



Jazmin L. Wingert

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Effective February 1, 2021, any Stephenson County property conveyance instruments with consideration of \$100 or more must be accompanied by an electronically-completed Real Estate Transfer Tax Declaration "MyDec," which can be completed via the Illinois Department of Revenue's MyDec Transfer Tax Portal – <https://mytax.illinois.gov/mydec> . We will no longer be accepting the Ptax-203 form. Customers must have their MyDec Transfer Declarations completed in advance, before submitting your document to record. The status must read "Closing Completed". Our office will make computer terminals available for the completion of this declaration form, but we are prohibited from assisting in the preparation of documents including the MyDec. The electronic declaration form may be completed using any computer that can connect to the Internet.

More information about MyDec can be found at: <https://mytax.illinois.gov/MyDec/>