



# Maria Pappas

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## Cook County Treasurer

### Re: Tax Year 2024 1st Installment Third Party Agent (TPA) Program

Dear TPA Program Participants:

The TPA Program web site (available at [www.cookcountytreasurer.com/tpa](http://www.cookcountytreasurer.com/tpa)) allows third party payers such as banks, mortgage companies, their servicing agents and financial institutions to make current tax year property tax payments via wire transfer on large volumes of properties. However, files must not exceed **100,000 PINs**.

#### **Important Information:**

- ***All wire transfers must be remitted to J.P. Morgan Chase and MUST include the 7-digit TPA Source/I.D., or the wire transfer(s) will be returned.***
- *Transfers made not using the bank name and ABA/Routing Number will be returned.*
- *Please review the complete instructions after registering/logging onto the site.*

#### **Due Date**

- **Tax Year 2024 1st Installment due date: Tuesday, March 4, 2025**

#### **Real-Time TPA System**

- There is also an option to remit property tax payments via **ACH debit**. To do so, please visit our Real Time TPA System (RTS) at [www.cookcountytpa.com](http://www.cookcountytpa.com).
- The same login credentials assigned for the TPA Program are valid for the RTS System.

Please carefully read the following TPA Program procedures. Failure to fully comply with these procedures and meet the deadlines may result in rejected payments, assessed penalties, and fees.

Sincerely,

Maria Pappas  
Cook County Treasurer

**Office of the Cook County Treasurer's  
TPA Program**

*Important deadlines and procedures for participation in the TPA Program are outlined below. Failure to comply with ALL rules and regulations will jeopardize your participation in the TPA Program and may result in additional penalties. All deadlines and procedures will be strictly enforced.*

**TPA Menu Options**

**Log-Ins and Passwords**

The use of this program requires a user login/credential. A new user, non-registered TPA, may select 'New Participant' to review the 'User Agreement, Terms and Conditions' and to request an approved login/credential. After agreeing to the 'User Agreement, Terms and Conditions', the applicant will be required to provide important contact information for their organization. See the illustrations below.



**Welcome**

The Cook County Treasurer's Office has created this website to provide Third Party Agents (TPAs) with an efficient method of remitting bulk property tax payments via wire transfer. The website also affords users access to reporting functionality based on County Records.

To begin, please register below as a new participant or log-in to an existing account.

 Please indicate your login type by choosing one of the options below.

- New Participant.
- Log-in with Password. [Forgot My Password](#)



## User Agreement, Terms and Conditions

Excerpt only for illustration purposes: See the complete document for review and acceptance on the TPA website at [www.tpa.cookcountytreasurer.com](http://www.tpa.cookcountytreasurer.com).

Your use of the Cook County Treasurer's Third Party Agent (TPA) Program (referred to herein as the "TPA Program") and its web site (available at <http://tpa.cookcountytreasurer.com>) are subject to all terms and conditions contained in this online Agreement (this "Agreement"). NOTE: THESE TERMS AND CONDITIONS HAVE BEEN MODIFIED AS OF FEBRUARY 2020. AS SUCH, IT IS YOUR RESPONSIBILITY TO READ THIS AGREEMENT CAREFULLY AND IN ITS ENTIRETY. Your use of the TPA Program constitutes your agreement to be bound by all of its terms and conditions. The Cook County Treasurer's Office is interchangeably referred to herein as "we", "us" and any words of similar import.

Your use of the information and/or services available through the TPA Program, including the TPA Program web site (referred to herein as the "Site"), for any purpose other than the payment of General Taxes is strictly prohibited and could result in denial of your access to the Site.

**IMPORTANT NOTICES:** Pursuant to Cook County Ordinance 07-O-68, third-party payors and their agents, including but not limited to mortgage companies, escrow agents, and title companies, are required to pay a \$5.00 fee per PIN in connection with such parties' use of the Site to request the electronic equivalent of one or more duplicate tax bills.

By your use of the TPA Program you acknowledge and agree that obtaining the amount of tax due for any PIN constitutes your request for the electronic equivalent of a duplicate tax bill for that PIN pursuant to the provisions of 35 ILCS 200/20-12 and Cook County Ordinance 07-O-68.

Furthermore, pursuant to Cook County Ordinance 19-O-4589, mortgage lenders and their agents that tender payment using the TPA Program are required to pay a \$2.00 enhanced processing fee per PIN and installment upon which they tender payment.

Please note that payment of General Taxes by any method other than the TPA Program or the Real-Time Payment System ("RTS") must be accompanied by one original coupon per PIN and must be in strict compliance with all instructions set forth on both sides of the tax bill.

By your use of the TPA Program you acknowledge and agree that obtaining the amount of tax due for any PIN constitutes your request for the electronic equivalent of a duplicate tax bill for that PIN pursuant to the provisions of 35 ILCS 200/20-12 and Cook County Ordinance 07-O-68.

### I. SERVICES AND GENERAL INFORMATION

#### 1. Services Available.

With the TPA Program, you CAN pay General Taxes, for the current tax year and in the full amount due, via wire transfer on or before the due date thereof (and each subsequent penalty date).

With the TPA Program, you CANNOT:

- Make partial payments;
- Pay by credit card;
- Pay any other open or outstanding general tax for any other tax year;
- Pay any back tax, arrearage tax, circulator tax, pollution tax, or municipal special assessment;
- Pay any subsequent tax ("sub tax") as part of, and subsequent to, any tax-sale purchase;
- Redeem tax sales or general forfeitures; or
- Pay any installment of property taxes to the extent that payment has already been made or committed by another part.

#### 2. Availability of Service.

It is presently intended that the TPA Program and the associated services will be available year-round except for two business days after each due date; provided that, as highlighted in Section V.3 below, the Treasurer's Office may terminate this Agreement and associated services at any time with or without reason or notice.

**Please note that the complete User Agreement, Terms and Conditions can be found on the website at [www.tpa.cookcountytreasurer.com](http://www.tpa.cookcountytreasurer.com) and must be accepted prior to issuance of a new account and on an ongoing basis prior to each Tax Installment period.**

**After acceptance of the User Agreement, Terms and Conditions, the Account Creation Form, shown below, will prompt the user for all information required to establish a new TPA Account. Once the form has been submitted electronically, our office will review and respond generally within 2-3 business days.**

## Account Creation Form

Please fill out the form below to create an account for your agency.

