

# Property Tax Document Portal

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## Types of Documents

The DuPage County Clerk's office is responsible for calculating property tax rates for all taxing districts in DuPage County. To perform these calculations, Illinois State Statute requires each taxing district to file certain documents with the County Clerk.

### Local Government Bonds

Local government bonds, whose payment is funded through property taxes, are filed in the County Clerk's office. These bond ordinances contain the levy amount to be collected each year, along with a maturity schedule of payments.

### Abatement of Taxes

Illinois State Statute allows taxing districts to abate or ask for less money to be collected from their tax and/or bond levy schedule. Local taxing districts must file an abatement of taxes in the County Clerk's office before the tax rates are finalized.

### Tax Levy

The tax levy is an annual document that states how much money a taxing district is requesting to be collected from property taxes. Illinois State Statute requires the levy to be filed in the County Clerk's office by the last Tuesday in December.

### Tax Extension Worksheets

The DuPage County Clerk's office is responsible for calculating property tax rates for all taxing districts in DuPage County. The tax extension worksheet contains the district value, rates and extensions.

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## Public Document Portal

You can view the above documents on file in the County Clerk's office at <http://countyclerkdocs.dupageco.org/pubaccess/controltemplate.aspx>

### Tips for Searching

- At least one field must be entered to execute a search.
- Text strings must match exactly. Example: 'Dist. 99' will not match if the text is 'District No. 99'.
- Wild card \* can be used, either before or after the text entered.
- Fields are separated by dashes in the results. However, not all fields are displayed in the results panel.  
**Example:** County Clerk Search: District Type is in the first field, District Name is in the second field and Tax Year is in the third.

The screenshot shows a search interface with two main sections: 'Search' and 'Results'. In the 'Search' section, 'County Clerk Search' is selected in the dropdown. The 'District Type' field is empty, 'District Name' contains '99', and 'Tax Year' contains '2015'. The 'Results' section displays three entries: 'Abatements - SCHOOL DISTRICT - HIGH SCHOOL DISTRICT NO. 99 - 2015', 'Levy - SCHOOL DISTRICT - HIGH SCHOOL DISTRICT NO. 99 - 2015', and 'Worksheets - SCHOOL DISTRICT - HIGH SCHOOL DISTRICT NO. 99 - 2015'. Red boxes highlight the 'Abatements', 'Levy', and 'Worksheets' fields in the results, and the 'District Type' field in the search criteria.

### Search Types

Different search fields will be displayed after **Select Search Type** is selected.

This screenshot shows the search interface with 'County Clerk Bond Search' selected in the dropdown. The search fields include 'District Type', 'District Name', 'Bond Title', 'Bond Series', and 'Letter'. A red arrow points to the 'District Type' field.

This screenshot shows the search interface with 'County Clerk Search' selected in the dropdown. The search fields include 'District Type', 'District Name', and 'Tax Year'. A red arrow points to the 'District Type' field.

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## Search for Bonds

Select 'County Clerk Bond Search' in the 'Select Search Type' field.

**Example 1: Search for Wheaton Park District Limited Bonds.** Enter 'Park\*' in the District Type field, 'Wheaton\*' in the District Name field and 'Limited\*' in the Bond Title field.

Search	Results
Select Search Type County Clerk Bond Search	Bonds - PARK DISTRICT - WHEATON PARK DISTRICT - SSS
District Type Park*	Bonds - PARK DISTRICT - WHEATON PARK DISTRICT - CCC
District Name Wheaton*	Bonds - PARK DISTRICT - WHEATON PARK DISTRICT - BBB
Bond Title Limited*	Bonds - PARK DISTRICT - WHEATON PARK DISTRICT - QQQ
Bond Series	Bonds - PARK DISTRICT - WHEATON PARK DISTRICT - RRR
Letter	Bonds - PARK DISTRICT - WHEATON PARK DISTRICT - PPP

**Example 2: Search for School District 203 Bonds.** Enter 'school' in the District Type field, '\*203' in the District Name field.

Search	Results
Select Search Type County Clerk Bond Search	Bonds - SCHOOL DISTRICT - UNIT SCHOOL DISTRICT NO. U-203 - Q
District Type school*	Bonds - SCHOOL DISTRICT - UNIT SCHOOL DISTRICT NO. U-203 - R
District Name *203	
Bond Title	
Bond Series	
Letter	

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**Example 3: Search for DuPage County Bonds.** Enter 'county' in the District Type field, 'du page\*' in the District Name field.

