

COUNTY _____		DATE _____
2024 TAX DIGEST SUBMISSION CHECK LIST		
	ITEM	NOTES
1	Consolidation Sheets: Must provide signed consolidation sheet for each tax district AND they must match XML exactly	
	a. Motor Vehicle Values: Use total of the 2023 values.	
	b. Timber Values: Use total of values from 4 quarters reports for 2023.	
	c. Mobile Home Values: Use total of values from Assessors digest.	
	d. Heavy Duty Equipment: Use total value of 2023 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 2023 appeals statistics for web posting. **MUST USE DOR FORM**	
	d. 2024 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. All totals on PT-10A must match XML totals. NO EXCEPTIONS	
12	Miscellaneous Documents	
	a. County Tax Official Ceretification Form.	
	b. Tax Allocation District Value Certification - Must submit even if blank.	
	c. Tax Commissioner Bond.	
	d. PT-77 Grant Form & FLPA Revenue Reduction Calculation Worksheets for each district containing FLPA.	
	e. Copy of all newly recorded FLPA Covenants including renewals.	
	f. GIS Parcel Data. Must be submitted for verification prior to digest approval.	
	g. Appraisal File - Same as Provided to DOAA.	
	h. PT-553CA Home Owner Tax Relief Grant Request and Supporting Documentation.	
	i. ***NEW*** IT Security contact information Form.	

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.			
	b. Copy of County Press Release for Tax Increase - If necessary.			
	c. Copy of School Press Release for Tax Increase - If necessary.			
	d. Copy of County Web Publication of the Current Tax Digest and Five Year History.			
	e. Copy of School Web Publication of the Current Tax Digest and Five Year History.			
	f. Copy of County Web Publication of the Notice of Property Tax Increase. If Necessary.			
	g. Copy of School Web Publication of the Notice of Property Tax Increase. If Necessary.			
	h. Copy of Actual Newspaper Publications for County Current Tax Digest and Five Year History.			
	i. Copy of Actual Newspaper Publications for School Current Tax Digest and Five Year History.			
	j. Copy of Actual Newspaper Publications for County Notice of Tax Increase. If Necessary. ***WITH MEASUREMENTS***			
	k. Copy of Actual Newspaper Publications for School Notice of Tax Increase. If Necessary. ***WITH MEASUREMENTS***			
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			