



Manatee County Tax Collector's Office Property Taxes Update

October 20, 2000

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.*** 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.

2000 Tax Year

The 2000 Tax Year runs from January 1st through December 31st, with taxes paid in arrears. A list of the 2000 Millage Rates and Taxing District Telephone Numbers is attached. We plan to mail the 2000 Tax Bills on October 31st, and collection will begin on November 1st, 2000.

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. 2000 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 New Property Tax Collection System

On June 1st, we began processing all property tax payments on a new in-house tax collection system. We are excited about the future, as our new system should provide us with less downtime. During this transitional period, certain types of payments cannot be posted on our system, and in those rare instances, a hand receipt will be issued as proof of payment. Temporarily, until further notice, **Certificate Payments can only be made at our DeSoto Office.** In addition, these payment types must be made in a specific department:

Bankruptcy and Litigation accounts (only prior year taxes)	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 (only on Split Parcels)	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 1st*, the payment information was converted over to our new system and the receipt # is formatted as shown below:

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

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

		Receipt # D-06092000-P-000021			
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. We appreciate your patience during this period of conversion.

Alternative Payment Plan for Property Taxes - Installments

On November 30th, we will mail 2,822 Third Quarter Real Property and 5 Personal Property Installment Bills for the 2000 Tax Year. The amount that was billed in June and September was based on the gross tax billed in 1999. Any adjustments as a result of a change in millage rate or value in the 2000 Tax Year will be reflected on the 3rd & 4th 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 2001 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 the deadline for filing is May 1st, 2001.

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.”

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.

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.

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 1999

You can now obtain 1994–1999 paid 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. 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 1999. 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.

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.

Power of Attorney (HSMV 82053)

The new POA (revised 6/99) requires notarization. The Notary must state what type of identification is shown for the person signing the form. If more than one person is applying for title, we need a separate POA for each person. If you are completing a transaction for a doublewide mobile home, you must have a POA for each side of the mobile home unit. When the attorney-in-fact named in a POA executes documents, they must type or print the owner’s full name and then sign their name as POA, and if they are signing for two people, they must sign twice.

John D. Smith by: Sally Jones, POA

Jane S. Smith by: Sally Jones, POA

Application for Certificate of Title (HSMV 82040)

Please make sure you are using 82040 forms with the correct revision date of 6/98. We cannot process an application for title submitted on an outdated form. Access forms online at the DMV Website <http://www.hsmv.state.fl.us/html/forms.html>.

If you are titling a vehicle or vessel in the name of a trust or business, you must complete the 82040 as you want the title to read. The State’s system limits the amount of characters in the name to 53, so please abbreviate the trust or business name so that it does not exceed this amount. If you are titling in the name of a business, please provide us with their FEID #.

Mobile Home Transfers

We sometimes find that when an individual purchases a mobile home located on real property, the land is transferred to the new owner by the recording of a deed, but the mobile home title(s) are never transferred. The new owner assumes that transfer of ownership to the mobile home took place as well, and it is sometimes not caught for several years! Please remember to transfer the title.

Expedite Title Transfers – Appointments & Drop-Off Service Available

To expedite 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.)

We Can Now Print Titles While You Wait! - "Fast Title"

For an additional \$7 per vehicle/mobile home title or an additional \$5 per vessel title, we can print your title while you wait! No need to wait 10 – 14 days for your title to arrive via the mail from Tallahassee. Authorization from the registered owner is required to receive a "fast title" from our office. If you do not have a POA from your client, the following statement must appear under Section 13 of the Application for Title (HSMV 82040): "(name of individual) is authorized to receive my fast title", and the Application must be signed by your client. If any other form is used, a separate letter of authorization must be submitted; this letter does not have to be notarized at this time.

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; Additional Fee to Record Lien - \$2.00; Late Fee (30 days after date of purchase) - \$10.00; Real Property Decal: \$5.10. Call (941) 741-4800 for additional fee information.

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 DL office and serves as only an agent to perform very limited functions. There are only five DL related transactions that can be performed at our DeSoto Branch Office location only:

- 1) Renewal of an expired Florida DL/ID card when the person has in his possession his DL and this person has not received any citations (speeding, careless driving, etc.) since their last renewal.
- 2) Transfer of an out of state license to Florida when the person has in their possession their DL and this person has not received any citations (speeding, careless driving, etc.) since their last renewal. Requirements: Must provide social security card or number, and two forms of ID.
- 3) Transfer of an out of state CDL license to Florida when the person has in their possession their DL and this person has not received any citations (speeding, careless driving, etc.) since their last renewal. Requirements: Must provide social security card and two forms of ID. A CDL with HAZMAT issued 2 years or more must be processed at full service DL office for further testing.
- 4) Changing the address on a valid Florida DL/ID card when the person has in his possession his license.