This information must be that of the mortgage company, bank or financial institution - NOT THAT OF YOUR TAX SERVICE.

### MASTER ACCOUNT - Login Information

Fill in the fields below, and write the information you supply down for safekeeping. This information will be the login for your master account.

You can use the master account to create associate accounts within your agency.

\* Indicates required fields

* Master Account Login Name:	<input type="text"/>
* Master Account Holder Full Name:	<input type="text"/>
* Master Account Login E-Mail Address:	<input type="text"/>
* Verify Master Account Login E-Mail Address: <small>(Please retype Master Account Login E-Mail Address)</small>	<input type="text"/>
* TPA Business Name:	<input type="text"/>
TPA/Source ID:	<input type="text" value="0000000"/>
* Address:	<input type="text"/> <input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="IL"/>
* Zip Code:	<input type="text"/>
* Phone Number:	<input type="text"/> Extension Number: <input type="text"/>

### CORPORATE CEO/PRESIDENT (This data will be used to convey important policy information)

* Company Name:	<input type="text"/>
* CEO Name:	<input type="text"/>
	<input type="checkbox"/> Same address as above
* Address:	<input type="text"/> <input type="text"/>
* City:	<input type="text"/>
* State:	<input type="text" value="IL"/>
* Zip Code:	<input type="text"/>
* Corporate E-Mail Address:	<input type="text"/>
* Verify Corporate E-Mail Address: <small>(Please retype Corporate E-Mail Address)</small>	<input type="text"/>
* Phone Number:	<input type="text"/> Extension Number: <input type="text"/>

### BUSINESS TYPE

### PAYING ON BEHALF OF

### TAX SERVICE AGENCIES

Use the checkboxes below to indicate your tax service agency or agencies. If you do not use a tax service agency, check 'none'. If your tax service agency is not in the group below, check 'other', and supply the information in the provided text field.

- |  |   |                                      |   |
|--|---|--------------------------------------|---|
| <input checked="" type="checkbox"/> None           | <input type="checkbox"/> Core Logic                 | <input type="checkbox"/> Lereta LLC  | <input type="checkbox"/> Property Insight |
| <input type="checkbox"/> Fidelity Natl Tax Service | <input type="checkbox"/> Mortgage Services Corp     | <input type="checkbox"/> ZC Sterling | <input type="checkbox"/> Metavente        |
| <input type="checkbox"/> Fiserv                    | <input type="checkbox"/> Other <input type="text"/> |                                      |   |

## Website Access

### Log-In Using Existing Credentials

To access your TPA master account, go to [www.cookcountytreasurer.com/tpa](http://www.cookcountytreasurer.com/tpa), and then click 'Log-in with Password' radio button. You will be prompted to enter your assigned TPA/Source ID, log-in and password then click 'Submit Form' button.



### Welcome

The Cook County Treasurer's Office has created this website to provide Third Party Agents (TPAs) with an efficient method of remitting bulk property tax payments via wire transfer. The website also affords users access to reporting functionality based on County Records.

To begin, please register below as a new participant or log-in to an existing account.

Please indicate your login type by choosing one of the options below.

New Participant.  
 Log-in with Password. [Forgot My Password](#)

\* Indicates required fields

\* TPA/Source ID:   
\* Login:   
\* Password:

Please make note of the information required for a successful log-in. Previously registered users may launch the 'Forgot My Password' link to retrieve active credentials via email. **Please do not submit a 'New Participant' request if there is already an active set of credentials on record.**

As a reminder, the **User Agreement, Terms and Conditions must be accepted** prior to issuance of a new account and on an ongoing basis prior to each Tax Installment period. The user will be prompted by the program when required.



# MARIA PAPPAS COOK COUNTY TREASURER

## Welcome

The Cook County Treasurer's Office has created this website to provide Third Party Agents (TPAs) with an efficient method of remitting bulk property tax payments via wire transfer. The website also affords users access to reporting functionality based on County Records.

To begin, please register below as a new participant or log-in to an existing account.

Please indicate your login type by choosing one of the options below.

- New Participant.
- Log-in with Password. [Forgot My Password](#)

**Forgot Password**  
  
\* Indicates required fields  
\* TPA/Source ID   
\* E-Mail Address

**Forgot Password**  
  
\* Indicates required fields  
\* TPA/Source ID   
\* E-Mail Address

**Cook County Treasurer's Office - Third Party Agent Program**

**Please check your E-Mail for your User Name and Password.**

## **Summary of Registration, Login and Account Maintenance**

New participants must complete the registration process in order to gain access to the TPA Program web site. The applicant will be prompted to submit identifying information via an electronic Account Creation Form. This information should include your company address and contact information, not that of your tax service. We also request contact information for the company CEO or President; this information may be used to convey important policy information.

Once approved for participation and login credentials have been assigned, Terms and Conditions must be accepted, and the 'Account Creation Form', generated on the site, must be completed and submitted electronically. Notification of approval can be expected via email, generally within two business days. Applicants will also receive notification of any corrections needed within the same timeframe.

Once your account has been activated, the administrative user will also have the ability to add sub-users to the master account, using the Account Management tab on the site. Authorized users have the ability to upload or create a list of PINs for payment, review, and commit to pay the total amount. Additionally, you will gain access to download and/or print a variety of reports, generated from Cook County records.

To ensure that the contact information of record is current, you will be required to update your TPA Program Profile at the onset of *each* installment. A prompt will appear upon the initial login for each installment. Please ensure all the information is complete and accurate by also updating your profile in the event of staffing changes. Users may update their profile information at any time.

Our office does not assign new log-ins and passwords for each Tax Year/Installment; you can use your current, assigned login and password. Our office advises participants not to share login/password information.

If you do not remember your password, access the TPA Program website's Welcome Page, and then click the 'Forgot My Password' link. You will be prompted to enter your TPA/Source ID and E-Mail Address. Then, click the 'OK' button. Your Username and Password will be sent to the e-mail address entered; if it matches the registered e-mail address.

Once the user has successfully logged onto the site, the payment options (wire transfer and ACH debit) are presented. Users may also access the Electronic Real Estate Tax Warrant Book which is Cook County's official property tax record. For the purpose of this instruction manual, only the wire transfer option will be explored.



