



Cook County Clerk Real Estate & Tax Services
TAX BUYER UPDATE as of 8-14-2020
TAX BUYER WEEKLY REPORTS AND PAYOUTS

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 the submission and processing of Tax Buyer Weekly Reports:

- Tax buyers may submit their **Request for Weekly Report (Monday to Thursday)** to the Clerk's Office via the Drop Off Box inside of Room 434 at 118 N. Clark, or they may send their request 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: Weekly Report**, 118 N. Clark, Rm. 434, Chicago, IL 60602.
- Weekly Reports will be run and mailed out on **Fridays**.
- Tax Buyers must include an email address and a postal address where the completed Weekly Report is to be returned. After processing, the weekly report will be returned via US mail to the requestor at the address provided or returned via a self-addressed stamped envelope, if one is included by the Tax Buyer.
- If the Tax Buyer chooses to use the Drop Box, please make sure to Time Stamp your envelope prior to placing it in the Drop Box.
- Proper payment for the Weekly Report (\$20 per request) must be included with the order form, or your order will not be processed.
- 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:

- Tax buyers may submit their **Certificate Confirmation Form** (aka Turn In Sheet) and their original Certificates of Purchase, to the Clerk's Office via the Drop Off Box inside of Room 434 at 118 N. Clark, or they may 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.
- Tax Buyers must include an email address and a postal address where the checks are to be returned on the form. After processing, the checks will be returned to the requestor via Fed Ex to the address provided on the form.
- If the Tax Buyer chooses to use the Drop Box, please make sure to Time Stamp your envelope prior to placing it in the Drop Box.
- The Clerk's Office must have the Tax Buyer's appropriate documentation and identification on file with our office for checks to be released.
- 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 the mail can be delayed and please plan accordingly for your business needs. We anticipate that the processing and return of documents may be take at least 7-10 days to be completed.

Questions about any of the above should be emailed to DelinquentTax.Accounting@cookcountyil.gov. We apologize for any delay in response time, as staff is working remotely and on rotating schedules.

****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.****