



# Manatee County Tax Collector's Office Property Taxes Update

**October 31, 2001**

In an effort to improve communication, we will periodically fax updates on office policies, statute revisions and other important information related to property taxes. We also try to cover information on other transactions you may perform at our office, such as vehicle and mobile home title transfers. *We recommend that you furnish a copy of this broadcast to all employees within your organization who deal with our office. If you have not provided our office with your e-mail address, please e-mail [debras@tax.collector.com](mailto:debras@tax.collector.com).* E-mail will better ensure that all employees receive our broadcasts. If you have any comments or suggestions, please contact Debra Scott, Technical Supervisor, at (941) 741-4864.

## 2001 Tax Year

The 2001 Tax Year runs from January 1<sup>st</sup> through December 31<sup>st</sup>, with taxes paid in arrears. A list of the 2001 Millage Rates and Taxing District Telephone Numbers is attached. We plan to mail the 2001 Tax Bills on October 31<sup>st</sup>, and collection will begin on November 1<sup>st</sup>, 2001.

A 4% discount is allowed for the first 30 days, or if payment is postmarked by November 30th. A 3% discount is allowed for payments postmarked by the last day of December, a 2% discount in January, a 1% discount in February, and there is no discount allowed in March. 2001 Taxes become delinquent on April 1st, at which time interest, advertising costs and other charges begin to accrue. Payments postmarked or received after March 31st must be in the form of cash, money order, cashier's check or certified funds. This same policy applies to *any* payment of delinquent taxes.

## Tax Payments Received from Mortgage Companies/Escrow Agents

For those taxpayers whose taxes are escrowed, the payments received from mortgage companies or escrow agents *by tape* will be processed as they are received, which is normally at the end of the November discount period. Please contact the escrow agent directly to determine if and when payment will be made.

## Questions regarding Assessments, Exemptions, Ownership or Address Changes

Questions regarding assessments, exemptions, ownership or address changes should be directed to the Manatee County Property Appraiser's Office at (941) 748-8208.

## Our Property Tax Collection System "TCAMS"

On June 1<sup>st</sup>, 2000, we began processing all property tax payments on a new in-house tax collection system "TCAMS". Until enhancements to our system can be made, certain types of payments cannot be posted, and in those rare instances, a hand receipt will be issued as proof of payment. **The following payments must be made in a specific department of our office:**

Bankruptcy and Litigation accounts ( <i>1999 and prior years</i> )	See Delinquent Department/DeSoto Branch Office
Good Faith Payments	See Delinquent Department/DeSoto Branch Office
Homestead Tax Liens	See Delinquent Department/DeSoto Branch Office
Tax Deed Certificates	See Delinquent Department/DeSoto Branch Office
Special Assessment Payoffs ( <i>only on Split Parcels</i> )	See Technical Department/DeSoto Branch Office
Suspense Accounts (Government Acquisition of Property)	See Technical Department/DeSoto Branch Office

Receipts generated from our new tax system are printed on a laser printer, black text on white paper, and the date paid is contained within the receipt number. *If the payment was posted before June 1<sup>st</sup>, 2000*, the payment information was converted over to our new system and the receipt # is formatted as shown below:

		<b>Receipt # 9-31999120-4-023053</b>			
93	1999	12	04	23053	
Machine #	Year Paid	Month Paid	Day Paid	Serial #	

If the payment was posted on or after June 1<sup>st</sup> on our new tax system, the receipt # will be formatted:

		<b>Receipt # D-06092000-P-000021</b>			
D	06	09	2000	P	000021
Branch/Dept.	Month Paid	Day Paid	Year Paid	Paid	Serial #

Duplicate bills printed in-house will also look different. They are printed on a laser printer, black text on white paper, and there is only one copy. Provided the parcel account number is written on your check, you may retain the duplicate bill as your record of payment. In contrast, tax bills mailed at the beginning of a collection period (annual and installment) are printed by an outside vendor on two-part perforated bill forms, to allow one portion to be retained by the taxpayer as a receipt. Of course, your cancelled check also serves as your receipt and you can print paid tax records online at <http://www.taxcollector.com>.

### Our Internet Website - Paid Property Tax History Online!

Visit our website <http://www.taxcollector.com>  
for paid property tax account information for tax years 1994 through 2001

You can now obtain 1994 thru 2001 paid real estate and personal property tax account information by name, address or account number on our website. The tax history provided on our Internet Website replaces what was previously known as "Public Access". A "screen print" provides all account information, which serves as a paid receipt. Tax records are updated on a weekly basis. To obtain *certified copies* of paid real property tax records, or to obtain real property tax records prior to 1994, you must visit the Clerk of Court's Recording Department. **The Clerk of Court is the Official Records Custodian for Manatee County**, and as such, they have paid real property tax records available on microfilm dating back to 1870 and as recent as 2000. The Clerk of Court also maintains other records concerning the ownership status of land in Manatee County. You can access their website at <http://www.clerkofcourts.com/>.