## MARIA PAPPAS COOK COUNTY TREASURER

### Payments

#### Wire Transfer

- Payments can be made on current tax year
- Files must not exceed 100,000 PINs
- All wire transfers must be sent to J.P. Morgan Chase

[Continue >>>](#)

#### ACH Direct Debit

- Payments can be made on current and previous tax years (when available)
- Maximum of 15 PINs per transaction
- Provides printable official Cook County Treasurer E-receipts

[Continue >>>](#)

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### Research Tools

#### Electronic Real Estate Tax Warrant Book

[Continue >>>](#)

# Illustration of Electronic Real Estate Tax Warrant Book with 'Welcome Page' Launched



## Welcome to the Cook County Government Electronic Real Estate Tax Warrant Book

The Real Estate Tax Warrant Books are the official property tax records of Cook County and contain all payments, refunds, and other actions affecting a tax parcel.

The **Electronic Real Estate Tax Warrant Book** offers this information in a convenient online format that facilitates accessibility and more effective research on a tax parcel.

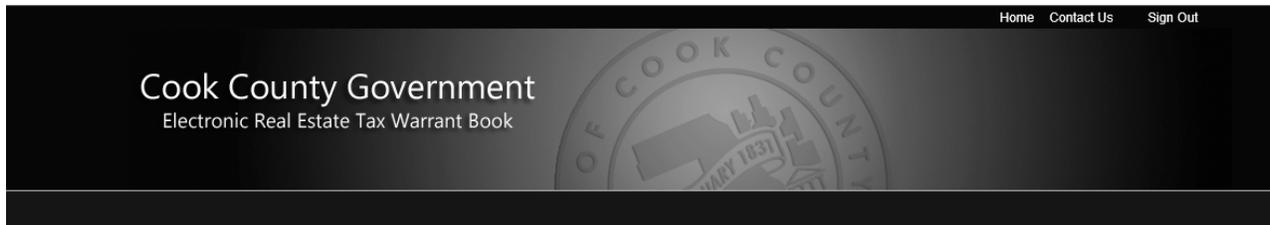
NOTE: If the property you are searching for has additional warrants, other than the General warrant issued for a particular tax year, the information for each additional warrant will be displayed. Other types of warrants include *Back Tax (Omitted Assessment)*, *Air Pollution* and *Circulator*.

Please enter your 14-digit Property Index Number (PIN):

-  -  -  -

[Search](#) [Reset](#)

[Submit your feedback here!](#)



## Cook County Real Estate Tax Warrant Information

Enter the Property Index Number (PIN), then press ENTER or click on Search:

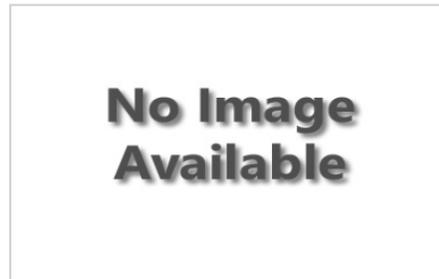
After entering the desired PIN, users gain access to data sheets recorded for the respective PIN.

-  -  -  -  [Search](#) [Reset](#)

Search results for Property Index Number (PIN) **02-01-200-081-0000**

### PIN Summary

	Warrant Year	Tax Year	Tax Type
<a href="#">View Data Sheet</a>	2019	2019	General Tax
<a href="#">View Data Sheet</a>	2018	2018	General Tax
<a href="#">View Data Sheet</a>	2017	2017	General Tax
<a href="#">View Data Sheet</a>	2016	2016	General Tax
<a href="#">View Data Sheet</a>	2015	2015	General Tax
<a href="#">View Data Sheet</a>	2014	2014	General Tax
<a href="#">View Data Sheet</a>	2013	2013	General Tax
<a href="#">View Data Sheet</a>	2012	2012	General Tax
<a href="#">View Data Sheet</a>	2011	2011	General Tax
<a href="#">View Data Sheet</a>	2010	2010	General Tax
<a href="#">View Data Sheet</a>	2009	2009	General Tax
<a href="#">View Data Sheet</a>	2008	2008	General Tax
<a href="#">View Data Sheet</a>	2007	2007	General Tax
<a href="#">View Data Sheet</a>	2006	2006	General Tax
<a href="#">View Data Sheet</a>	2005	2005	General Tax
<a href="#">View Data Sheet</a>	2004	2004	General Tax
<a href="#">View Data Sheet</a>	2003	2003	General Tax
<a href="#">View Data Sheet</a>	2002	2002	General Tax
<a href="#">View Data Sheet</a>	2001	2001	General Tax
<a href="#">View Data Sheet</a>	2000	2000	General Tax
<a href="#">View Data Sheet</a>	1999	1999	General Tax
<a href="#">View Data Sheet</a>	1998	1998	General Tax
<a href="#">View Data Sheet</a>	1997	1997	General Tax
<a href="#">View Data Sheet</a>	1996	1996	General Tax
<a href="#">View Data Sheet</a>	1995	1995	General Tax
<a href="#">View Data Sheet</a>	1994	1994	General Tax



Property Address:  
0 NICHOLS RD  
PALATINE IL 00000-0000

[Cook County GIS Map Viewer](#)



# MARIA PAPPAS COOK COUNTY TREASURER

## Welcome

Tax Year                      Installation due date:

The Welcome Page contains hyperlinks to both program instructions and FAQs.

The TPA Program allows third party payers such as banks, mortgage companies, their servicing agents and their financial institutions to make current tax year property tax payments via wire transfer on large volumes of properties; **files must not exceed 100,000 PINs**. [Click here for program instructions.](#)

Thank you for using the Cook County Treasurer's TPA and RTS Sites, the most efficient methods of remitting multiple Cook County property tax payments by a lender or mortgage servicer. Treasurer Pappas is always looking for ways to use automation to save time for those who use our office.

The most recent efforts to enhance the users' experience are as follows:

- Third Party Agents are now able to access online the Cook County's Electronic Warrant Book, the official property tax records of Cook County. Please visit [tpa.electronicwarrantbook.com](#) to explore and research any Cook County Property Index Number (PIN). For your convenience, you will use the same login credentials as the TPA Program. Please note, however, that if certified copies of the Electronic Warrant Book pages are needed, you must contact the Cook County Clerk's Office.
- The file capacity limit for the TPA Site has been increased from 75,000 to 100,000 PINs per file upload.
- The quantity of PINs payable via the RTS Site has been increased from 10 to 15 PINs per ACH transaction.

