

County Clerk's Standards

TOPIC: Tax Management

SUB TOPIC: Tax Process from Alpha to Omega

Introductory Statement: On or before June 15th of each year the County Appraiser is to certify value to the County Clerk, this is the beginning of a new tax year.

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 and also from your tax programmers.

Why do I need to do this!

This act is required by Statute for the County Clerk to complete so that Treasurer can mail taxes to be collected to fund the budget for the county and other entities.

Here are the Duties...

Transfer from CAMA to your tax program. Complete your July Abstract (detailed in Clerk's Standards.) Once this is certified to PVD, you must keep your values and descriptions current on your tax system until you stop changes at a time designated by you and your appraiser.

Legal Reference(s): K.S.A. 79-1701
K.S.A. 79-1801 to 1808

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 go through the tax process. If your programmer provides training please attend. If the state provides training please attend.

Keep directions and updates organized so that you can find what you want when you want it.

The main thing is to get things done on time. Be considerate of other counties waiting on values, time lines and such.

Sample Forms, Letters and Other Reference Material:

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

Your County County's instructions:

**YOUR COUNTY COUNTY CLERK
TAX ABSTRACTS AND BUDGET PROCEDURES**

(WITH THE USE OF YOUR PROGRAM REAL ESTATE, PERSONAL, OIL AND GAS, 16/20M TRUCKS AND ABSTRACT PROGRAMS: KS CAMA PROGRAM; AND KS EXCEL BUDGET PROGRAM)

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- D. NEW IMPROVEMENT VALUES-MAINTENANCE, DATA ENTRY AND ABSTRACT REPORTS
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- F. BUDGET INFORMATION TO EACH OF THE TAXING ENTITIES WITHIN YOUR COUNTY.
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- Q. RUN THE TAX STATEMENTS!!!
- R. CERTIFICATION OF NOVEMBER ABSTRACT TO STATE PVD.
- S. FIND NOTES FROM THE KANSAS DEPARTMENT OF REVENUE, ABSTRACT SECTION ON THE WEBSITE <http://www.ksrevenue.org/pdf/NovUsersManual.pdf> COPY OFF NOTES AND DOWN LOAD EXCEL SPREADSHEETS. SEE ATTACHMENTS

Then I have directions under each section with inserts of PVD's directions.

A calendar that you give to the Appraiser and Treasurer's office might look like this:

October 2006 Example

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

1 Request no more value changes by Appraiser's office after September 30 th .	2 Work	3 on	4 balancing	5 taxes	6 Request no name or address changes after this date.	7
8	9 Holiday	10 Print tax	11 statements	12 and Blue	13 Informational Sheets	14
15	16 Clerk's	17 fold and	18 sort. Treasurer's	19 Office to	20 stuff in envelopes	21
22	23 Clerk's	24 Office to	25 stamp for	26 mailing.	27 Call Post Office and let them know what day you are bring over mail.	28
29	30 Take to	31 Post Office				

Background: Remember each county does taxes different and possibly in different offices.

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
<http://www.ksrevenue.org/pdf/NovUsersManual.pdf>

Organizations:

Property Valuation Department

Programmers

Infinite
 Computer Information Concepts
 Nextec
 In House Programmers