make using MyDec easier?

- **Requests** — Each action you authorize on your MyDec account (submitting a declaration, advancing the stage of a declaration, *etc.*) is considered a “web request”. The tab labeled **Requests** will show all actions and will be your “record keeping” location for MyDec actions only.
- **History** — The sub-tab labeled **History** will show all declarations that have been submitted by the user in MyDec. This sub-tab will display all declarations initiated on your MyDec account, even those declarations that have been passed to another MyDec user or government agency for further progression through the MyDec system. The “Status” column in this tab will be a helpful tool in determining what stage of the declaration process each declaration is in.
- **Messages** — The tab labeled **Messages** is similar to an email inbox. IDOR will use this feature to send one-way communications to you, and this tab will serve as your inbox for these communications. You cannot reply to these messages.
- **Profile** — The header hyperlink in the “I Want To...” navigation column labeled **Profile** will be used to manage the users on your MyDec account. With this header hyperlink, you also can manage your stored information and change your password.