We believe you will find having Cook County's official property tax records at your fingertips very convenient. Additionally, the increased PIN limits should make your payment sessions more efficient.

Please note: Pursuant to Cook County Ordinance 19-O-4589, commercial payers using this TPA Program are required to pay a \$2.00 enhanced processing fee per PIN and installment upon which they tender payment.

Pursuant to Cook County Ordinance 07-O-68, third-party payors and their agents, including but not limited to mortgage companies, escrow agents, and title companies, are required to pay a \$5.00 fee per PIN in connection with such parties' use of the Site to request the electronic equivalent of one or more duplicate tax bills.

The Cook County Treasurer's Office has implemented a series of system enhancements in order to prevent duplicate tax payments which may potentially impact the payment process. PLEASE CAREFULLY REVIEW THE PROGRAM INSTRUCTIONS BY CLICKING ON THE LINK ABOVE BEFORE PROCEEDING.

### Bank and Wire Transfer Information

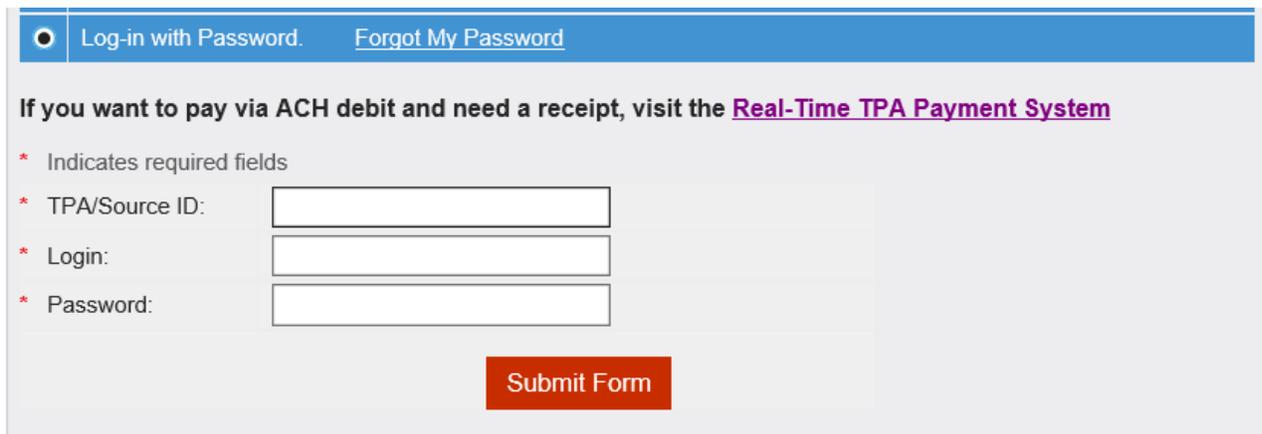
- All wire transfers must be sent to J.P. Morgan Chase and include your assigned 7-digit TPA Source ID.
- TRANSFERS MADE NOT USING THE CORRECT BANK NAME AND ABA/ROUTING NUMBER WILL BE RETURNED.
- Please see the program instructions letter for complete wire transfer instructions.

For Help Tips and FAQs, [click here.](#)

[Continue >>>](#)

## Web Site Access

To access your TPA master account, go to [www.cookcountytreasurer.com/tpa](http://www.cookcountytreasurer.com/tpa), and then click 'Log-in with Password' radio button. You will be prompted to enter your assigned TPA/Source ID, log-in and password then click 'Submit Form' button.



The screenshot shows a login interface with a blue header bar. On the left, there is a radio button selected next to the text "Log-in with Password." To the right of this is a link that says "Forgot My Password". Below the header, there is a message: "If you want to pay via ACH debit and need a receipt, visit the [Real-Time TPA Payment System](#)". Underneath this message, there is a legend: "\* Indicates required fields". Then, there are three input fields, each preceded by an asterisk: "TPA/Source ID:", "Login:", and "Password:". Each field is a simple rectangular box. At the bottom center of the form area, there is a red button with the text "Submit Form" in white.

- You may review and update your contact information as needed; this will ensure the receipt of vital information sent from our office. However, this action is required prior to *each* installment.
- **Please note that our office does not update TPA contact information maintained in users' profiles. That information must be maintained by the user to ensure receipt of important notices from our office.**

## Profile Management

### TPA INFORMATION

This information must be that of the mortgage company, bank or financial institution – NOT THAT OF YOUR TAX SERVICE.

**MASTER ACCOUNT HOLDER PROFILE** \* Indicates required fields

* TPA Business Name:	<input type="text" value="BEST TAX SERVICE"/>
Master Account Login Name:	<input type="text" value="TDAVIS"/>
* Address:	<input type="text" value="118 N Clark St"/> <input type="text"/>
* City:	<input type="text" value="Chicago"/>
* State:	<input type="text" value="IL"/>
* Zip Code:	<input type="text" value="60602"/>
* Phone Number:	<input type="text"/> Extension Number: <input type="text"/>
Master Account Login E-Mail Address:	<input type="text" value="TDAVIS@COOKCOUNTYTREASURER.COM"/>

**CORPORATE CEO/PRESIDENT**

* Company Name:	<input type="text" value="BEST TAX SERVICE"/>
* CEO Name:	<input type="text" value="BEST CEO"/>
CEO Title:	<input type="text" value=""/>
	<input type="checkbox"/> Same address as above
* Address:	<input type="text" value="118 N Clark St"/> <input type="text"/>
* City:	<input type="text" value="Chicago"/>

Note: The Master Account Login Name should be that of the designated account administrator and not the name of your company/entity.

- If you use a tax service, we strongly recommend that you set up that tax service as an additional user of your master account rather than give the tax service your master account access information. Additional users can be added by following the instructions found on the Account Management tab. Tax services may not register on-line and must contact their clients to gain access to the system.
- Be aware that granting anyone access to your account on this site, whether an employee or a tax service, gives that person or service the authority to act on your behalf. Anyone with access to your account will also have the ability to add, delete or edit PINs and to commit to payment(s) on your behalf.
- It is critical for TPAs, that have sub-users assigned to their account or utilize a tax servicer, to coordinate the "Commit to Pay" function with all account users. Committing to pay essentially locks the uploaded file, and electronically notates all payment channels (mail, online, in-person, Chase Branch) that the PIN(s) shall be paid. Once the commitment has been made, the expectation is

that the respective payment will be remitted to our office, and you will be prohibited from any further action on that payment file.