- 5) Renewing/Address change on a CDL license with no HAZMAT.
- 6) Lost/stolen Florida DL/ID card when the digital image is on the computer.
- 7) Clearing D6 suspensions for: Failed to pay traffic fine; Failed to appear for a traffic summons; Failed to complete court ordered school; School election when not eligible; School election made-failed to attend.

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 DL office.

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 phone bank where Associates are available to assist you.

Downtown Office 415 – 10 th 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)

Informative Websites

Manatee County Tax Collector	http://www.taxcollector.com
Manatee County Tax Collector’s Site Map	http://www.taxcollector.com/SiteMap.htm
Manatee County Property Appraiser	http://www.manateepao.com/
Manatee County Clerk of Court	http://www.clerkofcourts.com/
Florida Access to Government	http://www.fc.state.fl.us/fgsd_html/access.html
Florida Department of Highway Safety Index	http://www.hsmv.state.fl.us/html/web_index.html
Florida DMV Forms Available Online	http://www.hsmv.state.fl.us/html/forms.html
Florida Department of Revenue	http://sun6.dms.state.fl.us/dor/
Florida Legislature	http://www.leg.state.fl.us/
Gateway to Manatee County	http://www.bradentonflorida.com/default.asp
Tax Web of Florida	http://www.taxweb.com/state/fl.html

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 Broadcast. A service we also provide is Internet 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, please contact Sara in our Technical Department at (941) 741-4866.

2000 MILLAGE RATES AND TAXING DISTRICT TELEPHONE NUMBERS

COUNTY MILLAGES

MILLAGE RATE

General Operation Fund

COUNTYWIDE NON-VOTED

Law Enforcement/Justice..... 5.1744
Other Elected Officials 0.8352

Substance Abuse Treatment Fund	0.0726
Board of County Commissioners	<u>0.0728</u>
GENERAL OPERATION FUND TOTAL.....	6.1550
Transportation Trust Fund	0.5878
Library Operating Fund	0.3551
Children's Service Fund	<u>0.3333</u>
NON-VOTED TOTAL ..	7.4312

COUNTYWIDE VOTED DEBT SERVICE	
Emerson Point I & S Fund	0.0065
1993 G.O. Refunding I & S Fund	<u>0.2427</u>
VOTED DEBT SERVICE TOTAL.....	0.2492

TAXING DISTRICTS	
Mosquito Control District	0.1612
West Coast Inland Navigation District	0.0400
Southwest Florida Water Management --	
Manasota Basin	0.1600
Manatee District	<u>0.4220</u>
TAXING DISTRICTS TOTAL.....	0.7832

COUNTYWIDE & TAXING DISTRICT TOTAL..... 8.4636

County School Tax Fund --	
State Law	6.0250
Local Board Discretionary	0.5100
Supplemental Discretionary	0.1470
School Local Capital Improvement	<u>2.0000</u>
SCHOOL MILLAGE.....	8.6820

TOTAL PAID BY CITY TAXPAYERS..... 17.1456

Unincorporated Municipal Service	
Taxing Unit Fund	<u>0.7274</u>

TOTAL PAID BY COUNTY TAXPAYERS..... 17.8730

COUNTY & SCHOOL TAXING DISTRICTS

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

<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).....	2.6820
City of Holmes Beach (Operating) (24) ..	2.2500
Town of Longboat Key (Operating) (26) ..	2.3220
Town of Longboat Key (I & S) (26)	0.2251
Longboat Key Erosion District A	0.9888
Longboat Key Erosion District B	0.2471
City of Palmetto (Operating) (19).....	4.1645

SPECIAL DISTRICTS

MUNICIPAL SERVICES TAXING UNIT FUND	
Palm Aire Landscaping District (119).....	0.3612
Palms of Terra Ceia Landscaping District (118) ..	4.0000

MUNICIPAL SERVICES BENEFIT TAX UNITS	
Rubonia Lighting District (101)	\$ 23.00
Cape Vista Lighting District (102)	\$ 5.00
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

PARKS & RECREATION DISTRICTS	
Trailer Estates.....	\$ 530.00
Bayshore Gardens	\$ 160.00

CITIES, REC & FIRE DISTRICTS & PUBLIC WORKS

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 Control District.....	751-7090
Myakka City Fire Control District	322-2292
North River Fire Control District.....	721-6700
Parrish Fire Control District	776-1459
Southern Manatee Fire Control District	751-7675
Trailer Estates Fire Control District ..	758-6453
West Side Fire Control District	741-3900
Whitfield Fire Control District.....	355-2013
Lakewood Ranch Community Development... ..	954-753-0380
Project Management (non-ad valorem; lighting)	792-8811
(canal dredging, drainage, sewer & paving assessments)	

***** THIS INFORMATION IS BELIEVED CORRECT BUT IS SUBJECT TO CHANGE AND IS NOT WARRANTED *****