

Tax Collector News

MANATEE COUNTY TAX COLLECTOR'S OFFICE
WWW.TAXCOLLECTOR.COM

Issued by Sara Ackley, Quality Assurance Department

OFFICE

LOCATIONS:

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

NEW HOURS:
9:00 AM—5:00 PM

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)

2007 TAX ROLL OPEN FOR COLLECTION!

The 2007 Tax Bills were mailed October 31st and YOU CAN PAY YOUR 2007 TAXES NOW!

A 4% discount is allowed for all payments received or postmarked by November 30th, 2007 or paid online by 11:59 PM EST November 30th, 2007. **Online Payment Disclaimer:** All

amounts due and payments are posted using Eastern Standard Time (EST). The Tax Collector's Office is not responsible for payment transactions that could not be processed as the result of technical difficulties such as downtime due to system

maintenance or any other occurrence. Incorrect data entry or rejection of payment by your financial/credit card institution could result in



additional fees and loss of applicable discount.

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 2008. Taxes become delinquent on April 1, 2008, at which time interest, advertising and other charges begin to accrue. Payments postmarked or received after March 31, 2008 must be in the form of cash, money order, cashier's check or certified funds.

The 2007 Tax Year runs from January 1st—December 31st, with taxes paid in arrears. A list of the 2007 Millage Rates and Taxing District Telephone Numbers is available on our website www.taxcollector.com.

INTERNET PROPERTY TAX HISTORY—PAY PROPERTY TAXES ONLINE NOW!

Visit www.taxcollector.com to **PAY 2007 PROPERTY TAXES ONLINE** and access property tax account information for tax years 1994 thru 2007

Click on the link [Online Property Tax Information](#)

YOU CAN PAY 2007 TAXES ONLINE through an electronic debit to your checking account or by credit card. Credit card payments are subject to a convenience fee. A confirmation receipt can be printed after completion of your transaction, a copy of which is e-mailed to the e-mail address you provide!

continued on page 2

**INTERNET PROPERTY TAX HISTORY — PAY
PROPERTY TAXES ONLINE NOW!**

Continued from page 1

Online payment is available through 11:59 PM EST on April 30, 2008 for 2007 Personal Property Taxes, and through 11:59 PM EST on May 30, 2008 for 2007 Real Estate Taxes. Please read our website's [Online Payment FAQ's](#) for more information.

One unique feature on our tax payment website is the ability to pay multiple transactions using our "shopping cart" payment approach. **This feature allows you to pay multiple parcels in one transaction.** This option was added as a result of comments from attorneys, title companies and mortgage holders.

Please be aware that certain statuses prevent online payment at this time. Examples of accounts that cannot be paid online are prior year delinquent taxes, accounts with a status of bankruptcy plan, litigation, tax deed, list of lands, good faith, or prorated; and accounts where a note posted in our tax collection system affects the payment status. **You must call our office (750-9566) to obtain a payoff for accounts that cannot be paid online, because the amount on the Internet is only the gross tax that was originally billed; it is not the payoff.**

You can access 1994-2007 real and personal property tax account information by name, address or account number on our website. For tax years 1998-2007, the payment status appears on the Tax History Results page. The History page can be printed, or you can detail a specific tax year and print a duplicate bill or a receipt. If an account was billed on the tax roll prior to 1998, a link will appear at the bottom of the Tax History Results page which reads: [Click here to show Tax Years prior to 1998.](#) When you click the link, a new table opens to display the tax years prior to 1998, however, further detail for the tax years are not available. **Please note:** If the taxes are delinquent and the status is "Unpaid", you must call our office for the correct amount due at 750-9566.

To obtain certified copies of paid real property tax records, or to obtain paid tax records prior to 1994, you must visit the Clerk of Court's Recording Department as the Official Records Custodian for Manatee County.

NOTE: Pursuant to DOR Rule 12D-13.002(2), our office does not accept partial payments.

New!!!

**DEBIT CARDS
NOW ACCEPTED!**

**Debit cards are now accepted
at all branch locations, subject
to your bank's daily debit
card limit.**

**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

or online at

www.manateepao.com

TAX PAYMENTS RECEIVED FROM MORTGAGE COMPANIES / ESCROW AGENTS

For those taxpayers whose taxes are escrowed, the electronic payments received from mortgage companies or escrow agents 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, or access our website www.taxcollector.com to print duplicate receipts after payments are processed.

**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.
- 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.
- Purchase hunting and fishing licenses.

