



Dear Local Government Official,

Thank you for submitting your annual property tax levy.

The 2020 Levy Edit Reports will be available by Monday May 3, 2021 by 5 pm.

The deadline to review and sign off on your report(s) will be 5:00pm Monday May 17, 2021.

LEVY EDIT REVIEW PROCESS:

The 2020 Levy Edit Reports will be available for viewing, downloading, and printing from the Clerk’s District Portal by Monday May 3, 2021. We ask that you carefully review your report(s) and use the District Portal to provide **on-screen sign-off** of your report(s).

<https://DistrictPortal.cookcountyclerkil.gov/> (<https://DistrictPortal.cookcountyclerk.com> also works)

Please follow the procedures below to access your district’s individual reports:

To log in to the District Portal, please refer to the District Portal Login Instructions. [District Portal Login](#)

To View your Levy Edit Report:

1. Log in to the [District Portal](#) and click on the “Document Status” tab.
2. If you have multiple documents loaded, filter by Year “2020” and Document Type “Levy Ordinance”.
3. Click “Download” or “View” in the “Levy Edit Review” section (in the “Administration” column) to see your Levy Edit Report:

The screenshot shows the 'Taxing Agency Reports' interface. At the top, there's a header with the Cook County Clerk's Office logo and the text 'Taxing Agency Reports'. Below this is a navigation bar with 'Document Status' highlighted. A filter sidebar on the left is set to Year: 2020, Agency Name: (empty), Status: All, and Document Type: Levy Ordinance. The main table displays one record for 'SAMPLE DISTRICT' with status 'Received'. The 'Document Options' column for this record includes 'Sign Off On Levy Edit', 'Levy Edit Review', 'Download | View', and 'Upload Corrected Levy Edit'. Red circles and numbers 1, 2, and 3 highlight the 'Document Status' tab, the filter sidebar, and the 'Sign Off On Levy Edit' link respectively.

The format of the Levy Edit Report itself has not changed. See [Page 4](#) of this document for more information about the Levy Edit Report.

AGENCY NUMBER 04-0999-000		AGENCY NAME SAMPLE DISTRICT								
FUND CODE	FUND DESCRIPTION	LEVY AMOUNT	LOSS AMOUNT	TOTAL LEVY	CEILING LIM	AGENCY LIMIT RATE	AGENCY LIM %	AGENCY LIMIT AMOUNT		
008	I.M.R.F.	135,662	4,070	139,732	.0000	Y	0.000000	0.00	0	
016	SOCIAL SECURITY	493,314	14,799	508,113	.0000	Y	0.000000	0.00	0	
019	LIABILITY INSURANCE	43,576	1,307	44,883	.0000	Y	0.000000	0.00	1	
051	TRANSPORTATION	880,165	26,405	906,570	.0000	Y	0.000000	0.00	0	
052	EDUCATION	14,250,000	427,500	14,677,500	.0000	Y	0.000000	100.00	0	
053	BUILDING	2,288,366	68,651	2,357,017	.5500	Y	0.000000	0.00	0	
054	BUILDING BONDS (BONDS & INT. SCHOOL)	1,555,000	77,750	1,632,750	.0000	N	0.000000	0.00	0	
055	WORKING CASH FUNDS	292	9	301	.0500	Y	0.000000	0.00	1	
056	LIFE SAFETY	416,000	12,480	428,480	.1000	Y	0.000000	0.00	0	
058	SPECIAL EDUCATION	200,000	6,000	206,000	.4000	Y	0.000000	0.00	1	
182	LIFE SAFETY BOND	0	0	0	.0000	N	0.000000	0.00	0	
400	LIMITED BONDS	493,385	24,669	518,054	.0000	N	0.000000	0.00	0	
AGENCY TOTALS		20,755,760	663,640	21,419,400						

----- SIGNATURE	----- TITLE	----- DATE
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After you have reviewed your Levy Edit Report, you may either sign off or upload corrections.

If you find errors on your report, you may download your report, make the needed changes, and then use the “Upload Corrected Levy Edit” link to upload your corrections. Clerk staff will review your markup and make necessary changes.