Search	Results
<p>Select Search Type  <input type="text" value="County Clerk Bond Search"/></p> <p>District Type  <input type="text" value="county"/></p> <p>District Name  <input type="text" value="du page*"/></p> <p>Bond Title  <input type="text"/></p> <p>Bond Series  <input type="text"/></p> <p>Letter  <input type="text"/></p>	<p>Bonds - COUNTY - DU PAGE COUNTY - S</p> <p>Bonds - COUNTY - DU PAGE COUNTY SSA #19 - B</p> <p>Bonds - COUNTY - DU PAGE COUNTY SSA #25 - A</p> <p>Bonds - COUNTY - DU PAGE COUNTY SSA #33 - A</p> <p>Bonds - COUNTY - DU PAGE COUNTY SSA #34 - A</p> <p>Bonds - COUNTY - DU PAGE COUNTY SSA #19 - A</p> <p>Bonds - COUNTY - DU PAGE COUNTY SSA #35 - A</p> <p>Bonds - COUNTY - DU PAGE COUNTY SSA #37 - A</p> <p>Bonds - COUNTY - DU PAGE COUNTY SSA #38 - A</p> <p>Bonds - COUNTY - DU PAGE COUNTY SSA #25 - B</p>

Search for Abatements, Tax Levy or Worksheets

Select 'County Clerk Search' in the 'Select Search Type' field.

**Example 1: Search for District 99 Documents for 2015.** Enter '\*99' in the District Name field, '2015' in the Tax Year field.

In this example, all three document types are found – **Abatements, Levy and Worksheets.**

Search	Results
<p>Select Search Type  <input type="text" value="County Clerk Search"/></p> <p>District Type  <input type="text"/></p> <p>District Name  <input type="text" value="*99"/></p> <p>Tax Year  <input type="text" value="2015"/></p>	<p>Abatements - SCHOOL DISTRICT - HIGH SCHOOL DISTRICT NO. 99 - 2015</p> <p>Levy - SCHOOL DISTRICT - HIGH SCHOOL DISTRICT NO. 99 - 2015</p> <p>Worksheets - SCHOOL DISTRICT - HIGH SCHOOL DISTRICT NO. 99 - 2015</p>

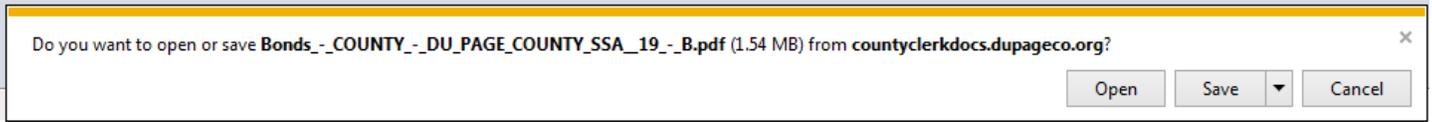
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## Viewing a document

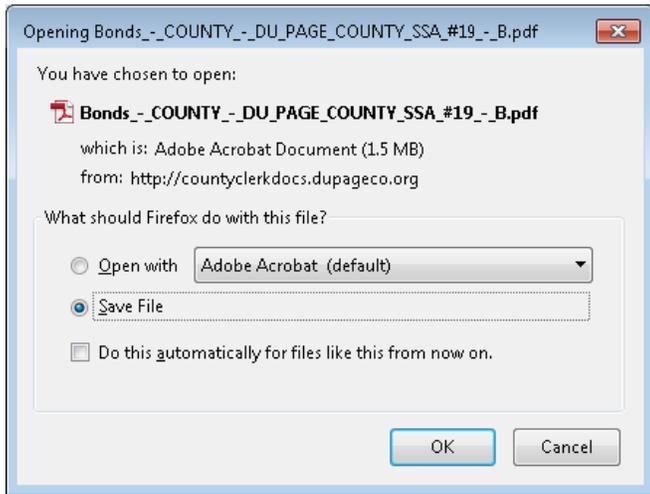
After the results are displayed, click on any row in the results to view the PDF document. Depending on the browser used, the document options will be different.

## Examples by Browser

### Internet Explorer:



### Firefox:



### Chrome:

