

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

Office locations:

Questions regarding any of the services we offer should be directed to our main telephone number (941)741-4800 or e-mailed to ContactCenter@taxcollector.com. Calls will not be transferred to an individual branch as they have limited staff.

DeSoto Office

819 301 Blvd West
Bradenton, FL 34205

(Located adjacent to the
DeSoto Square Mall)

Lakewood Ranch Office

6007 111th St East
Bradenton, FL 34202

(Off State Road 70)

Palma Sola Office

7411 Manatee Ave W
Suite 200

Bradenton, FL 34209
(Albertson's Shopping
Center)

Palmetto Office

1341 10th St East
Palmetto, FL 34221

(US 301)

* POWER OF ATTORNEY FORMS *

Below are a few reminders when completing Power of Attorney forms, both Durable and the State DHSMV version (HSMV 82053):

- **ID Requirements** - If the person appointed Power of Attorney is **not** present to submit their legal identification, a copy of their ID must be submitted with the paperwork. In addition, a photocopy of the identification for the person appointing the Power of Attorney must also be submitted. All copies of identification will be retained by our office.
- **Entering an 'Appointee'** - Please ensure that the complete name (no initials) of the person who is appointed Power of Attorney is entered on the Power of Attorney form. If the person is entered as S. Smith, for example, we cannot accept the Power of Attorney form.
- **One Power of Attorney Form per Title** - If a mobile home is a double wide (or triple etc.) you must submit one Power of Attorney per side. You cannot list both title numbers or both vehicle identification numbers on one form.
- **Certifying Power of Attorney Forms** - The Tax Collector's Office can only certify a copy of the State DHSMV Power of Attorney form (HSMV 82053) as a true copy. Our office cannot certify a copy of a Durable Power of Attorney as a true copy, however, you can obtain the services of any notary public to perform this service
- **Multiple Powers of Attorney** - Each individual granting power of attorney must sign a separate HSMV 82053 Power of Attorney form. For example, if a husband and wife are granting power of attorney to a third party, two HSMV 82053 Power of Attorney forms would be needed - one for the husband and one for the wife.

New Requirement:

PROCESSING DUPLICATE TITLES

Effective immediately, if you need to apply for a duplicate title before you can complete a title transfer, **our office policy will now require you to complete this as 2 separate transactions.** Therefore, you will need to have 2 checks to separately pay the cost to: (1) apply for a duplicate title and have it printed at our office while you wait; and (2) process the actual title transfer.

After processing the 1st transaction (for the duplicate title), you will be required to complete the transfer of seller section in the lobby as the POA and then take another number for the 2nd transaction. You will not be allowed to stay at the counter to complete the transfer of seller section on the title.

**EXPEDITE TITLE TRANSFERS — APPOINTMENTS,
DROP-OFF & TITLE-BY-MAIL
SERVICES AVAILABLE**

Identification Requirements: It has always been a requirement that copies of applicant's Florida/Out-of-State DL/ID's and US Passports must be submitted with applications for title when completed by someone else on behalf of the applicant (i.e. attorney, towing company, title company, dealer) OR by mail. **However, this is also required now for the person(s) acting as power of attorney as well as the person(s) taking title unless the POA or applicant is present to provide ID.** All copies of identification proof will be retained by our office.

To expedite vehicle, vessel and mobile home title transfers, please ensure all paperwork is completed before you visit our office. *The associate cannot allow you to complete paperwork (titles, forms, etc.) at the counter, as other customers are waiting in the lobby to be served.* If a lien is to be recorded, section 4 of the 82040 must be completed. If any information is omitted, your work may be returned to you for completion.

Wait Limit for Transactions – Appointments Available - We have a limit to the number of transactions that can be processed at any one time: four (4) at our DeSoto Branch Office; two (2) at any of our other branch locations. **(Note: a double-wide mobile home and a duplicate “fast” title with a transfer count as two transactions each).** To avoid waiting in line, appointments can be scheduled for **processing title work and driver license transactions** by calling (941) 741-4800.

Drop-Off Service - A drop off service is available for completion of title work or processing of tax payments (title application and all necessary forms must be complete). There are two options available:

- You may drop off your work **directly at the DeSoto Dealer Department** for processing (not the DeSoto Office receptionist). A three (3) day turnaround is promised.
- You can drop off your work at any branch office and it will be couriered to our DeSoto Dealer Department for processing. A three (3) day turnaround from the date it arrives in the Dealer Department is promised. Our courier picks up every Monday, Wednesday and Friday (excluding holidays)
- You must submit a Drop-Off Control Sheet with your drop-off work. If you do not have this form, you may obtain a supply by visiting the DeSoto Dealer Department.

Title by Mail Service - In addition to our “drop-off” title service, we also offer a “title by mail” service. You can access information about our “title by mail” service from our website at this link:

www.taxcollector.com/services_title_mail.asp. Completing the printable mail packet will expedite your title transaction. Completed mail packet should be mailed to Post Office Box 25300, Bradenton, Florida 34206-5300.

**INTERNET SERVICES AVAILABLE AT
WWW.TAXCOLLECTOR.COM**

Visit www.taxcollector.com to:

- Access and pay current year property taxes and print duplicate tax receipts for tax years 1994-current year.
- Renew vehicle, vessel or mobile home registrations, **change your address and obtain duplicate registrations.**
- Renew parking permits.
- Check personalized plate availability.
- Renew and **change your address on your driver license and obtain a duplicate driver license.**
- Check the status of your driver license.
- Purchase hunting/fishing licenses, permits and apply for quota and special opportunity hunts.