If everything on your report is correct you may click “Sign Off On Levy Edit” to accept your report:

The screenshot shows the 'Taxing Agency Reports' interface for Cook County Clerk's Office. It features a navigation bar with 'Upload Documents' and 'Document Status' tabs. A filter sidebar on the left allows filtering by Year (2019), Agency Name, Status (All), and Document Type (Levy Ordinance). The main table displays a report for 2019, Levy Ordinance, Agency SAMPLE DISTRICT, Status Received. The 'Administration' column for this report contains links: 'Sign Off On Levy Edit', 'Levy Edit Review', 'Download | View', and 'Upload Corrected Levy Edit'. The 'Sign Off On Levy Edit' link is circled in red.

The District Portal will then provide you with a Sign-Off screen:

- If using a traditional computer or laptop: Use your mouse to sign your name
- If using a touch screen device or smart phone: Use your finger or a stylus to sign your name

Be sure to fill in your Name and Title and then hit “Submit”

If you have multiple taxing districts (such as Township General Assistance or Municipal Library Funds or Special Service Areas) be sure to sign off on every Levy Edit Report under your jurisdiction.

The deadline to review and sign off on your report(s) will be 5:00pm Monday May 17, 2021.

If you have questions regarding your Levy Edit Report, please email Tax.Extension@cookcountyil.gov.

In order to better assist you, we request that you please use **“Levy Edit Question and your District name and agency number”** as the subject line of your email. (See example below.) Also, please be sure to attach any supporting documents.

Example:

Subject: Levy Edit Question – City of Chicago 03-0210-000

Once you’ve submitted your sign off, you have completed the Levy Edit process. We will send notifications in the coming weeks regarding the 2020 Preliminary Rate Reports.

Thank you!

Understanding and Reviewing your Levy Edit Report

Levy Amount - Amounts in this column should match your levy ordinance.

Pay close attention to bond funds – these levy amounts are calculated from bond documentation on file in the Clerk’s Office and may not match bond amounts in your levy ordinance. Compare bond amounts to the levy schedule from the initial bond document (not the maturity schedule) minus any applicable abatements which have been filed.

FUND CODE	FUND DESCRIPTION	LEVY AMOUNT	LOSS AMOUNT	TOTAL LEVY	CEILING	LIM	AGENCY LIMIT RATE	AGENCY LIM %	AGENCY LIMIT AMOUNT
008	I.M.R.F.	670,000	20,100	690,100	.0000	Y	0.000000	0.00	650,000
016	SOCIAL SECURITY	670,000	20,100	690,100	.0000	Y	0.000000	0.00	650,000
019	LIABILITY INSURANCE	220,000	6,600	226,600	.0000	Y	0.000000	0.00	200,000
051	TRANSPORTATION	1,270,000	0	1,270,000	.0000	Y	0.000000	0.00	1,100,000
052	EDUCATION	30,800,000	924,000	31,724,000	3.5000	Y	0.000000	100.00	30,500,000
053	BUILDING	1,382,000	41,460	1,423,460	.5500	Y	0.000000	0.00	1,200,000
054	BUILDING BONDS (BONDS & INT. SCHOOL)	615,275	30,764	646,039	.0000	N	0.000000	0.00	0
055	WORKING CASH FUNDS	0	0	0	.0500	Y	0.000000	0.00	0
056	LIFE SAFETY	0	0	0	.1000	Y	0.000000	0.00	0
058	SPECIAL EDUCATION	50,000	1,500	51,500	.4000	Y	0.000000	0.00	20,000
276	LEASING EDUCATIONAL FACILITIES	100,000	3,000	103,000	.1000	Y	0.000000	0.00	50,000
400	LIMITED BONDS	0	0	0	.0000	N	0.000000	0.00	0
402	LIFE SAFETY LIMITED BONDS	837,308	41,865	879,173	.0000	N	0.000000	0.00	0
AGENCY TOTALS		36,614,583	1,089,389	37,703,972					

Also check the **Loss Amount** column – a loss in collection factor of 3% on all funds (except Bonds- 5%) has been added to each of your original levy amounts, unless your district has filed a resolution with the Clerk to the contrary. The Levy Edit Report displays a loss amount, not a percentage, so you should check that you’re receiving the percentage you requested, if applicable.

