



Cook County Clerk Real Estate & Tax Services

TAX BUYER UPDATE as of 6-7-2021

TAX BUYER WEEKLY REPORTS AND PAYOUTS

NOTE: The RE&TS Office is open 9am-5pm Monday, Tuesday, Thursday and Friday.

The Tax Services office is CLOSED to the public on WEDNESDAYS.

Under the current State and County Executive Orders to limit public access to County Buildings, the Cook County Clerk's Office will process Tax Buyer Weekly Reports and Payouts as follows:

The process for onsite submission or mailing of Request for Tax Buyer Weekly Reports:

- Tax buyers may submit **Request for Weekly Reports (Monday, Tuesday, and Thursday)** via the Drop Box located in Room 434 at 118 N. Clark, USPS, or private courier service. All envelopes should be addressed to the Cook County Clerk's Office, **Attn: Weekly Report-Accounting**, 118 N. Clark, Rm. 434, Chicago, IL 60602.
- Weekly Reports will be created and issued by **Friday**.
- Tax Buyers must include an email address and a postal address where the reports should be delivered. Reports will be returned via USPS mail to the address provided or returned via a self-addressed stamped envelope, if included.
- If the Drop Box is used, please Time Stamp your envelope prior to placing it in the box.
- Proper payment for the Weekly Report (\$20 per request) must be included with the order form or your order will not be processed. (Check(s) Only, **no Cash in Drop Box**)
- **If there is an issue with your submission you will be contacted via email.**

The process for the submission and processing of Tax Buyer Payouts:

- Submit Certificate Confirmation Form(s) (aka Turn In Sheet) and the original Certificate(s) of Purchase, to the Clerk's Office via the Drop Box inside of Room 434 at 118 N. Clark or send their documents to the Clerk's Office via the mail or private mail carrier service. All envelopes (Drop Box or Mail) should be addressed to the Cook County Clerk's Office, Attn: Finance Office, 118 N. Clark, Rm. 434, Chicago, IL 60602.
- Forms must include Tax Buyer email address.
- If the Drop Box is used, please Time Stamp your envelope prior to placing it in the box.
- The Clerk's Office must have the appropriate documentation and identification on file for checks to be released (i.e. up to date W-9 and Driver's License of requestor for security purposes)
- If there is an issue with your submission you will be contacted via email.

The Clerk's Office highly recommends that any submissions from Tax Buyers to the Clerk's Office are done as soon as practicable to ensure the timely processing. Please note that mail can be delayed and please plan accordingly for your business needs. We anticipate that the processing and return of documents may take at least 7-10 days for completion.

Questions should be emailed to DelinquentTax.Accounting@cookcountyil.gov.

Please continue to check the Clerk's website at <https://www.cookcountyclerk.com/agency/property-taxes> for any operational changes resulting from a change in the current COVIC-19 public health emergency orders.