

County Clerk's Standards

TOPIC: Tax Management

SUB TOPIC: July Abstract Certification

Introductory Statement: On or before July 15 of each year the county clerk is required to prepare, certify and forward the abstract of assessment rolls, 16/20M abstract of value, tax, levy and new improvement total of value by subclassification to Director of Property Valuation.

Where do I find this information?

You would find this information in the County Clerk's Handbook from Kansas Department of Revenue, Division of Property Valuation (PVD) and on their website. The calendar is on page 10.1 and detail information on page 40.1.

Why do I need to do this!

This act is required by Statute for the County Clerk to complete.

Here are the Duties...

Prepare, review and certify each the July value of assessment rolls of your county, the 16/20M abstract and new improvement values by subclassification.

Legal Reference(s): K.S.A. 79-1604
K.S.A. 79-1466 & 1467 (Appraisers)

Best Practices: Go to your County Clerk's Handbook from PVD. Check the calendar for when things are due – page 10.1 to 10.9. PVD usually updates any changes in the calendar. Mark them on your calendar or some place you use all the time so it is in front of you to remember when you glance at your calendar or your special place.

Your Appraiser will certify value to you by June 15th. Each county has different programs to help with this task. Check with your programmer or counties with the same program if you do not know or remember how to do the July Abstract. If your programmer provides training please attend. If the state provides training please attend.

Each programmer provides 16/20M abstract reporting. Use them as a line of information.

Each programmer provides New Improvement reports. Use them.

Instructions on how to complete your July Abstract, 16/20M Abstract, and New Improvement report can be found on line at www.ksrevenue.org/pvd.htm see next page.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Kansas Department of Revenue website. The address bar shows the URL <http://www.ksrevenue.org/pvd.htm>. The website header features the Kansas Department of Revenue logo and navigation links: Home | About KDOR | Site Map | Contact | Help. The main content area is titled "PROPERTY VALUATION" and includes a search bar, a navigation menu on the left, and a list of links. The navigation menu includes: Your Personal, Your Vehicle, Your Business, Forms and Publications, Electronic Services, FAQs, Tax Practitioners, Policy Library, Statistics, Tax Delinquencies, Misclassification, and Related Links. The main content area contains the following text and links:

[Home](#) > [About KDOR](#) > Property Valuation

PROPERTY VALUATION

The Kansas Property Valuation Division exercises general supervision over ad-valorem policies and procedures, conducts the valuation of state appraised properties and provides concise and timely property tax information. Property is assessed by county appraisers and collected at the county level.

Questions about assessed property tax on a specific piece of real or personal property should be directed to the [appropriate county official](#).

- [Abstract / Ratio](#)
- [Agricultural Use](#)
- [Article 11 Section 1 of the Kansas Constitution](#)
- [Cartography](#)
- [Commercial Feedlot Appraisal Guide](#)
- Computer Assisted Mass Appraisal (CAMA)
 - [Hardware and Licenses](#)
 - [KSCAMA Open Records Request](#)
 - [Orion Implementation Documents](#)
- [Contact Us](#)
- [County Websites](#)
- [Court Cases](#)
- [Directives](#)
- [Education](#)
- [Forms](#)
- [Interest Rates](#)
- [Machinery and Equipment Regulations](#)

The taskbar at the bottom shows the Start button, several open applications (2 Microsoft..., ann, AL County..., County Cler..., Session A - ..., Kansas De...), and the system clock showing 2:27 PM.

Kansas Department of Revenue - Property Valuation Abstract Section - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ksrevenue.org/pvdabstract.htm> Go Links

KANSAS
DEPARTMENT OF REVENUE

[Home](#) | [About KDOR](#) | [Site Map](#) | [Contact](#) | [Help](#)