FUND CODE	FUND DESCRIPTION	LEVY AMOUNT	LOSS AMOUNT	TOTAL LEVY	CEILING	LIM	AGENCY LIMIT RATE	AGENCY LIM %	AGENCY LIMIT AMOUNT
008	I.M.R.F.	670,000	20,100	690,100	.0000	Y	0.000000	0.00	650,000
016	SOCIAL SECURITY	670,000	20,100	690,100	.0000	Y	0.000000	0.00	650,000
019	LIABILITY INSURANCE	220,000	6,600	226,600	.0000	Y	0.000000	0.00	200,000
051	TRANSPORTATION	1,270,000	0	1,270,000	.0000	Y	0.000000	0.00	1,100,000
052	EDUCATION	30,800,000	924,000	31,724,000	3.5000	Y	0.000000	100.00	30,500,000
053	BUILDING	1,382,000	41,460	1,423,460	.5500	Y	0.000000	0.00	1,200,000
054	BUILDING BONDS (BONDS & INT. SCHOOL)	615,275	30,764	646,039	.0000	N	0.000000	0.00	0
055	WORKING CASH FUNDS	0	0	0	.0500	Y	0.000000	0.00	0
056	LIFE SAFETY	0	0	0	.1000	Y	0.000000	0.00	0
058	SPECIAL EDUCATION	50,000	1,500	51,500	.4000	Y	0.000000	0.00	20,000
276	LEASING EDUCATIONAL FACILITIES	100,000	3,000	103,000	.1000	Y	0.000000	0.00	50,000
400	LIMITED BONDS	0	0	0	.0000	N	0.000000	0.00	0
402	LIFE SAFETY LIMITED BONDS	837,308	41,865	879,173	.0000	N	0.000000	0.00	0
AGENCY TOTALS		36,614,583	1,089,389	37,703,972					

The Total Levy column is simply the sum of the Levy Amount column and the Loss Amount column.

The **Ceiling** column is the statutory maximum rate for each fund. A Ceiling of “.0000” means there is no rate ceiling for that fund. This column is informational only, except for Special Service Areas and other districts which may set a maximum rate by ordinance.

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008	I.M.R.F.	670,000	20,100	690,100	.0000	0.000000	0.00	650,000
016	SOCIAL SECURITY	670,000	20,100	690,100	.0000	0.000000	0.00	650,000
019	LIABILITY INSURANCE	220,000	6,600	226,600	.0000	0.000000	0.00	200,000
051	TRANSPORTATION	1,270,000	0	1,270,000	.0000	0.000000	0.00	1,100,000
052	EDUCATION	30,800,000	924,000	31,724,000	3.5000	0.000000	100.00	30,500,000
053	BUILDING	1,382,000	41,460	1,423,460	.5500	0.000000	0.00	1,200,000
054	BUILDING BONDS (BONDS & INT. SCHOOL)	615,275	30,764	646,039	.0000	0.000000	0.00	0
055	WORKING CASH FUNDS	0	0	0	.0500	0.000000	0.00	0
056	LIFE SAFETY	0	0	0	.1000	0.000000	0.00	0
058	SPECIAL EDUCATION	50,000	1,500	51,500	.4000	0.000000	0.00	20,000
276	LEASING EDUCATIONAL FACILITIES	100,000	3,000	103,000	.1000	0.000000	0.00	50,000
400	LIMITED BONDS	0	0	0	.0000	0.000000	0.00	0
402	LIFE SAFETY LIMITED BONDS	837,308	41,865	879,173	.0000	0.000000	0.00	0
AGENCY TOTALS		36,614,583	1,089,389	37,703,972				

The **Lim** column indicates whether a fund is subject to the Tax Cap Law (Y = capped fund; N = non-capped fund)