- Your use of the information and/or services available through the TPA Program web site for any purpose other than the payment of General Taxes is strictly prohibited and could result in denial of your access to the TPA Program and/or the initiation of legal action.
- By your use of the TPA Program web site, you acknowledge and agree that obtaining the amount of tax due for any PIN (Property Index Number) constitutes your request for the electronic equivalent of a duplicate tax bill for that PIN pursuant to the provisions of 35 ILCS 200/20-12 and Cook County Ordinance 07-O-68. If you are unable to comply with the requirements set forth herein, contact our office via e-mail at [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com).

#### PIN File Limitation

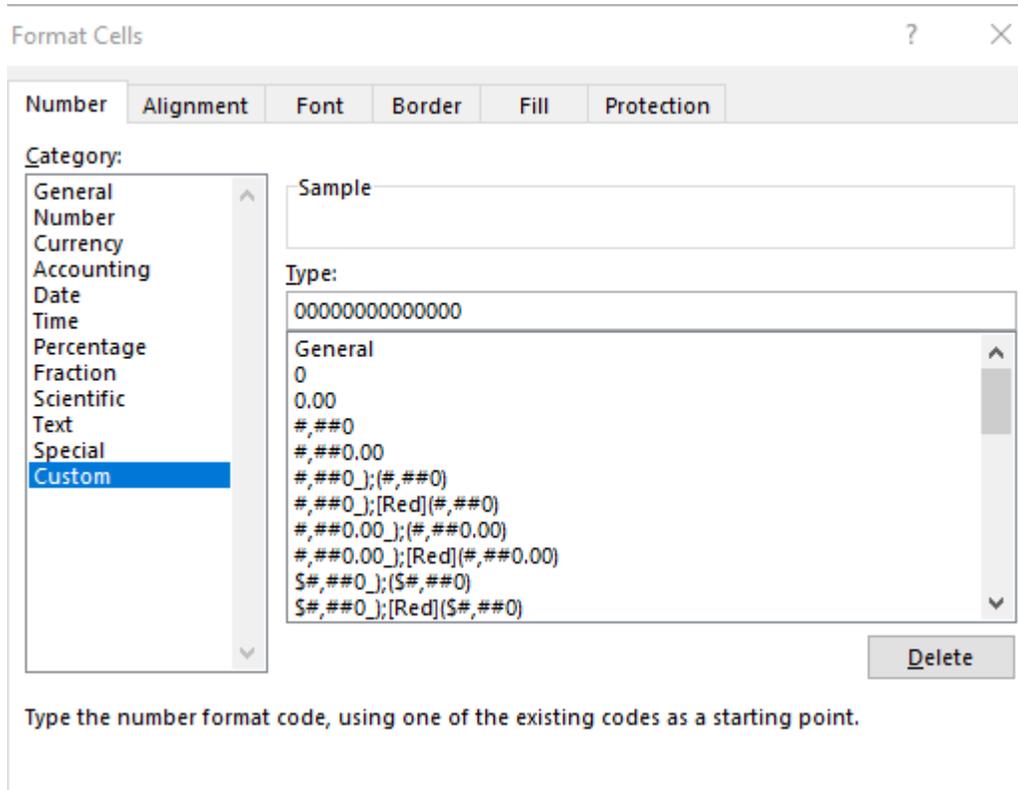
The file limitation is no more than **100,000 PINs**. To assure a successful upload, do not create a file containing more than the **100,000 limitation**.

#### Upload Data File

- Each TPA must upload or create a data file listing all PINs, limited to no more than **100,000**, for which it is requesting property tax information. All PINs entered into the system will be validated against our master file, and current tax amounts will be shown. The required file format for uploading data to the TPA Program web site is attached.
- Under Cook County's Duplicate Tax Bill Fee Ordinance, the term "duplicate tax bill" is defined as "a reproduction of the original tax bill as issued by the County Collector or its electronic equivalent." Cook County Ordinance No. 07-O-68, as authorized by 35 ILCS 200/20-12, thus requires that a \$5.00 duplicate bill fee be assessed for each PIN uploaded to the TPA Program web site. This fee will automatically be added for each uploaded PIN and must be *included* in the amount of your wire transfer.
- Furthermore, by your use of the TPA Program web site, you agree to pay a \$2.00 enhanced processing fee per PIN upon which you tender payment, assessed pursuant to Cook County Ordinance 19-O-4589.

**TO CREATE A PIN FILE:**

1. Open an Excel spreadsheet. Keep only one worksheet, sheet1; delete any additional worksheets such as sheet2 and sheet3 within the excel workbook. Customize Column A by highlighting the entire Column A, and then right click your mouse. Scroll down to 'Format Cells' to display the Format Cell pop-page. Scroll down to 'Custom' on the right side of the pop-up page below 'Type:' enter 14 zeroes without any special characters such as dashes. Then click OK to save.



2. Enter the Tax Payer's Name/Beneficiary of the payment (Maximum of 34 characters in Column B).
3. Enter the 4-digit Tax Year (Column C).

