



**Cook County Clerk Real Estate & Tax Services**

**TAX BUYER UPDATE as of 6-7-2021 - TAX BUYER POSTING REQUESTS  
(NON-STEPS SYSTEM PAYMENTS)**

**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.**

Tax buyers may submit eligible non-STEPS postings or eligible tax buyer fee postings to **Delinquent.TaxSales@cookcountyil.gov**. **(DO NOT MIX Non-Steps payments with Fee submissions.)**

Non-Step payments may be submitted via email as follows:

- All submissions require the standard cover sheet and proof of payment of fees, costs and subsequent taxes that are eligible under the Property Tax Code.
- Receipts must be saved in PDF form and submitted with posting sheet.
- The **email subject line** must have the title: **Tax Buyer Posting - NON-STEPS or Tax Buyer Postings-Fees**. Only 25 postings requests may be submitted per email. **Keep your sent email, it will serve as your receipt.**
- 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 June 3, 2021, it will be considered received by the Clerk on June 4, 2021 at 9:00 AM).
- Postings Sheet must state the correct tax sale information, including the registered 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.
- 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 resubmitted posting is received by the Clerk's Office.

After processing, a stamped copy of the posting will be available in hard copy upon request.

**Please note the following:**

**Posting pick-ups are on Tuesday from 10AM to Noon.**

**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 should be emailed to [delinquent.taxesales@cookcountyil.gov](mailto:delinquent.taxesales@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 COVID-19 public health emergency orders.