

# PTAX-203 Forms

The Randolph County Recorder of Deeds Office is a participant in the Illinois Department of Revenue's MyDec program which allows for the FREE online preparation and submission of real estate property transfer tax declarations. The MyDec program also allows users to track the status of and make corrections to electronically prepared PTAX-203 forms throughout the entire recording process.

Please register to become a MyDec user at <https://mytax.illinois.gov/MyDec> so you can submit electronically prepared PTAX-203 forms to any Illinois county that participates in the MyDec program.

A detailed set of instructions for the MyDec program can be found at <https://www2.illinois.gov/rev/localgovernments/property/Pages/MyDec-Updates.aspx> and the Illinois Department of Revenue has a toll-free hotline dedicated to supporting the MyDec program. Support personnel can be reached Monday thru Friday from 8:00AM - 4:30PM by calling 844-445-1114 or via email at [Rev.MyDecProject@illinois.gov](mailto:Rev.MyDecProject@illinois.gov).

Using MyDec has several benefits including:

- Less turn around time; documents that are electronic recorded are submitted safely over the internet, recorded, and returned digitally that same day.
- Makes your company green! Electronic recordings mean savings in paper, time, and fuel.
- Electronic recording wins the "race to the courthouse" because it is seamlessly filed in the daily workflow.
- Cost savings in postage (including overnight shipping).
- Fewer rejections and quicker corrections.

It is anticipated that at some point in the future, all property transactions will be processed through MyDec so we are recommending people sign up and start to take advantage of the website.

**Please Note:** In the near future, the Assessor's Office will no longer process PTAX-203 forms with incomplete or incorrect information. These rejected Transfer Declarations will be returned to the County Clerk to be distributed to the Preparers for corrections.