[Home](#) > [About KDOR](#) > [Property Valuation](#) > Agriculture Use Section

Search

**PROPERTY VALUATION
ABSTRACT SECTION**

- [Statistics - Value, Tax, and Levy](#)
- Abstracts Used to Collect Data from County Officials:
 - [July and November Abstracts / Ratio](#)
 - [Article 51 Motor Vehicle Abstracts](#)
 - [Mortgage Registration Abstract](#)
- 16/20M Motor Vehicle Tax Distribution Abstract:
 - [16/20 Form](#) (Rev. 12/06 Excel download)
 - [16/20 Instructions](#) (Rev. 12/06)
- Neighborhood Revitalization Abstract:
 - [Neighborhood Revitalization Form](#) (Rev. 12/06 Excel download)
 - [Neighborhood Revitalization Form Instructions](#) (Rev. 12/06)
- Abstract Help
 - [July Abstract User Guide](#)
 - [November Abstract User Guide](#)
- Education for County Clerks
 - [September 2006 Class Schedule](#) (Rev. 05/12/06)
 - [Registration Process/Form](#)
- [County Clerk's Deadlines](#)
- Tax Unit Boundary Certification
 - [Tax Unit Boundary Certification Form](#) (Word download)

[Back to the main Property Valuation page](#)

<http://www.ksrevenue.org/pdf/JulyUsersManual.pdf> Internet

Start | Inbox - Mic... | ann | AL County ... | County Cler... | Kansas De... | untitled - P... | 7:14 AM

You can go in and review the directions for the July Abstract. Don't be afraid to print them if you need to.

Kansas Department of Revenue - Property Valuation Abstract Section - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.ksrevenue.org/pvdabstract.htm> Go Links

KANSAS
DEPARTMENT OF REVENUE

[Home](#) | [About KDOR](#) | [Site Map](#) | [Contact](#) | [Help](#)

