

COUNTY _____ DATE _____

2023 TAX DIGEST SUBMISSION CHECK LIST

		ITEM	NOTES
1		Consolidation Sheets: Must provide signed consolidation sheet for each tax district.	
	a.	Motor Vehicle Values: Use total of the 2022 values.	
	b.	Timber Values: Use total of values from 4 quarters reports for 2022.	
	c.	Mobile Home Values: Use total of values from Assessors digest.	
	d.	Heavy Duty Equipment: Use total value of 2022 billing.	
2		PT-35 Millage Rate Certification Form - Signed by Chairman.	
	a.	Copy of the millage rate resolution from County.	
	b.	Copy of the millage rate recommendation from School.	
	c.	Computation of the local option sales tax rollback.	
	d.	Computation of the insurance premium rollback.	
3		PT-38 City and Independent School Millage Rate Certification.	
4		Taxpayer Brochure.	
5		Local Exemption Form. **Must submit even if no local exemptions exist.**	
	a.	Copy of legislation creating any new local homestead exemption(s).	
6		Freeport Exemption.	
	a.	Copy of referendums and resolutions for new or changed freeport exepmtions.	
7		Current Use Registry including CUVA and FLPA	
	a.	QTP Registry must include: Parcel Number, Owner Name, Acreage	
8		List of Reason Codes.	
9		Change of Assessment List.	
	a.	Memo from Chairman indicating number of notices mailed and date mailed.	
	b.	Copy of one real and one personal Notice of Assessment.	
10		Pending Appeals List.	
	a.	Public Utilities.	
	b.	Other Properties - Total of all appeals, current and past years pending.	
	c.	Certification from Chairman regarding 2022 appeals statistics for web posting. **MUST USE DOR FORM**	
	d.	2023 Certification from Chairman regarding 3% 180 day rule (optional).	
11		Final Digest in Print Image Format.	
	a.	Taxable Digest PDF.	
	b.	Exempt Digest PDF.	
	c.	XML files for each tax district **Tax Districts Must Match DOR Tax Districts**	
12		Miscellaneous Documents.	
	a.	County Tax Official Ceretification Form. **Must submit even if blank**	
	b.	Tax Allocation District Value Certification - Must submit even if blank.	
	c.	Tax Commissioner Bond.	
	d.	PT-77 FLPA Grant Application Form.	
	e.	FLPA Revenue Reduction Calculation Worksheets for each district FLPA grant is claimed.	
	f.	Copy of all newly recorded FLPA Covenants.	
	g.	GIS Parcel Data. Must be submitted for verification prior to digest approval.	
	h.	Appraisal File - Same as Provided to DOAA.	
	i.	PT-553C Home Owner Tax Relief Grant Request and Supporting Documentation.	

13	Advertising Documentation.	Notes
	PT-32.1 Computation of Millage Rate Rollback and Percentage Increase in Property Tax for Each General Maintenance and Operations Levy.	
	a. Copy of County Press Release for Tax Increase - If necessary.	
	b. Copy of School Press Release for Tax Increase - If necessary.	
	c. Copy of County Web Publication of the Current Tax Digest and Five Year History.	
	d. Copy of School Web Publication of the Current Tax Digest and Five Year History.	
	e. Copy of County Web Publication of the Notice of Property Tax Increase. If Necessary.	
	f. Copy of School Web Publication of the Notice of Property Tax Increase. If Necessary.	
	g. Copy of Actual Newspaper Publications for County Current Tax Digest and Five Year History.	
	h. Copy of Actual Newspaper Publications for School Current Tax Digest and Five Year History.	
	i. Copy of Actual Newspaper Publications for County Notice of Tax Increase. If Necessary.	
	j. Copy of Actual Newspaper Publications for School Notice of Tax Increase. If Necessary.	
	k. Copy of Actual Newspaper Publications for School Notice of Tax Increase. If Necessary.	

COUNTY-WIDE % INCREASE _____	Date Advertised	Date/Time Mtg. Held	Notes
1st Public Hearing			
2nd Public Hearing			
3rd Public Hearing			
Web Site Notice of Tax Increase			
Five Year History			
Web Site Notice of Five-Year History			

UNINCORPORATED % INCREASE _____	Date Advertised	Date/Time Mtg. Held	Notes
1st Public Hearing			
2nd Public Hearing			
3rd Public Hearing			
Web Site Notice of Tax Increase			
Five Year History			
Web Site Notice of Five-Year History			

INCORPORATED % INCREASE _____	Date Advertised	Date/Time Mtg. Held	Notes
1st Public Hearing			
2nd Public Hearing			
3rd Public Hearing			
Web Site Notice of Tax Increase			
Five Year History			
Web Site Notice of Five-Year History			

SCHOOL % INCREASE _____	Date Advertised	Date/Time Mtg. Held	Notes
1st Public Hearing			
2nd Public Hearing			
3rd Public Hearing			
Web Site Notice of Tax Increase			
Five Year History			
Web Site Notice of Five-Year History			

_____ % INCREASE _____	Date Advertised	Date/Time Mtg. Held	Notes
1st Public Hearing			
2nd Public Hearing			
3rd Public Hearing			
Web Site Notice of Tax Increase			
Five Year History			
Web Site Notice of Five-Year History			