



Cook County Clerk Real Estate & Tax Services
TAX BUYER UPDATE as of 12-07-2021
TAX BUYER POSTING REQUESTS –STEPS SYSTEM PAYMENTS

The Cook County Treasurer has enacted the STEPs system to allow for the payment of subsequent taxes on prior tax sale purchases, but to ensure our continuous safety and social distancing guidelines, please adhere to the steps outlined below:

- Postings can **ONLY** be submitted in-person in Room 434 at the Cook County Clerk Real Estate and Tax Services Office. We will no longer accept postings via email.
- Posting sheets and proofs of payment in duplicate (2 sets) may be submitted or picked up Monday through Friday between the hours of 9:00 AM and 4:30 PM in Room 434.
- When submitting postings, please timestamp the first sheet of your posting packet and utilize the Green Drop Box in the front of the office to drop off the stamped sheet along with your posting documents. (If the package is too large for the drop box opening, please inform the Clerk at the Customer Service Information Desk and they will accept the posting package.)
- When picking up postings, please check-in at the Customer Service Information Desk and request a Tax Sales staff person for pick-up of your postings.
- The Postings 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 Postings Sheet to be added to the sale, must match the proof of payment submitted, or the posting request will be rejected. If your submission is rejected, you must resubmit your postings and your postings will be considered accepted on the date the new submission is received by the Clerk's Office.

Once completed, your copy of the postings will be available for pickup seven days after submission, Monday through Friday between 9:00 a.m. and 4:30 p.m. Please check-in at the Customer Service Information Desk and inform the Clerk that you are picking up your postings. Once your posting(s) is(are) retrieved, if you have any additional business with the office, you must check in at the information desk and wait until there is an available opportunity to return to the floor due to social distancing.

The Clerk's Office highly recommends that any submissions from Tax Buyers (Purchasers) 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 delinquent.taxsales@cookcountyil.gov and we will respond within 24 to 48 hours.

Please continue to check the Clerk's website at <https://www.cookcountyclerk.com/agency/property-taxes> for any operational changes.