[Home](#) > [About KDOR](#) > [Property Valuation](#) > Agriculture Use Section

Search

**PROPERTY VALUATION
ABSTRACT SECTION**

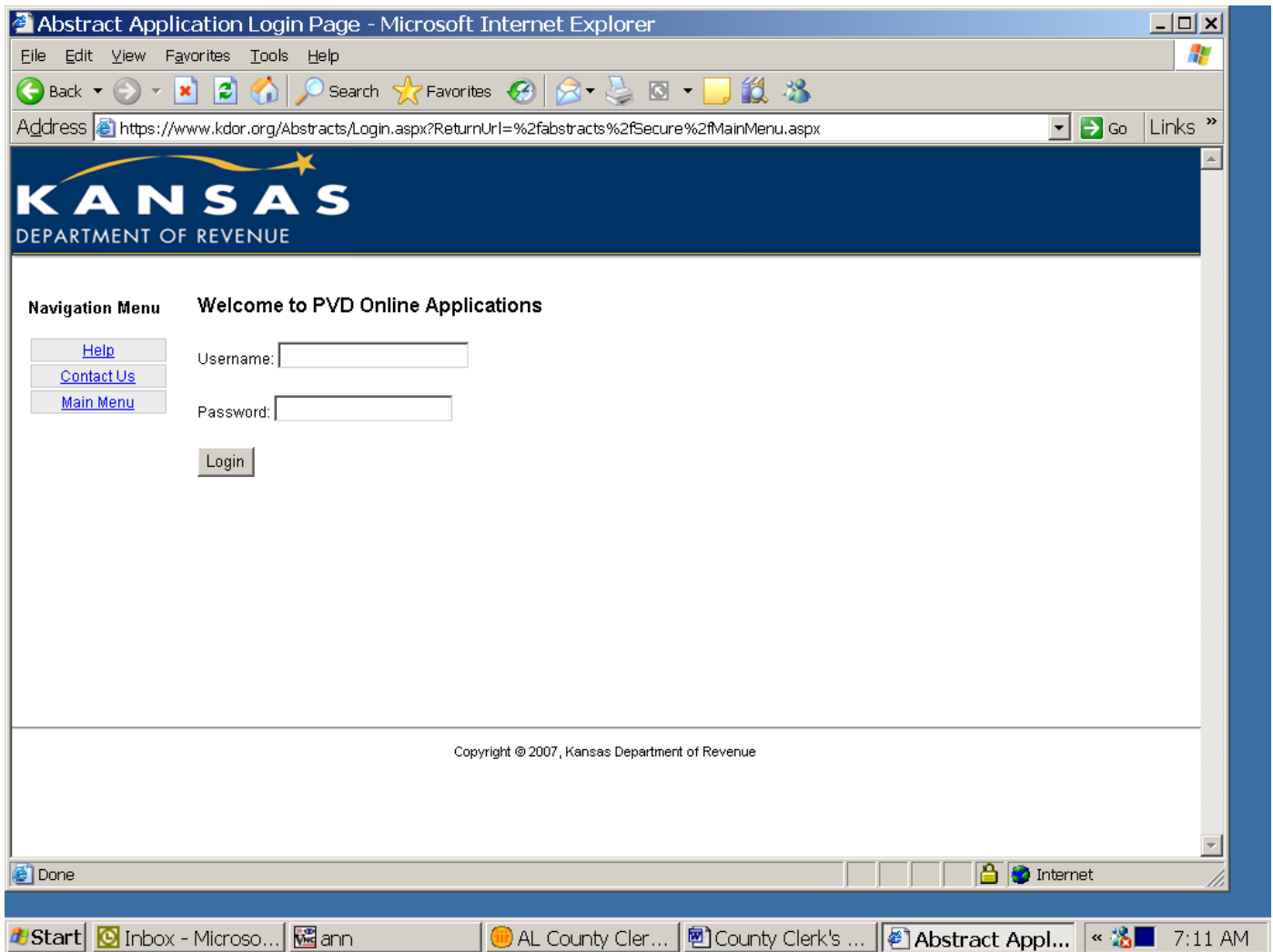
- [Statistics - Value, Tax, and Lew](#)
- Abstracts Used to Collect Data from County Officials:
 - **[July and November Abstracts / Ratio](#)**
 - [Article 51 Motor Vehicle Abstracts](#)
 - [Mortgage Registration Abstract](#)
- 16/20M Motor Vehicle Tax Distribution Abstract:
 - [16/20 Form](#) (Rev. 12/06 Excel download)
 - [16/20 Instructions](#) (Rev. 12/06)
- Neighborhood Revitalization Abstract:
 - [Neighborhood Revitalization Form](#) (Rev. 12/06 Excel download)
 - [Neighborhood Revitalization Form Instructions](#) (Rev. 12/06)
- Abstract Help
 - [July Abstract User Guide](#)
 - [November Abstract User Guide](#)
- Education for County Clerks
 - [September 2006 Class Schedule](#) (Rev. 05/12/06)
 - [Registration Process/Form](#)
- [County Clerk's Deadlines](#)
- Tax Unit Boundary Certification
 - [Tax Unit Boundary Certification Form](#) (Word download)

[Back to the main Property Valuation page](#)

<https://www.kdor.org/abstracts/> Internet

Start | Inbox - Microso... | County Clerk's S... | Kansas Depar... | untitled - Paint | 6:00 PM

See the highlighted area...click on it for the July Abstract.



Insert your Username & Password...if you have forgotten it contact PVD.

This screen will take you to your July Abstract screen. Use your directions from there.



Here are the 16/20 M information...follow instructions. If you click on the line right above the highlighted area it will take you to the Excel format of the 16/20M abstract.



Same thing here. This is for the Neighborhood Revitalization Report due at the same time as the July Abstract and 16/20M Abstract. Click on the highlighted area for instructions and the line directly above for the form.

Complete and email the July Abstract, 16/20M Abstract and the Neighborhood Revitalization Report on or before due date.

Sample Forms, Letters and Other Reference Material:

www.ksrevenue.org/pvd.htm Takes you right to the site.

Background: Review the detail of K.S.A.'s on page 43.1 through 44.2 to understand your 16/20M Abstract and Neighborhood Revitalization Report.

Review directions on line for the July Abstract.

Sources:

Books:

**County Clerk's Handbook Division of Property Valuation
Requirements. Prepared by the Abstract Section Technical Support Bureau**

Web Sites:

www.ksrevenue.org/pvd.htm

Organizations:

Property Valuation Department

Programmers