



Cook County Clerk Real Estate & Tax Services TAXING DISTRICTS UPDATE as of 8-14-2020

Under the current State and County Executive Orders to limit public access to County Buildings, the Cook County Clerk's Office will process tax extension documents from taxing districts as follows:

THE COOK COUNTY CLERK'S TAX EXTENSION DEPARTMENT IS CURRENTLY OPEN BUT LIMITED STAFF IS AVAILABLE.

Public access has been limited and taxing districts are encouraged to complete business online or through the mail if possible. A secure drop box is available on-site. If you need to schedule an appointment to visit the Tax Extension Department, please email Tax.Extension@cookcountyil.gov.

Each appointment should last between 15 and 30 minutes and may be scheduled within the following times:

Monday: 10am to 2pm

Tuesday: 10am to 2pm

Wednesday: NO APPOINTMENTS

Thursday: 10am to 2pm

Friday: 11am to 2pm

In order to facilitate your visit, we request that no more than six (6) filings be submitted at one time with no more than one additional copy per filing. You may drop off larger groups of filings to be picked up at a later day and time. Statements of filing and stamped copies may also be returned through the mail.

As always, Budgets, Levies, & Financial Report documents may be filed online at **DistrictPortal.cookcountyclerk.com**. Please do not email these documents.

Bonds, Abatements, Annexations and other ordinances or resolutions may be filed in person, through the Drop Box, or through the mail. You may email copies, but **hardcopies must also be delivered**, and the filing date will be the date the hardcopy is hand-delivered or post-marked.

Any document may be sent in through the mail or other carrier to the following address (documents will be marked "received" as of the post-marked date):

Cook County Clerk Tax Extension Department

118 N. Clark Street - Room 434

Chicago, IL 60602

Please be aware that masks are required at all times when inside the County Building and that you will have your temperature taken before you may enter the building. Physical distancing of six feet between people should be adhered to at all times. Thank you for your cooperation.

For any questions/concerns, please continue to email Tax Extension at Tax.Extension@cookcountyil.gov. We apologize for any delay in response time, as staff is working remotely.

****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 COVID-19 public health emergency orders.****