



Cook County Clerk Real Estate & Tax Services
TAX BUYER UPDATE as of 9-2-2021 - TAX BUYER POSTING REQUESTS –
STEPS SYSTEM PAYMENTS

In anticipation of the Cook County Treasurer opening up the STEPs system to allow for the payment of subsequent taxes on prior tax sale purchases, for continuous safety and social distancing, please adhere to the steps outlined below:

- Bring your posting sheets and proofs of payment in duplicate (2 sets) between the hours of 9:30 AM to 4:30 PM to Room 434.
- Please check-in at the Customer Service Information Desk and request a Tax Sales staff person for submission 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 pick on **Tuesdays from 10 AM to Noon**. Please check-in at the Customer Service Information Desk and inform that you are picking postings. Once your positing(s) 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 recommend 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.taxesales@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.