

2016 TAX DIGEST SUBMISSION IN-HOUSE CHECK LIST

	ITEM	NOTES
1.	Consolidation Sheets : Must provide signed hardcopy and electronic XML data file.	State sheets with correct exemptions required
a.	Motor Vehicle Values Used? Total of 2015 values?	
b.	Timber Values Used? Total of values from 4 qtrs reports for 2015?	
c.	Mobile Home Values Used? Total of values from Assessors digest?	
d.	Heavy Duty Equipment Values Used? Total of 2015 Billings?	
2.	PT-35 Form – County & School levies included? Signed by Chairman?	LOST: INS:
3.	PT-38 Forms - City(s) levy	
4.	Taxpayer Brochure	Watch for appeal process amendments
5.	Certification from Chairman regarding property owned by Dev Authority	GASB#77
6.	Certification from Chairman regarding property within Enterprize Zones	GASB#77
7.	Local Exemption Form	
8.	Freeport Exemption Resolution – when any change is adopted	Increase %, Fulfillment Centers, or Level II
9.	Current Use Assessments:	
a.	Conservation Use Assessment – new and renewal for 2016	
b.	Forest Land Cons Use List – new and existing applicants	
c.	CUV Registry (electronic file)	
10.	List of Reason Codes	
11.	Change of Assessment Lists should be electronic -	
a.	Memo from Chairman: number of notices/ date mailed	
b.	Copy of one notice of assessment	
12.	Pending Appeals Lists – Signed by BTA, BOC and BOE	
a.	Public utility	
b.	Other Properties – NEW - total of all appeals, current and past years	New Requirement for DOR to publish statistics
c.	Certification from Chairman regarding 2015 appeals	
d.	Certification from Chairman regarding 3%-180-day rule	
13.	Final Digest on CD or DVD or via electronic download	
a.	Print Image Format– Taxable & Exempt separate files	
b.	Appraisal Files – Same as provided to DOAA	
14.	Worksheets (PT32.1A – new form); Rollbacks (PT32.1) ; Press Release, Web Notice and Advertisements (new requirements)	New: Amended FLPA PT32.1A , Requirement to publish Five Year History on Web, and 1-week (7days) advertisement for Five Yr History
15.	Miscellaneous Documents:	
a.	Tax Official Certification – Include parcel count	
b.	Tax Allocation District Certification	
c.	Tax Commissioner Bond	
d.	PT77-FLPA Reimbursement Request – Digital copies of recorded Covenant	

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

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

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

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

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