A link from our website enables you to obtain property tax information from the Property Appraiser's website (<http://www.manateepao.com/>). After inquiring on an account on our website, click on *Detail Information*. This link will allow you to see if the ownership has changed on the Appraiser's system.

### Special Assessments – Non-Ad Valorem Taxes

When subdividing property on which there is a special assessment lien such as sewer, paving, canal dredging, or drainage, the resolution which established the assessment lien provides:

"Upon Subdividing all or a portion of a lot or parcel against which a special assessment lien has been established, **all installments of principal remaining unpaid and interest due thereon shall be due and payable without notice** or other proceedings, and the county may, at any time after such subdividing, institute foreclosure or other appropriate proceedings for the collection of all principal or interest on any or all portions of a lot or parcel against which the lien has been established."

### Personal Property Taxes

Please verify that there are no personal property taxes due when handling the transfer of real property to a new owner. An example of where this may occur would be a rental property on which real property and personal property taxes have been assessed.

### Acquisition of Property by a Governmental Entity

Pursuant to Section 196.295, Florida Statutes, certain governmental entities are exempt from taxation from the date they purchase or acquire property. An example would be a right-of-way acquisition or property purchased by the County, School Board, DOT or Sarasota-Manatee Airport Authority. At the closing, the prorated tax due

from January 1st through the date of sale, plus fire district charges, is collected from the seller. The prorated tax is determined after obtaining a Value Proration from the Property Appraiser, which provides the current assessed value and fire district charges. The prorated tax, together with the Appraiser's Value Proration and a copy of the recorded deed, is delivered to our DeSoto Branch Office (Technical Department). Said funds are then deposited into a "suspense (escrow) account" to be held by our office until the next tax roll is billed. If you have any questions, please call Debra Scott at (941) 741-4864.

### **Alternative Payment Plan for Property Taxes - Installments**

On November 30<sup>th</sup>, we will mail 2,820 Third Quarter Real Property and 2 Personal Property Installment Bills for the 2001 Tax Year. The amount that was billed in June and September was based on the gross tax billed in 2000. Any adjustments as a result of a change in millage rate or value in the 2001 Tax Year will be reflected on the 3<sup>rd</sup> & 4<sup>th</sup> Quarter Bills now that the tax roll has been certified. (941) 750-9566.

Anyone owing personal property taxes in excess of \$100.00 can now apply for payment of their 2002 taxes by installment. Installment applications for real or personal property taxes are available at all of our offices or on our website (<http://www.taxcollector.com>), and applications must be filed prior to May 1st, 2002.

### **Florida Tax Law Library**

The Department of Revenue has information on how to obtain the Florida Tax Law Library at <http://taxlaw.state.fl.us/taxlawmenu.asp>. The Tax Law Library covers Tax Laws, DOR rules and other technical information, including Attorney General Opinions. The DOR also has a 'Fax on Demand' service which allows you to retrieve tax return forms, registration forms, rules and brochures. Using the handset or telephone connected to your fax machine, call (850) 922-3676 and follow the voice-assisted prompts.

### **Driver License Services Provided by the Tax Collector – Only at DeSoto Branch Office**

The Manatee County Tax Collector's Office is NOT a full service Driver License office and serves as only an agent to perform very limited functions. All Driver License related transactions that are completed by our office would include an additional convenience fee of \$5.25, above the fees charged at the local Driver License office. Access our website <http://www.taxcollector.com> for a list of services we are able to perform.

### **Expedite Title Transfers – Appointments & Drop-Off Service Available**

To expedite vehicle, vessel and mobile home title transfers, please ensure all paperwork is completed before you visit our office. We request that you submit copies of your client's Driver License or ID Card with your paperwork; this information is required on all registration and/or title records. If a lien is to be recorded, section 4 of the 82040, or the title itself, must be completed. If any information is omitted, your work may be returned to you for completion.

Avoid standing in line and take advantage of our "drop-off" service for completion of title work or processing of tax payments (title application and all necessary forms must be complete). A three (3) day turnaround is promised. To have paid receipts or registrations mailed to you, a self-addressed, stamped envelope must be included in your drop-off. If you have a runner that will pick up the work when completed, please make sure they return to the office to do so; paid tax receipts are discarded after a week if not claimed.