**NEED TO CONVERT AN ELECTRONIC TITLE
(OR E-TITLE) TO A PAPER TITLE?**

Visit <http://www.hsmv.state.fl.us/html/emt.htm> to request the title be printed **at no charge**. If you need the title today, you may visit an office and pay the \$5.00 (*boat*) or \$7.00 (*vehicle*) fast title fee for each title printed. (*To ensure the title is electronic and qualifies for printing, visit the State's motor vehicle check at <https://www6.hsmv.state.fl.us/rrdmvcheck/mvchecking>.*)

**ALTERNATIVE PAYMENT PLAN FOR
PROPERTY TAXES — INSTALLMENTS**

On November 30th, we will mail Third Quarter Real Property and Personal Property Installment Bills for the 2007 Tax Year. The amount that was billed in June and September was based on the gross tax billed in 2006. Any adjustments as a result of a change in millage rate or value will be reflected on the 3rd and 4th Quarter Bills now that the 2007 tax roll has been certified.

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.

SPECIAL ASSESSMENTS — NON-AD VALOREM TAXES

*Special assessment payoffs are not currently available on our website 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.”

OUR PROPERTY TAX COLLECTION SYSTEM “TCAMS”

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 of (941) 741-4866

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 2007.

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.

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>.

ACQUISITION OF PROPERTY BY A GOVERNMENT ENTITY — PAYMENTS PLACED INTO ESCROW

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.

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.

P O W E R O F A T T O R N E Y

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. Only one Power of Attorney can be used per person, if there are multiple applicants requiring a Power of Attorney they must sign their own form and submit a copy of their driver license. 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.

GOVERNMENT AGENCIES & SPECIALIZED TRANSACTIONS

Effective **July 31, 2007**, our office implemented a new policy on how transactions for all governmental agencies and transactions we consider “specialized” will be processed. *(For a complete listing of all “Specialized Transactions”, visit our website at <http://www.taxcollector.com/specializedtransactions.asp>).* **This change requires all transactions for governmental agencies and “specialized” transactions to be processed in the DeSoto Dealer Department located at 819—301 Blvd. W., Bradenton.** Call (941) 741-4800 or email contactcenter@taxcollector.com if you have questions regarding this change.

The following processing options are available:

1. **Drop off title work/license plate replacements and/or original license plate issuances* in the DeSoto Dealer Department.** There is a 3-day turnaround and you will be contacted by phone or email when the work is ready for pickup.
2. **License Plate Replacements** (*for governmental agencies) *only* can be processed as drop off work in the DeSoto Dealer Department **or** you can obtain a number at the DeSoto Office counter and wait on the license plate transactions to be processed. If you wish to drop them off, for processing within a 3-day turnaround, you must follow option (1) or (4).
3. **Original License Plate Issuances** (*for governmental agencies) *(no title work)* may be processed while waiting at the DeSoto Dealer Department. A maximum of 5 transactions may be processed per agency per day. If you wish to drop them off, for processing within a 3-day turnaround, follow option (1) or (4)
4. **Drop off title work/license plate replacements at one of our branch offices** (you can access the addresses of our branch offices on www.taxcollector.com). Your work will be couriered to the DeSoto Dealer Department for processing. Our courier picks up every Monday, Wednesday and Friday, excluding holidays. There is a 3-day turnaround which begins upon receipt of the work by the DeSoto Dealer Department. You will be contacted by the branch office by phone or e-mail when your work has been returned by the DeSoto Dealer Department and is ready for pickup.
5. **Process your work by visiting other area Tax Collectors.** If you cannot wait and must process title work/license plate replacements sooner than the 3-day turnaround provided, you may visit another tax collector’s office. Below are the offices closest to you.

Pinellas County Tax Collector
1067 62nd Ave S
St. Petersburg, FL 33705
(Skyway Office)

Hillsborough County Tax Collector
3002 College Ave
Ruskin, FL 33570

Sarasota County Tax Collector
101 Washington Blvd S.
Sarasota, FL 34236

NOTE: A ‘Control Sheet For Dealer Department’ must be submitted with the drop off work. The control sheet is a 3-part form and you can obtain a supply by visiting the DeSoto Dealer Department. The 3rd copy will be provided to you as a receipt for your drop off transactions. One blank check per control sheet must be submitted made payable to Ken Burton Jr., Tax Collector *(no cash accepted)*. Please place the control sheet, drop off work and blank check (made out to Ken Burton Jr., Tax Collector) in an envelope or folder.

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

New ID 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, or the application on the back of the title itself, 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. 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)

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.

**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 our website www.taxcollector.com for a list of services we are able to perform.

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