

Tax Collector News

M A N A T E E C O U N T Y T A X C O L L E C T O R ' S O F F I C E

W W W . T A X C O L L E C T O R . C O M

Issued by Sara Ackley, Quality Assurance Department

** NEW REQUIREMENTS **

for Drop-Off Work for DMV and Property Tax Payments

Effective immediately all customers/businesses dropping off DMV and Property Tax payments will be required to complete a control sheet. This control sheet will be given to the customer/business by the office receptionist. The control sheet will require the following information:

DMV Registration Renewals/Payments

- Customer/Business Name and Phone/Email
- Listing of Applicants' Names or VIN Numbers
- Annotate each vehicle's renewal period: "1-12 Months", "13-15 Months", "16- 27 Months (2 years)"

Property Tax Payments

- Customer/Business Name and Phone/Email
- Listing of Applicants' Names or Parcel ID Numbers
- Annotate for each parcel if a receipt is needed

Additional dropped off work that is "non dealer" related would also require a control sheet to be completed.

Once the control sheet is completed, it will be placed with the dropped off work and submitted check. **If multiple control sheets are required, a separate check will be needed; there is a limit of 15 transactions per control sheet.** The receptionist will provide the customer/business with the "pink" copy of the control sheet, for their records. The average turn around time for dropped off DMV and Property Tax payments is 3 business/working days. The customer/business will not be called when dropped off work is completed. When the customer/business arrives to pick up completed dropped off work, the "yellow" copy of the control sheet will be provided, for their records. If it is annotated on the control sheet that no receipts are needed for Property Tax payments only, the customer/business will not need to return to the office.

**D E C E M B E R 1 2 , 2 0 0 8 I S T H E L A S T D A Y T O
R E C E I V E 4 % D I S C O U N T !**

Friday, December 12, 2008, is the last day to receive the 4% discount for payment of 2008 Property Taxes.



By Mail:
Internet:

Payment must be postmarked by December 12th, or

Payment must be paid by 11:59 PM, EST on our website, www.taxcollector.com

Payments made in person at one of our offices must be received by 5:00 PM.

Drop boxes are provided at each office and a drive-thru drop box is located at the Desoto Office. As with mailed payments, the customer's check will serve as the receipt.