	A	B	C	D	E	F	G	H	I	J
1	01234567891000	Tax Payer's Name Here	20XX							
2	01234567891002	Tax Payer's Name Here	20XX							
3	01234567891003	Tax Payer's Name Here	20XX							
4	01234567891004	Tax Payer's Name Here	20XX							
5	01234567891005	Tax Payer's Name Here	20XX							
6										
7										
8										
9										
10										
11										
12										
13										
14										

4. Click on Save As (ensure that the PIN file is stored on a (local) drive that is accessible to you at the time of upload.)
  - a. Save As File name: Name of File
  - b. Save As Type: CSV (comma delimited)

**Confirmation of Commitment**

- Please review the PINs you want to pay *before* you commit. Changes cannot be made on a committed PIN file. You must commit to pay *before* you wire transfer the funds. TPAs must submit one wire transfer for each commitment made through the TPA Program.
- Once a TPA has committed on a wire transfer amount and wire transfer date, the system displays confirmation screen. If you do not see the confirmation screen, your commitment has not been received. The confirmation details can be printed by clicking 'Print' button. Once the confirmation screen is closed, it cannot be accessed again.
- It is imperative that you provide an accurate Wire Transfer Date when prompted on the TPA Program web site. **Note that the current day's date is the defaulted Wire Transfer Date.**
- If you intend to change your Wire Transfer Date *after* you've committed to pay, you are required to notify our office via e-mail (click 'Contact Us') within **48 hours prior to** the committed Wire Transfer Date provided regarding changes in payment submission. **Wire transfers received outside of the Wire Transfer Date submitted on the site are subject to return.**

Bank Name and ABA Number

Bank	: J.P. Morgan Chase
ABA/RTN	: 021000021
Acct. Title	: Cook County Treasurer's Office
Acct. Number	: *****
OBI/Ref.	: [Your TPA/Source ID]

You MUST include your TPA/Source ID in the reference and OBI ('Other Beneficiary Information') field when sending your wire transfer or your wire transfer will be returned leaving taxes unpaid.
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**Note:** Wire transfer information will be provided in the instructions to registered users. Payments will be posted within **72 hours** of receipt of your payment file and your wire transfer, provided the TPA has fully complied with all program rules. Wire transfers received prior to the receipt of the payment file will be returned.

**Wire transfers will be returned to the sender and taxes will remain unpaid if the Commitment and Wire Transfer amounts do not match, the TPA number is not indicated, or a commitment has not been made.**

### **Real-Time TPA Payment System**

In addition to the TPA Program wire system, you can also use our Real-Time TPA Payment System (RTS). RTS was designed for TPAs paying on a smaller quantity of PINs and needing receipts. The RTS web site allows for payments of the current tax year and the prior tax year to be paid online using an ACH debit. You can enter up to 10 PINs per transaction and view updated payment information. Official Cook County Treasurer’s Office e-receipts will be available on the system immediately after completing each transaction. Receipts will be stored for 180 days after each transaction, along with a downloadable payment history screen. For more information, visit [www.cookcountytpa.com](http://www.cookcountytpa.com).

### **PIN Management**

The PIN Management TAB consists of four (4) sub menus:

- Upload PINs - allows you to upload a PIN file to a maximum of 100,000 PINs. (See 'Program File Upload Instructions' section).

**MARIA PAPPAS** COOK COUNTY TREASURER

PIN Management   Commit to Pay   Profile Management   Account Management   Research Tools   Instructions   Terms and Conditions   Help   Log Off

Upload PIN(s)  
Add PIN(s)  
PIN Reports  
PIN Search

Choose from these PIN Management Tools

TPA-Source ID:

**TAX DUE DATE:**  
**INTEREST PERIOD:**

All payment amounts will include a 1.5% statutory interest per month and a \$5.00 per PIN duplicate bill fee.  
Additionally, a \$2.00 enhanced processing fee, per PIN and Installment upon which payment is tendered, is applicable.

### Upload PIN(s)

NOTE: DEPENDING ON CONNECTION SPEED, NETWORK LATENCY, FILE SIZE, AND OTHER FACTORS OUTSIDE THE CONTROL OF THE COOK COUNTY TREASURERS OFFICE, PIN FILES MAY REQUIRE SUBSTANTIAL UPLOAD AND PROCESSING TIME. USERS OF THIS SYSTEM ACCEPT SOLE RESPONSIBILITY TO ENSURE THAT PIN UPLOADS ARE INITIATED SUFFICIENTLY IN ADVANCE OF THE COMMITMENT DATE FOR THE SYSTEM TO FULLY PERFORM PROCESSING. PIN FILES THAT ARE NOT FULLY PROCESSED AND COMMITTED BY 11:59:59 PM ON THE COMMITMENT DATE MUST BE PAID VIA OTHER MEANS.

#### Add PINs By Uploading

[Click here](#) for instructions on how to upload a file.

If you are uploading a large file, we recommend you create a zip archive of the file first, and then upload the archive. [Click here](#) to download a free evaluation copy of WinZip.

PLEASE NOTE: Pursuant to business policies of the Cook County Treasurer's Office aimed at preventing duplicate payments, the Treasurer's Office does not accept payments or payment commitments in respect of property taxes that another party has already paid or committed to pay. Consequently, prior to uploading your PIN file, you should verify that you are the party legally responsible for paying the property taxes of all PINs included therein.

FILE NAME

- 'Add PINs' – allows the user to enter PINs manually.

### PIN Management

[Help](#)

#### Add PIN(s)

##### Add PIN(s) Manually

If you have a single PIN or a small number of PINs, you can add them to your PIN file one at a time using the fields below.

\* Indicates required fields

\* Property Index Number (PIN)

 -  -  -  - 

TAXPAYER INFORMATION

\* First Name or Trust Number

\* Last Name or Trust Name

Tax Year

- 'PIN Reports' – allows the user to generate reports.

## PIN Reports

For your convenience Uncommitted PINs, Committed PINs, Divided Parcels and Downloadable Reports are available. In addition various downloadable reports can be accessed.

Each report consists of rows of expandable summary information. To expand a row in a summary, click on the plus sign [+] on the left hand side of the row. The plus will become a minus [-], and your web browser will retrieve the information for that summary. To close a summary, simply click on the minus sign.

PINs are sorted in numerical order from lowest to highest to enable users to locate a specific PIN 'at-a-glance'.

Each report is described in detail below.

### [-] Uncommitted PIN(s) - 0 PINs : \$0.00

Total Tax/Penalty: \$0.00 Total Duplicate Fees: \$0.00 Total Processing Fees : \$0.00

The Uncommitted PIN(s) lists all uncommitted PIN information currently in your PIN Commitment File, and the status of each PIN. You may click to view or edit information.

### [+] Uncommitted PIN(s) - 0 PINs : \$0.00

Total Tax/Penalty: \$0.00 Total Duplicate Fees: \$0.00 Total Processing Fees : \$0.00

### [-] Committed PIN(s)

The Committed PIN(s) lists all committed PIN information and the status of each PIN.

**PIN Reports**

For your convenience Uncommitted PINs, Committed PINs, Divided Parcels and Downloadable Reports are available. In addition various downloadable reports can be accessed.

