

DOR / PAD Certification to Tax Bill Timeline and Issue Note

When (Current Day/Week)	What	Who	How
1 January 1 st Monday	DOR PAD	Approx. 1,500 taxing jurisdictions	Using of property characteristics for all taxable property from selling the market value of each property
2 July 2 nd Monday	Taxing Authority	Approx. 1,500 taxing jurisdictions	Local jurisdiction completes the request for the estimate of certified value. DOR field staff then compile the values for each requesting jurisdiction. The estimate generally does not include all newly assessed properties. DOR identifies jurisdiction outstanding issues with the valuation. ie. B. currently assessed or outstanding appeals.
3 August 1 st Monday	DOR PAD	Approx. 1,500 taxing jurisdictions	Local DOR staff complete the values for all taxable property types for each taxing jurisdiction that can verify bills. DOR staff then complete the "certification of value" forms and information has been downloaded from Orion to the county computer system and balanced.
4 August 2 nd Monday	Governing Bodies	Approx. 1,500 taxing jurisdictions	Governing Bodies file tax bills
4 & 5 August 3 rd Monday	County Clerk and Assessors	Approx. 1,500 taxing jurisdictions	* This occurs in a variety of methods throughout the state, some jurisdictions send a bill, in others the Treasurer enters the bill into the county system and then provides our office with a copy of the mill levy card.
5 September Mid Day	PAD		Download is created from Orion and e-assessed to PAD staff in the county PAD staff then runs reports from county computer system and ORION to ensure all values balance. See above, this would be the value balancing.
6 September Mid Day	PAD	Approx. 87,137 tax bills and 1,237 levy districts	Dependent on the county computer system used, this can occur either verbally with the Treasurer, or by running specific steps on the county computer.
7 October 2 nd Monday	DOR/PAD		Once all bills and fees are entered in the county computer system, reports are run to compile the values for specific taxing jurisdictions and the key that applies to the values. This is actually another download that is completed prior to tax billing, see above.
8 October (end month)	Treasurer		
9 October (end month)	Treasurer		
10 October (end month)	Treasurer		
11 October [12 day from #]	Treasurer		
12 November Nov. 15	Treasurer		

* Issue - Governing Bodies Clerk, Taxing Authorities, and Treasurers see bills with notification, which causes PAD/ORION to be late with taxes, fees and assessments.