

**2018 TAX DIGEST SUBMISSION IN-HOUSE CHECK LIST**

	ITEM	NOTES
1.	Consolidation Sheets: <b>Must provide signed hardcopy and electronic XML data file.</b>	
a.	Motor Vehicle Values Used? Total of 2017 values?	
b.	Timber Values Used? Total of values from 4 qtrs reports for 2017?	
c.	Mobile Home Values Used? Total of values from Assessors digest?	
d.	Heavy Duty Equipment Values Used? Total of 2017 Billings?	
2.	PT-35 Form – County & School levies included? Signed by Chairman?	LOST: _____ INS: _____
3.	PT-38 Forms - City(s) levy	
4.	Taxpayer Brochure	
5.	reserved	
6.	reserved	
7.	Local Exemption Form	
8.	Freeport Exemption – provide referendums and resolutions	
9.	Current Use Assessments:	
a.	Conservation Use Assessment – new and renewal for 2018	
b.	Forest Land Cons Use List – all FLPA Covenants	
c.	Current Use Registry (electronic file)	
10.	List of Reason Codes	
11.	Change of Assessment Lists (electronic)	
a.	Memo from Chairman: number of notices/ date mailed	
b.	Copy of Real and Personal Notice of Assessment	
12.	Pending Appeals Lists – Signed by BTA	
a.	Public utility	
b.	Other Properties – <b>total of all appeals, current and past years pending</b>	
c.	Certification from Chairman regarding 2017 appeals	
d.	Certification from Chairman regarding 3%-180-day rule	
13.	Final Digest on CD or via electronic download	
a	Print Image Format– <b>Taxable &amp; Exempt separate files</b>	
b	Appraisal Files – <b>Same as provided to DOAA</b>	
14	Worksheets (PT32.1A); Rollbacks (PT32.1); Press Release; Web Publications; Newspaper advertisements	
15 a	Tax Official Certification – <b>Include parcel count</b>	
b	Tax Allocation District Certification	
c	Tax Commissioner Bond	
d	PT77-FLPA Reimbursement Request – Digital copies of recorded Covenant	
NEW	e	GIS Parcel Data

<b>COUNTY WIDE % Increase</b> _____	Date Advertised	Date/Time Mtg Held	Notes
1 <sup>st</sup> Public Hearing			
2 <sup>nd</sup> Public Hearing			
3 <sup>rd</sup> Public Hearing			
<b>Web Site Notice of Notice of Tax Increase</b>			
Press Release Submitted _____			
Rollback Form PT-32.1			
Rollback Worksheet PT-32.1A			
Five Year History			
<b>Web Site Notice of Five Year History</b>			

<b>Unincorporated % Increase</b> _____	Date Advertised	Date/Time Mtg Held	Notes
1 <sup>st</sup> Public Hearing			
2 <sup>nd</sup> Public Hearing			
3 <sup>rd</sup> Public Hearing			
<b>Web Site Notice of Notice of Tax Increase</b>			
Press Release Submitted _____			
Rollback Form PT-32.1			
Rollback Worksheet PT-32.1A			
Five Year History			
<b>Web Site Notice of Five Year History</b>			

<b>INCORPORATED % Increase</b> _____	Date Advertised	Date/Time Mtg Held	Notes
1 <sup>st</sup> Public Hearing			
2 <sup>nd</sup> Public Hearing			
3 <sup>rd</sup> Public Hearing			
<b>Web Site Notice of Notice of Tax Increase</b>			
Press Release Submitted _____			
Rollback Form PT-32.1			
Rollback Worksheet PT-32.1A			
Five Year History			
<b>Web Site Notice of Five Year History</b>			

_____ % Increase _____	Date Advertised	Date/Time Mtg Held	Notes
1 <sup>st</sup> Public Hearing			
2 <sup>nd</sup> Public Hearing			
3 <sup>rd</sup> Public Hearing			
<b>Web Site Notice of Notice of Tax Increase</b>			
Press Release Submitted _____			
Rollback Form PT-32.1			
Rollback Worksheet PT-32.1A			
Five Year History			
<b>Web Site Notice of Five Year History</b>			

<b>SCHOOL % Increase</b> _____	Date Advertised	Date/Time Mtg Held	Notes
1 <sup>st</sup> Public Hearing			
2 <sup>nd</sup> Public Hearing			
3 <sup>rd</sup> Public Hearing			
<b>Web Site Notice of Notice of Tax Increase</b>			
Press Release Submitted _____			
Rollback Form PT-32.1			
Rollback Worksheet PT-32.1A			
Five Year History			
<b>Web Site Notice of Five Year History</b>			