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.

Real Property
- The County Assessor, or a vendor contracted by the County Assessor, conducts an 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, 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 verify 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. 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 10th and November 10th, 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.