To avoid waiting in line, you can schedule an appointment **for processing title work only** at *any* branch office (**or a driver license** at the DeSoto Branch Office) by calling (941) 741-4800. We have a limit to the number of transactions that can be processed at any one time: five (5) at our DeSoto Branch Office; three (3) at any of our other branch locations. (Note: a doublewide mobile home counts as two transactions.)

**Vehicles & Mobile Homes – Common Fees**

Application for new or Transfer of existing Florida Title - \$29.75; Out-of-State Application for Florida Title - \$33.75; Duplicate Title - \$29.75; Fast Title - \$7.00 (Vehicles); \$5.00 (Vessels); Additional Fee to Record Lien - \$2.00; Late Fee (30 days after date of purchase) - \$10.00; Real Property Decal: \$5.10.

**Office Locations**

Questions regarding any of the services we offer should be directed to our main telephone number of (941) 741-4800, rather than calling an individual branch office as they have limited staff available. By calling (941) 741-4800, you will be transferred to a Contact Center Associate for assistance, or feel free to e-mail questions to [ContactCenter@taxcollector.com](mailto:ContactCenter@taxcollector.com).

Downtown Office 415 10 <sup>th</sup> St. W. Bradenton, FL	DeSoto Branch 819 301 Blvd. W. Bradenton, FL	Palmetto Branch 1341 U.S. 301 E. Palmetto, FL	Island Branch 3340 East Bay Dr. Holmes Beach, FL
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Sunshine State Tag Agency – 6807 SR 70 E., Bradenton (M-F, 8-6; Saturday, 8-Noon)  
(Note: This office does not process property tax payments or driver licenses)

*\*\* All of our branch offices, including our Sunshine State Tag Agency, have drop boxes to enable you to make current year tax payments without standing in line \*\**

**Informative Websites**

Manatee County Tax Collector	<a href="http://www.taxcollector.com">http://www.taxcollector.com</a>
Manatee County Property Appraiser	<a href="http://www.manateepao.com/">http://www.manateepao.com/</a>
Manatee County Clerk of Court	<a href="http://www.clerkofcourts.com/">http://www.clerkofcourts.com/</a>
Florida Access to Government	<a href="http://www.myflorida.com/myflorida/directory.html">http://www.myflorida.com/myflorida/directory.html</a>
Florida Department of Highway Safety Index	<a href="http://www.hsmv.state.fl.us/html/web_index.html">http://www.hsmv.state.fl.us/html/web_index.html</a>
Florida DMV Forms Available Online	<a href="http://www.hsmv.state.fl.us/html/forms.html">http://www.hsmv.state.fl.us/html/forms.html</a>
Florida Department of Revenue	<a href="http://sun6.dms.state.fl.us/dor/">http://sun6.dms.state.fl.us/dor/</a>
Florida Legislature	<a href="http://www.leg.state.fl.us/">http://www.leg.state.fl.us/</a>
Gateway to Manatee County	<a href="http://www.bradentonflorida.com/default.asp">http://www.bradentonflorida.com/default.asp</a>
Tax Web of Florida	<a href="http://www.taxweb.com/state/fl.html">http://www.taxweb.com/state/fl.html</a>

**Other Fax and Internet Broadcasts Available**

We also send Fax Broadcasts to (1) Mortgage Companies, (2) Vessel Dealers, (3) Motor Vehicle/Mobile Home Dealers, (4) Tow Truck Operators, (5) Hunting and Fishing License Subagents and (6) Subscribers of Tagtalk. A service we also provide is Internet (e-mail) Broadcast. The advantages to subscribing are many:

- ✓ As many individuals as you want in your office can receive the information.
- ✓ The information goes directly into your PC where you can easily file it, print it or amend it.
- ✓ The successful delivery rate of the information is much higher than faxing.
- ✓ No cost at all to the subscriber (no fee to subscribe; no fax paper used).

If you are interested in receiving any Broadcasts by Fax or Internet (e-mail), please contact Debra Scott, Technical Supervisor, by telephone at (941) 741-4864 or e-mail [DebraS@taxcollector.com](mailto:DebraS@taxcollector.com).

