



Cook County Clerk Real Estate & Tax Services

**TAX BUYER UPDATE III - TAX BUYER POSTING REQUESTS -STEPS SYSTEM PAYMENTS
EFFECTIVE MAY 5, 2020 THE CLERK'S OFFICE WILL ACCEPT POSTING REQUESTS FOR
SUBSEQUENT TAX PAYMENTS MADE THROUGH THE TREASURER'S STEPS SYSTEM**

Tax buyers may submit eligible STEPS PAYMENT postings to Delinquent.TaxSales@cookcountvil.gov by following these procedures:

- All submissions require the standard cover sheet and proof of payment of subsequent taxes made through STEPS that are eligible under the Property Tax Code. Receipts must be saved in PDF form and submitted with cover sheet.
- The email subject line must state Tax Buyer Posting-STEPS PAYMENT. *Keep your sent email, it will serve as your receipt.*
- Subsequent taxes should be grouped by the date paid on the STEPS system. In other words, each email should include all payments made by a certain tax buyer on a certain date, i.e. first email- Tax Buyer #12345, STEPS payments made on March 27th, second email – Tax Buyer #12345, STEPS payments made on March 30th. Each email should contain only those payments made on that particular date.
- Posting requests will be considered accepted on the date and time the Clerk's Office receives your email. (*See Applicable Time Frames Below.*)
- The Cover Sheet must state the correct tax sale information, including the original tax buyer name, as well as the tax buyer submitting the posting request. The amount requested on the Cover Sheet to be added to the sale, must match the proof of payment submitted, or the posting request will be rejected.
- All scanned submissions must be legible, or the posting will be rejected.
 - If your submission is rejected, you will receive an email stating "Posting Rejected" and an explanation of the reason for rejection.
 - Resubmitted postings will be considered accepted on the date the email is received by the Clerk's Office.

For Tax Buyer eligible posting payments made between March 18, 2020 to May 4, 2020 please note the following processing:

- From May 5, 2020 until June 19, 2020, Tax Buyers may submit proofs of payment for any eligible payments made during March 18, 2020 and May 4, 2020.
- The Clerk's Office will make every effort to add the respective fees to an Estimate of the Cost of Redemption. However, if the Redemption has already been paid, the posting request will not be applied.
- The redelector will be notified by letter that the final redemption payment was in fact higher and that they must pay the difference or be subject to a Motion to Expunge the redemption.
- After June 19, 2020, the Clerk's Office will not add any tax buyer postings paid between March 18, 2020 and May 4, 2020 to a redemption that has been paid and will not issue any shortage letters.

Tax Buyer emails will be accepted and dated the date and time the email is received. Emails will be accepted during operating business hours, between 9:00 AM and 5:00 PM, Monday through Friday, except holidays.

Email submissions sent during non-business hours will be considered received and accepted at 9:00 AM the next business day. (For example, if an email is sent to the Clerk at 5:02 PM on May 5, 2020, it will be considered received by the Clerk on May 6, 2020 at 9:00 AM)

We highly recommend that any submissions from Tax Buyers are done as soon as practicable to ensure the timely processing of the posting requests.

Questions about any of the above should be emailed to Tax.Redemption@cookcountvil.gov.

****Please continue to check the Clerk's website at cookcountyclerk.com/agency/property-taxes for changes resulting from any extension of the current Executive Order to stay home until May 30, 2020.****