MOBILE HOMES LOCATED ON REAL PROPERTY

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 (or titles for double-wide or triple-wide).*** To read the DMV procedure for retiring mobile home titles located on real property, access the Department of Motor Vehicle's website <http://casey.hsmv.state.fl.us/Intranet/dmv/Manuals/DMVProcedures/BTR/tl/TL-39.pdf>.

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. You can search personal property tax records by name, property address or account number on our website www.taxcollector.com for tax years 1994 thru 2006. **NOTE: Performing a search by property address is the best way to ensure you are locating all real estate and personal property taxes that are due against a piece of property.**

Before visiting our office to process a mobile home title transfer, please complete a Name/Change of Address form whenever there are personal property taxes assessed on a mobile home. The form is available on the Property Appraiser's website at this link: www.manateepao.com/downloads/Forms/Change%20of%20Address.pdf.

DRIVER LICENSE SERVICES PROVIDED BY THE TAX COLLECTOR

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. Currently, Driver License services are offered at all four of our locations. Access www.taxcollector.com for a list of services we are able to perform.

TITLE TRANSFERS INVOLVING TRUST AGREEMENTS

The Department of Motor Vehicles in Tallahassee recently revised their procedure regarding title transfers involving **trust agreements**. The following are highlights of the changes:

- When applying for title in the name of a trust, a **copy of the trust agreement** (only the first, last and trustee information pages) is required and must be submitted to verify the name of the trust and the name of the trustee, when applicable.
- After a title has been issued **in the name of the trust and the trustee**, a copy of the trust agreement would not be required when the trustee transfers the title to a new purchaser.
- If a title is issued **in the name of the trust only**, a copy of the trust agreement would be required when the trustee transfers the title to a new purchaser.

To view the entire procedure online, access the Department of Motor Vehicle's website at: <http://casey.hsmv.state.fl.us/Intranet/dmv/Manuals/DMVProcedures/BTR/tl/TL-21.pdf>

F E E S F O R C O P I E S O F R E F U N D C H E C K S

It is our office policy to charge a \$5.00 fee for each copy of a refund check requested by a mortgage company, title company, attorney's office or certificate holder. The refund check number, the date the check was issued and whether the check has cleared can be provided to you at no charge. If a copy of the refund check is requested, a \$5.00 fee must be submitted to our Financial Services Department.

A C Q U I S I T I O N O F P R O P E R T Y B Y A G O V E R N M E N T E N T I T Y — P A Y M E N T S P L A C E D I N T O E S C R O W

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 (Quality Assurance Department).** The prorated tax is 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 contact Sara Ackley by telephone (941) 741-4866 or e-mail SaraA@taxcollector.com.

S P E C I A L A S S E S S M E N T S — N O N - A D V A L O R E M T A X E S

*Special assessment payoffs are not currently available on www.taxcollector.com, however, you can determine whether special assessments have ever been billed on an account by looking at the Detail screen under the non-ad valorem section (*click on the tax year to display the Details page*). To obtain payoff information, please call our office at (941) 750-9566; all other questions should be directed to Project Management at (941) 708-7450 (Attention: Sherri Robinson, Project Coordinator). Whenever an assessment payoff is*

obtained, it is **“Subject to Payment of Annual Taxes”**, because the payoff does not include the annual assessment amount (i.e. the 1/15th) placed on the annual tax bill for the current year (or any prior years). Once the 1/15th has been placed on the tax bill, the full amount of the tax bill must be paid, as partial payments are not permitted by statute. Assessments are assumable upon the sale of the property; however, if a property split occurs (cutout), the unpaid balance plus accrued interest is due and payable per the resolution which established

the assessment lien:

“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.”

ALTERNATIVE PAYMENT PLAN FOR PROPERTY TAXES — INSTALLMENTS

To apply for payment of 2008 real or personal property taxes by installment, your estimated taxes must be more than \$100.00. Apply online on our website www.taxcollector.com prior to the deadline of April 30, 2008. A confirmation receipt can be printed as verification of filing. In order to have qualified for payment of 2007 taxes by installment, we must have received your application by April 30, 2007.

OUR PROPERTY TAX COLLECTION SYSTEM “TCAMS”

Until enhancements to our tax collection system can be made, certain types of payments cannot be posted at a branch office, and in those rare instances, a hand receipt will be issued as proof of payment. **The following payments must be delivered to a specific department in our office:**

Good Faith Payments, Homestead Tax Lien Payoffs, Tax Deed Certificate Payoffs	Delinquent Department/DeSoto Branch Office (941) 741-4832
Special Assessment Payoffs (only on Split Parcels) and Suspend “Escrow” Payments (Government Acquisition)	Quality Assurance Department/DeSoto Branch Office (941) 741-4864 or (941) 741-4866

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.

VEHICLES & MOBILE HOMES — COMMON FEES

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

INFORMATIVE WEBSITES

Manatee County Tax Collector www.taxcollector.com	Manatee County Clerk of Court www.manateeclerk.com
Manatee County Property Appraiser www.manateepao.com	Florida Department of Revenue sun6.dms.state.fl.us/dor
DHSMV Vehicle/Title Information Check: https://www6.hsmv.state.fl.us/rrdmvcheck/mvchecking	