# 2001 MILLAGE RATES AND TAXING DISTRICT TELEPHONE NUMBERS

<u>COUNTY MILLAGES</u>	<u>MILLAGE RATE</u>
<b>COUNTYWIDE NON-VOTED</b>	
General Operation Fund	
Law Enforcement/Justice .....	5.1307
Other Elected Officials .....	0.7730
Substance Abuse Treatment Fund.....	0.0676
Board of County Commissioners .....	<u>0.2275</u>
<b>GENERAL OPERATION FUND TOTAL .....</b>	<b>6.1988</b>
Transportation Trust Fund .....	0.5878
Library Operating Fund .....	0.3361
Children's Service Fund.....	<u>0.3333</u>
<b>NON-VOTED TOTAL ..</b> .....	<b>7.4560</b>
<b>COUNTYWIDE VOTED DEBT SERVICE</b>	
Emerson Point I & S Fund .....	0.0067
1993 G.O. Refunding I & S Fund .....	<u>0.2177</u>
<b>VOTED DEBT SERVICE TOTAL .....</b>	<b>0.2244</b>
<b>TAXING DISTRICTS</b>	
Mosquito Control District.....	0.1568
West Coast Inland Navigation District.....	0.0400
Southwest Florida Water Management --	
Manasota Basin .....	0.1600
Manatee District .....	<u>0.4220</u>
<b>TAXING DISTRICTS TOTAL.....</b>	<b>0.7788</b>
<b>COUNTYWIDE &amp; TAXING DISTRICT TOTAL .....</b>	<b>8.4592</b>
<b>County School Tax Fund --</b>	
State Law.....	5.6790
Local Board Discretionary .....	0.5100
Supplemental Discretionary .....	0.1380
School Local Capital Improvement .....	<u>2.0000</u>
<b>SCHOOL MILLAGE ....</b> .....	<b>8.3270</b>
<b>TOTAL PAID BY CITY TAXPAYERS.....</b>	<b>16.7862</b>
Unincorporated Municipal Service	
Taxing Unit Fund.....	<u>0.7274</u>
<b>TOTAL PAID BY COUNTY TAXPAYERS.....</b>	<b>17.5136</b>
<b><u>COUNTY &amp; SCHOOL TAXING DISTRICTS</u></b>	
County Office of Financial Management.....	745-3730
School Board of Manatee County .....	741-7200
Mosquito Control District ... ..	722-3720
SW Florida Water Management District .....	352-796-7211
West Coast Inland Navigation District .....	941-485-9402
Project Management (non-ad valorem; lighting).....	708-7450
(canal dredging, drainage, sewer & paving assessments)	

<u>CITY MILLAGES</u>	<u>MILLAGE RATE</u>
City of Anna Maria (Operating) (23).....	2.0000
City of Bradenton (Operating) (21) .....	3.9500
City of Bradenton Beach (Operating) (25) .....	2.6816
City of Holmes Beach (Operating) (24) ..	2.2500
Town of Longboat Key (Operating) (26) .....	2.1500
Town of Longboat Key (I & S) (26) .....	0.1954
Longboat Key Erosion District A .....	0.8635
Longboat Key Erosion District B .....	0.2166
City of Palmetto (Operating) (19).....	4.1645

## **SPECIAL DISTRICTS**

<b>MUNICIPAL SERVICES TAXING UNIT FUND</b>	
Palm Aire Landscaping District (119) .....	0.3612
Palms of Terra Ceia Landscaping District (118) ...	4.5000

## **MUNICIPAL SERVICES BENEFIT TAX UNITS**

Rubonia Lighting District (101) .....	\$ 24.80
Cape Vista Lighting District (102) .....	\$ 20.02
Gulf to Bay Lighting District (103) .....	\$ 38.00
Pic Town Lighting District (104) .....	\$ 23.80
Holiday Heights Lighting District (105) ..	\$ 32.73
Tropical Harbor Lighting District (106) ...	\$ 31.55
Sunny Shores (109) ..	\$ 24.24

## **PARKS & RECREATION DISTRICTS**

Trailer Estates .....	\$ 540.00
Bayshore Gardens .....	\$ 160.00

## **CITIES, RECREATION & FIRE DISTRICTS**

Anna Maria, City of .....	708-6130
Bradenton, City of .....	708-6200
Bradenton Beach, City of ... ..	778-1005
Holmes Beach, City of .....	708-5800
Longboat Key, Town of.....	316-1999
Palmetto, City of .....	723-4570
Bayshore Gardens Park & Recreational District.....	755-1912
Trailer Estates Park & Recreational District ...	756-7177
Braden River Fire Control District.....	751-5611
Cedar Hammock Fire Department ... ..	751-7090
Myakka City Fire Department.....	322-2292
North River Fire Department .....	721-6700
Parrish Fire Control District .....	776-1459
Southern Manatee Fire Rescue .....	751-7675
Trailer Estates Fire Department .....	758-6453
West Manatee Fire Rescue District..	741-3900
Whitfield Fire Department ..	355-2013

## **COMMUNITY DEVELOPMENT DISTRICTS**

Lakewood Ranch Community Development ..	954-753-0380
Tara Community Development .....	813-933-5571
Waterlefe Community Development .....	813-933-5571