



LAKE COUNTY PROPERTY APPRAISER 2016 TAX ROLL CALENDAR

The following are important tax roll dates and deadlines related to the preparation and certification of the 2016 Lake County tax roll. Some dates may be subject to change with or without notice. If you have questions, please contact Michael Prestridge, Chief Deputy, at 352-253-2153.

FEB	25	VAB HOLDS FINAL MEETING FOLLOWING ALL 2015 HEARINGS (PA prepares DR-488 and DR-529 for meeting)
MARCH	01	Last day for taxing authorities to adopt resolution for non-ad valorem assessments LCPA to update all VAB forms / letters on PA's website.
	31	LCPA delivers Sales, NAL, and GIS map files to DOR (April 1 statutory deadline)
APRIL	01	Last day for taxing authorities to provide LCPA any new or changed CRAs
MAY	13	DEADLINE for TRIM test data files to Cathedral (ad valorem and non-ad valorem)
	20	ALL LCPA cut-off (Complete all work in preparation of Best Estimate Letters)
	30	LCPA staff up for data input
	30	LCPA delivers Best Estimate Letters to all taxing authorities (June 1 statutory deadline)
	30	LCPA delivers Uniform Method of Collection (non-ad valorem) data files to taxing authorities (June 1 statutory deadline)
MAY-JUNE		LCPA BEGIN MAILING Exemption denials (July 1 statutory deadline)
JUNE	01	LAST DAY for taxing authorities to submit NEW ANNEXATIONS to LCPA (All annexations received after this date will be for the following year tax roll)
	03	PRELIMINARY TAX ROLL cut-off (for all fieldwork & mapping split/combos)
	10	PRELIMINARY TAX ROLL cut-off (for all exemptions. Shut down for all value changes)
	20-24	LCPA to upload and verify eTRIM data
	27	CERTIFY and DELIVER PRELIMINARY TAX ROLL to DOR (July 1 statutory deadline) DELIVER 420'S to all taxing authorities (July 1 statutory deadline) MAIL Agricultural denials (July 1 statutory deadline)
	30	LAST DAY to mail Exemption denials (July 1 statutory deadline)
JULY	01	Official start of the DOR TRIM calendar (Day #1)
	15	Anticipated date for tax roll approval from DOR
	25	Anticipated date LCPA system will be up for value changes (with DOR Change Codes)
AUG	01	VAB DEADLINE for property owners to file HX/EX and Ag petitions (Day #30 on Sat–rolled to Mon Aug 1)
	03	DEADLINE (10am) for LIVE Non-Ad Valorem files to Cathedral for TRIM (For participating Taxing Authorities)
	04	DEADLINE (noon) 420's must be returned to LCPA by all authorities (Day #35)
	05	LCPA eTRIM Certification of 420's to all Taxing Authorities
	19	MAIL TRIMS (date currently proposed and scheduled by TRIM vendor – subject to slight change by vendor) (Required by Day #55 of TRIM which is August 24 th)
	22	TAX COLLECTOR prepares tax roll extension letter to BCC Chairman (per FS 197.323)
SEPT	09	LCPA mapping cut-off for 2016 split / combos
	13	VAB DEADLINE for property owners to file valuation petitions (25 Days from mailing of the TRIM)
	15	TAXING AUTHORITY DEADLINE to provide non-ad valorem file to the Tax Collector VAB PREPARES DR-488P forms for Chairman to sign. (Signed and provide copy to PA by 30 th)
	16	ALL LCPA cut-off (noon) for 2016, 1st Final tax roll processing
	27	LCPA eTRIM Certification of 422's to all Taxing Authorities
	30	DEADLINE (5pm) for taxing authorities to certify 422's to the PA using eTRIM (certifying final millage) (Required within 3 days of delivery)
OCT	05	LCPA CERTIFIES 2016 TAX ROLL to the Tax Collector
NOV	01	DEADLINE for tax notices delivered by the Tax Collector