

# Assessment of Taxable Property

## Personal Property

### TOWNSHIP ASSESSORS

Township Assessors determine the value of personal property, business personal property and annually assessed mobile homes in each of their Townships.

### Personal Property

Personal property and annually assessed mobile homes are submitted to and audited by the County assessor.

## Real Property

### ASSESSMENT

The County Assessor, or a vendor contracted by the County Assessor, conducts on site review of properties to discover, list and value any new construction

### Real Estate

Changes to Appraised values of property are entered and the County Assessor or the contracted Vendor reviews the sales information per State guidelines and creates the ratios to be used for the annual trending process. These ratios are submitted to the Department of Local Government Finance for approval

### FORM 11's

A document called a "Notice of Assessment" is created using the new assessed values, created from applying the sales ratios, are mailed to all taxpayers. Upon receiving this Form 11 the taxpayer has 45 days to appeal the new assessed value.  
**THE TAXPAYER EXAMINE THESE VALUES AND QUESTION THE NEW ASSESSED VALUE OF THEIR PROPERTY IF THEY BELIEVE IT IS NOT ACCURATE!**

### COUNTY AUDITOR

The assessed values are sent to the County Auditor who checks to see that all exemptions, that have been filed, are applied properly.

## DEPARTMENT OF LOCAL GOVERNMENT FINANCE

The Department of Local Government Finance reviews the assessed values of the County to validate that a fair assessment has taken place. At the same time a separate division of the Department of Local Government Finance is reviewing the budgets submitted by the taxing units for approval of them. After the assessed values and the budgets are approved by the Department of Local Government Finance they determine the final tax rates by dividing the certified assessed value of each taxing district by the budgets that the government entities have submitted and have been approved.

### COUNTY AUDITOR

This information is then sent to the County Auditor for advertisement and the creation of the County's Abstract. The County abstract is the calculation of the tax rates multiplied by the certified assessed values for each taxing unit on the county. This is what should be raised if every personal property and real property owner in the county paid their taxes due on the assessed value of their property minus the deductions and credits for which they have qualify and applied.

### COUNTY TREASURER

The Treasurer creates the tax bills and sends them to county taxpayers. Taxpayers are given at least 15 days from the date of mailing for payment of the taxes to the County Treasurer. In normal years taxes are collected on May 10<sup>th</sup> and November 10<sup>th</sup> providing that the assessment of property was submitted and approved by the Department of Local Government Finance in a timely manner.

### COUNTY TREASURER

After the final due date, of the tax billing, the Treasurer posts all payments to the correct personal and real properties and balances the books of the treasurers office. The Treasurer then certifies the amount that has been collected to the County Auditor for distribution to taxing units.

### COUNTY AUDITOR

After the tax collections have been certified to the County Auditor the Auditor goes through a process called settlement. This is where the Auditor takes the certified amount and distributes it to the proper taxing unit in the County. These units are the County Government, schools, townships, cities and towns, solid waste district and libraries and any other unit receiving taxes. This process is monitored and approved by the Auditor of State to verify that the amount of money stated in the abstract then collected from the taxpayers has been distributed to the correct taxing units.

# TAXES

## BUDGETS

### TAXING UNIT BUDGETS

At the same time, on a separate track, all different taxing units are determining the dollar amount they will need to meet their next years budgets. This includes each Township, all cities and towns, All schools, the libraries, any Solid Waste District, County Government and any other unit that uses taxes to fund their budgets.

### ADVERTISEMENT AND BUDGET HEARINGS

Each Units must advertise its proposed budgets and then have a budget hearing (at least 10 days from the date of advertisement) that provides the taxpayers with the opportunity to have input on the budget requests.

### BUDGET ADOPTION

Each Unit must hold a budget adoption hearing where once again the taxpayers are given the chance to have input on the units budget.

### ADVERTISEMENT OF TAX RATES

The County Auditor compiles all of the units budgets and creates an advertisement of proposed tax rates for advertisement. Taxpayers may protest these rates by a submission in writing to the County Auditor who will forward the protest to the Department of Local Government Finance.