FUND CODE	FUND DESCRIPTION	LEVY AMOUNT	LOSS AMOUNT	TOTAL LEVY	CEILING LIM	AGENCY LIMIT RATE	AGENCY LIM %	AGENCY LIMIT AMOUNT
008	I.M.R.F.	670,000	20,100	690,100	.0000 Y	0.000000	0.00	650,000
016	SOCIAL SECURITY	670,000	20,100	690,100	.0000 Y	0.000000	0.00	650,000
019	LIABILITY INSURANCE	220,000	6,600	226,600	.0000 Y	0.000000	0.00	200,000
051	TRANSPORTATION	1,270,000	0	1,270,000	.0000 Y	0.000000	0.00	1,100,000
052	EDUCATION	30,800,000	924,000	31,724,000	3.5000 Y	0.000000	100.00	30,500,000
053	BUILDING	1,382,000	41,460	1,423,460	.5500 Y	0.000000	0.00	1,200,000
054	BUILDING BONDS (BONDS & INT. SCHOOL)	615,275	30,764	646,039	.0000 N	0.000000	0.00	0
055	WORKING CASH FUNDS	0	0	0	.0500 Y	0.000000	0.00	0
056	LIFE SAFETY	0	0	0	.1000 Y	0.000000	0.00	0
058	SPECIAL EDUCATION	50,000	1,500	51,500	.4000 Y	0.000000	0.00	20,000
276	LEASING EDUCATIONAL FACILITIES	100,000	3,000	103,000	.1000 Y	0.000000	0.00	50,000
400	LIMITED BONDS	0	0	0	.0000 N	0.000000	0.00	0
402	LIFE SAFETY LIMITED BONDS	837,308	41,865	879,173	.0000 N	0.000000	0.00	0
AGENCY TOTALS		36,614,583	1,089,389	37,703,972				

Under the Property Tax Extension Limitation Law (PTELL), the Clerk must proportionally reduce the levy of each fund subject to limitation if the cap is exceeded, unless the district directs us differently. The resolution or ordinance specifying that direction should have been filed with your levy ordinance.

The Agency Lim Rate column is not used utilized in rate calculations and may be disregarded.

The **Agency Lim %** column should match the percent reduction requests in your PTELL resolution. (Must total 100%).

The **Agency Limit Amount** column should match the fund floor amounts specified in your PTELL resolution. ("0" = no floor specified/Do not Limit; "1" = reduce fund down to \$0 if needed)

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016	SOCIAL SECURITY	670,000	20,100	690,100	.0000	Y	0.00000	650,000
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051	TRANSPORTATION	1,270,000	0	1,270,000	.0000	Y	0.00000	1,100,000
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054	BUILDING BONDS (BONDS & INT. SCHOOL)	615,275	30,764	646,039	.0000	N	0.00000	0
055	WORKING CASH FUNDS	0	0	0	.0500	Y	0.00000	0
056	LIFE SAFETY	0	0	0	.1000	Y	0.00000	0
058	SPECIAL EDUCATION	50,000	1,500	51,500	.4000	Y	0.00000	20,000
276	LEASING EDUCATIONAL FACILITIES	100,000	3,000	103,000	.1000	Y	0.00000	50,000
400	LIMITED BONDS	0	0	0	.0000	N	0.00000	0
402	LIFE SAFETY LIMITED BONDS	837,308	41,865	879,173	.0000	N	0.00000	0
AGENCY TOTALS		36,614,583	1,089,389	37,703,972				

Again, review the levy amounts, loss amounts, rate ceiling limits and any reduction direction on the Levy Edit Report. If changes are needed, download the report, mark the needed corrections, and upload the corrected report to the District Portal.

If you have questions regarding your 2020 Levy Edit Report, please submit them to Tax.Extension@cookcountyil.gov

In order to better assist you, we request that you please use ["Levy Edit Question and your District name and agency number"](#) as the subject line of your email. (See example below.) Also, please be sure to attach any supporting documents.

The deadline to review and sign off on your report(s) will be 5:00pm Monday May 17, 2021.

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