Each report consists of rows of expandable summary information. To expand a row in a summary, click on the plus sign [+] on the left hand side of the row. The plus will become a minus [-], and your web browser will retrieve the information for that summary. To close a summary, simply click on the minus sign.

PINs are sorted in numerical order from lowest to highest to enable users to locate a specific PIN 'at-a-glance'.

Each report is described in detail below.

- ▶ **Uncommitted PIN(s) - 0 PINs : \$0.00**  
Total Tax/Penalty: \$0.00 Total Duplicate Fees: \$0.00 Total Processing Fees : \$0.00
- ▶ **Committed PIN(s)**
- ▶ **Divided Parcels**
- ▼ **Downloadable Reports**

This section contains downloadable formats which may be viewed offline.  
Please note that the downloadable reports do not include the \$5.00 per PIN duplicate bill fee and/or \$2.00 enhanced processing fee.

Daily Reconciliation Report	<a href="#">CSV</a>
Duplicate Upload Resolution Report	<a href="#">CSV</a>
All PINs	<a href="#">CSV</a> <a href="#">HTML</a>
All PINs (including deleted)	<a href="#">CSV</a> <a href="#">HTML</a>
PINs 'OK' for Payment	<a href="#">CSV</a> <a href="#">HTML</a>
PINs Committed for Payment	<a href="#">CSV</a> <a href="#">HTML</a>
Exceptions	<a href="#">CSV</a> <a href="#">HTML</a>
Deleted PINs	<a href="#">CSV</a> <a href="#">HTML</a>
PINs with Prior Installment Taxes Due	<a href="#">CSV</a> <a href="#">HTML</a>
Divided Parcel	<a href="#">CSV</a> <a href="#">HTML</a>
Pending Certificate of Error Parcel	<a href="#">CSV</a> <a href="#">HTML</a>

- 'PIN Search' – allows the user to search for specific PIN.

**PIN Search**

Find PINs Matching

-  -  -  -

**The extensive listing of 'Downloadable Reports' may be essential to file reconciliation. Please utilize those reports to identify any file adjustments needed prior to committing to pay the respective file.**

# Enhanced Research Tools



## MARIA PAPPAS COOK COUNTY TREASURER

PIN Management   Commit to Pay   Profile Management   Account Management   **Research Tools**   Instructions   Terms and Conditions   Help   Log Off

Upload PIN(s)  
Add PIN(s)  
PIN Reports  
PIN Search

TPA-Source ID:

**TAX DUE DATE:**

**INTEREST PERIOD**

All payment amounts will include a 1.5% statutory interest per month and a \$5.00 per PIN duplicate bill fee.  
Additionally, a \$2.00 enhanced processing fee, per PIN and Installment upon which payment is tendered, is applicable.

TPA registrants may now launch the 'Research Tools' tab to confirm delinquencies and Tax Sale eligibility.



## MARIA PAPPAS COOK COUNTY TREASURER

PIN Management   Commit to Pay   Profile Management   Account Management   **Research Tools**   Instructions   Terms and Conditions   Help   Log Off

Current Login:

TPA-Source ID:

**Downloadable Reports**

This section contains downloadable formats which may be viewed offline.

All Delinquent PINs Report   Tax Year: 2021   Download

PINs Eligible for Annual Tax Sale   Download

Please note that the delinquent PIN data is for informational purposes only. Payments for non-current collectable Tax Years must be remitted using the respective bill types (i.e. Open Item Tax Bill). Prior years' taxes may not be remitted via the TPA Program.

## Commit to Pay

**Do not commit to pay unless and until you are satisfied with your pin file. Committed files cannot be deleted.**

This page allows the user to view the TPA information such as Company Name, Contact Name, Address, Wire Transfer Date and Total Wire Transfer Amount that were uploaded via 'Upload PINs' or entered manually via 'Add PINs'. Note: Please review and change (if necessary) the wire transfer date before you click the 'Commit to Pay' button then a Print screen is displayed. This date is defaulted to the current date.

It is imperative to provide the correct Wire Transfer Date. Any notification of change must be provided in writing to our office within 48 hours of any necessary changes. Wire transfers remitted outside of the date committed for payment are subject to return.

Note: The complete wire transfer instructions are provided on the print-friendly confirmation page.

Payments, for which wire transfers are successfully submitted, will be posted within 48 hours of receipt.

### Commit To Pay

Please complete the **Wire Transfer Date** field below to commit to pay against your PIN file. The system will automatically reject any unresolved exceptions from your PIN file.

**NOTE: USERS OF THIS SYSTEM ACCEPT SOLE RESPONSIBILITY TO ENSURE THAT SUBMISSION OF THIS COMMITMENT FORM IS INITIATED SUFFICIENTLY IN ADVANCE OF THE COMMITMENT DATE FOR THE SYSTEM TO PROCESS THE COMMITMENT.**

**TPA INFORMATION**

\* Indicates required field

Company Name <input type="text"/>	Contact Name <input type="text"/>
Address <input type="text"/>	City <input type="text"/>
	State <input type="text"/>
	Zip Code <input type="text"/>
Phone Number <input type="text"/>	
* Wire Transfer Date <input type="text"/>	Wire Transfer Amount <input type="text" value="\$"/>

Please be sure to enter an accurate date for wire transfer remittance.

## Commit To Pay

The Cook County Treasurer's Office thanks you for your participation in the TPA program. You have committed to pay \$ \_\_\_\_\_ via wire transfer on \_\_\_\_\_

TPA participants are highly encouraged to print this page for their records.

Your confirmation number for this commitment is: \_\_\_\_\_

Information required to process your wire transfer follows:

REMIT \$ \_\_\_\_\_ VIA WIRE TO:  
J.P. Morgan Chase  
Transit Routing Number: 021000021  
Credit Account: Cook County Treasurer's Office, Account \_\_\_\_\_

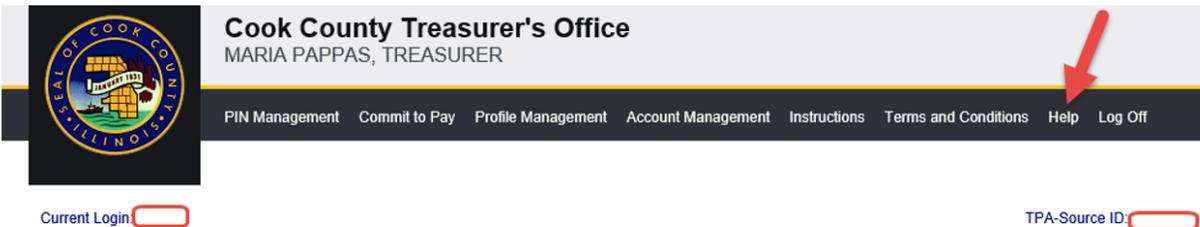
Wires MUST include the assigned 7 digit TPA Souce/I.D. All others are subject to return

[Print](#)

## General and Technical Support

Please submit any questions regarding the TPA Program online at [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com), using the '**Contact Us by Email**' link.

