



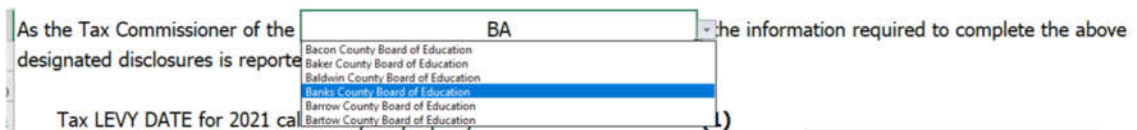
DATE: September 6, 2023

TO: County Tax Commissioners

SUBJECT: Property Tax Confirmation

To allow for us to provide clearer guidance to you and better service to our Local Education Authorities (School Districts), made the following changes to the Property Tax Confirmation form for Fiscal Year 2022 and rolled them forward to Fiscal Year 2023.

- 1) We are asking you to complete this form in an Excel and return to us electronically via email. To help facilitate this, we no longer require your signature on this document.
- 2) On the "comm" tab (first page), we have made the following changes.
  - a. A drop-down box with a list of School Districts that you can start typing the name and select. (See below for an example for Banks County Board of Education.)

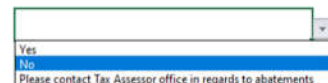


- b. Additional row to enter secondary Due Date. If only one Due Date, please leave blank.

Tax DUE DATE(S) for 2021 calendar year property taxes \_\_\_\_\_

- c. We added a question about Tax Abatements to this tab. If the answer is no, there is no need to complete the "Tax Abatement" tab.

Tax Abatements exist for the School District (see details at following tab)



**NOTES**

- d. Included a drop-down box to select Tax Commissioner or City Clerk.

39  
40 I, \_\_\_\_\_ Tax Commissioner of \_\_\_\_\_, do hereby certify the above  
41 information was taken from records local \_\_\_\_\_ best of my knowledge is complete and accurate.  
42  
43 Phone Number \_\_\_\_\_ Date \_\_\_\_\_ Email address \_\_\_\_\_  
44

- 3) We made minor changes to the rest of the tabs to ensure:
  - a. information provided is in a consistent format, and
  - b. Amounts are reported correctly in total and agree to check details
  
- 4) We have shaded the cells that need to be completed, added calculations to foot and cross foot amounts, and inserted total verifications. In addition, some editing features have been locked to preserve the integrity of the document.
  
- 5) Additional detail is being requested for what month taxes were transmitted for the payments made July 1, 2023, through August 31, 2023; and what tax types are considered in the current Delinquent Balance.