

State of Illinois Transfer Tax Declaration (aka State Transfer Stamp or MyDec)
and
Local Transfer Stamp Requirements

Introduction:

This document will tell you what Recording Operations will look for when reviewing documents that require the State and Local Transfer Stamps. You will be given tips to make sure that you've completed your online application for the State's transfer stamp and what to expect to complete your application. Please note, we cannot assist you with filing/filling out any transfer tax forms.

What we check for and when:

- State Transfer Tax Stamp: Recording Operations will check for the state transfer stamps on all deeds (or documents entitled as such), transfers of a beneficial interest in real property including the beneficial interest in an Illinois land trust; the lessee interest in a ground lease (if recording the lease), any other type of interest with the right to use or occupy real property, or the right to receive income from real property such as air rights, air space rights, cooperative housing rights, condominium rights, development rights, easements (for value), mining rights, royalty interests, timber rights, and timeshare rights. For questions pertaining to Illinois Department of Revenue (IDOR) Transfer Stamps, please direct your inquiry to the IDOR.
- Local Transfer Stamp: Recording Operations will check for any local transfer stamp requirement on any deed for the municipality in which the property sits. Please visit www.cookcountyclerk.il.gov/service/forms-recording and look for "Transfer Tax by Municipality" which is a list of municipalities, their contact information and transfer tax requirements.
- Unincorporated areas. If your property is located in an unincorporated area of the County, please check with the township government to determine whether they have local transfer requirements. Certain municipalities may also provide a transfer tax not-applicable letter for your document, check with them.

Tips:

For the State of Illinois Transfer Stamp

- Website <https://mytax.illinois.gov/MyDec//>
- Customer Service for My Dec 844-445-1114 or Rev.MyDecProject@illinois.gov
- MyDec Declarations advance through the following stages in the recording process
 - Submit declaration
 - Accept declaration
 - Complete Closing
 - Review, Stamp Purchase, and Recording
- 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 submitted – Click Actions – follow prompts until receive 1st Confirmation.
 - Declaration Accepted – Click Actions – follow prompts until receive 2nd confirmation by user or title company/atty that will close the transaction
 - Closing Completed- Click Actions – follow the prompts for last confirmation number.
no longer editable, Real Property Transfer taxes are immediately due. Authorized Settlement agencies

may authorize and print transfer stamps.

-Municipality Verified (City of Chicago) – Make sure to print the 8.5x11 Full Payment Certificate (FPC) from the City of Chicago Water Department. Please be mindful of FPC expiration date. Obtain the City of Chicago stamp at 121 N. LaSalle St Room 107. City of Chicago questions, contact 312- 747-4747 Press Option #1

-County Verified – Visit Cook County Clerk 118 N. Clark Room 120

-Rejected

-Deed Recorded

-Assessor Review

What happens next at our Office?

- Mail-in Recording: Make sure your document has the local transfer stamp (if applicable) affixed. Please make sure to include a payment for the MyDec transfer stamp.
- Walk-in Recording: Make sure your document has the local transfer stamp (if applicable) affixed. After completing the MyDec, come into the office and advise personnel that you need your Transfer Stamp. You will then get in line for the cashier that will issue you your MyDec transfer stamp prior to recording your document.

Other Situations:

- Quit claim deeds, even if no money is changing hands (aka exempt transfer), require tax stamps (state and local). Exempt transfers also require the following notation: “Exempt under Real Estate Transfer Law Tax 35 ILCS 200/31-45 sub par ____ and Cook County Ord. 93-O-27 par __ Signature _____ Date _____”.
- Easements for value require a state transfer stamp. Inquire with your local municipality regarding their requirements. Easements with no value must include language that states similar to: “Exempt From Transfer Tax by _____(signature).”
- Unincorporated areas. If your property is located in an unincorporated area of the County, please check with the township government to determine whether they have local transfer requirements.