**Frequently Asked Questions (FAQ's)** are available by clicking on the 'Help' tab. (See the excerpt below.)



**Cook County Treasurer's Office**  
MARIA PAPPAS, TREASURER

PIN Management   Commit to Pay   Profile Management   Account Management   Instructions   Terms and Conditions   **Help**   Log Off

Current Login

TPA-Source ID

TAX DUE DATE:

PENALTY PERIOD

All payment amounts will include a 1.5% penalty per month and a \$5.00 per PIN duplicate bill fee.

*Example:*

### **Helpful Tips for Cook County TPA (Third Party Agent) Participants:**

#### **Tax Amounts and Committed PINs:**

Q. Will the amount of taxes due change after I commit on PINs?

A. No. Once you commit on a group of PINs, the amounts will not change.

Q. Will I be paying on the Original Tax Amount Billed or the Total Current Tax Amount as displayed in the Daily Reconciliation Report?

A. You will pay the Total Current Tax Amount. If the Original Tax Amount Billed changes due to a payment or Certificate of Error, the reduced tax amount will be reflected. If the Total Current Tax Amount is zero, then no payment can be made on the system.

Q. I have uploaded a PIN, but have not committed on it. In the Daily Reconciliation Report the status is 'no amount due' even though I have not committed on it. When I try to commit, the system will not

#### **Real-Time TPA Payment System**

In addition to the TPA Program wire system, you can also use our Real-Time TPA Payment System (RTS). RTS was designed for TPAs paying on a smaller quantity of PINs and needing receipts. The RTS web site allows for payments of the current tax year and the prior tax year to be paid online using an ACH debit. You can enter up to 10 PINs per transaction and view updated payment information. Official Cook County Treasurer's Office e-receipts will be available on the system immediately after completing each transaction. Receipts will be stored for 180 days after each transaction, along with a downloadable payment history screen. For more information, visit [www.cookcountytpa.com](http://www.cookcountytpa.com).

## **Office of the Cook County Treasurer's TPA Program System Enhancements**

### **System Enhancements**

The Cook County Treasurer's Office has implemented a series of enhancements in order to prevent duplicate tax payments. Please carefully review the following enhancements, as they may potentially affect the payment process.

### **Verification of Profile Information**

The TPA Program web site will now require registered TPAs to verify their profile information prior to *each installment*. It is imperative that you provide our office with your most current contact information.

### **Master Payment File**

The Master Payment File will now be uploaded to the TPA Program web site on a *daily basis*. Previously, this file was uploaded on a monthly basis. This payment file will now reflect the most current payment data, including tax reductions (2<sup>nd</sup> installment only) due to Certificates of Error (C of E's) issued by the Cook County Assessor.

### **Daily Reconciliation Report – (A)**

The Daily Reconciliation Report will provide a comprehensive list of all uploaded PINs, PIN Status, Original Tax Amount Billed, Total Current Tax Amount, and Increases/Decreases in Tax Amounts (if any) along with a reason why the tax amount changed. The report will indicate whether the PIN has had a Certificate of Error applied. In addition, the report will include the property address and current mailing address information.

### **Duplicate Upload Resolution Report – (B)**

The TPA Program web site will now generate notifications as to any PINs that both you and another TPA have uploaded to the web site. The Duplicate Upload Resolution Report will provide you with a list of such PINs along with contact information for the other TPA(s) that uploaded each PIN. The report will also identify the previous installment payment source, the property address, and the current mailing address information. We encourage communication amongst TPA Program participants to resolve all duplicate PIN uploads. Once another TPA has committed on a PIN, you will not be able to commit on the same PIN.

## PIN Reports

For your convenience Uncommitted PINs, Committed PINs, Divided Parcels and Downloadable Reports are available. In addition various downloadable reports can be accessed.

Each report consists of rows of expandable summary information. To expand a row in a summary, click on the plus sign [+] on the left hand side of the row. The plus will become a minus [-], and your web browser will retrieve the information for that summary. To close a summary, simply click on the minus sign.

PINs are sorted in numerical order from lowest to highest to enable users to locate a specific PIN 'at-a-glance'.

Each report is described in detail below.

▶ **Uncommitted PIN(s) - 0 PINs : \$0.00**  
Total Tax/Penalty: \$0.00 Total Duplicate Fees: \$0.00 Total Processing Fees : \$0.00

▶ **Committed PIN(s)**

▶ **Divided Parcels**

▼ **Downloadable Reports**

This section contains downloadable formats which may be viewed offline.  
 Please note that the downloadable reports do not include the \$5.00 per PIN duplicate bill fee and/or \$2.00 enhanced processing fee.

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Divided Parcel	<a href="#">CSV</a> <a href="#">HTML</a>
Pending Certificate of Error Parcel	<a href="#">CSV</a> <a href="#">HTML</a>

For Your Reference:

Below is a list of the **PIN Status Codes**.

Status	Explanation
OK	PIN is available for commitment.
Committed	PIN has been successfully committed to be paid.
Committed to fee	No amount is payable except for the \$5.00 duplicate bill fee.
Dup Upload	PIN has already been uploaded by another TPA.
No Tax Amount Due	PIN has been committed on by <i>another</i> TPA, or PIN has been paid.
Deleted	PIN has been deleted from your upload file (manually or via file overwrite).
New Parcel	PIN is a new parcel for the current tax year. The 1 <sup>st</sup> Installment billing will be \$0.00. The 2 <sup>nd</sup> Installment billing will represent the entire year's tax liability.
Exception	Invalid PIN data or a tax type other than 'General' has been submitted.