

How to use the online Utah tax rate system to adopt a property tax rate



Online system at:

taxrates.utah.gov

This is a guide for taxing entities



- Address bar is where you type in taxrates.utah.gov. (green arrow)
- Enter User Name and Password (orange arrow)
 - password must 8 characters with at least one special character
- If you do not have a user account click “Create New User” (blue arrow)
- Recover password (purple arrow), you will need to know the answer to your question what you chose when you first set up your account ,
or for “System Help” or any questions please call for assistance (red arrow)

- The Tax Rate Summary (693) screen should be the first screen that displays after you log in
- If not, you can get to this screen by hovering over “Data Entry” then clicking on “Tax Rate Summary(693)”
- This is an example of a screen when the tax rate has not yet been set by the county auditor (purple arrow)
- The proposed rate (red arrow) field and Requested Revenue field (orange arrow) are grey -Data entry in these fields is not yet possible

View **Data Entry** Reports Forms Administration

County 06_DAVIS Entity 3080_LAYTON Tax Year 2016

Tax Rate Summary (693) CTY

Preliminary Data

Certified Rates set by Auditor	Proposed Rates set by Entity	Proposed Rates Approved by County	Approved by State OK to Print	Rates Finalized				
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	Current	Prior Year End	CY - PYE	% Change	Certified Tax Rate Value Adjustments		Value Adj	
Real	3,500,000,000	3,413,325,830	86,674,170	2.54%	BOE Adjustment	42,329,700	Reappraisal	100,000
Personal*	196,304,483	196,304,483	0	0.00%	CY Value Adj by BOE	2,949,474,783	Factoring	0
Central	100,000,000	90,727,636	9,272,364	10.22%	5 Year Avg Coll Rate CY/PYE	93.33 / 92.82	Legislative Adj	0
Total Value	3,796,304,483	3,700,357,949	95,946,534	2.59%	Proposed Tax Rate Value	2,752,744,815	Total Value Adj	100,000
CDRA R/CA	800,000,000	760,180,000	39,820,000	5.24%	Annex Adj			
CDRA Personal*	4,500,000	4,184,133	315,867	7.55%	New Growth: Calculated	55,710,667	Annex In	0
Total CDRA	804,500,000	764,364,133	40,135,867	5.25%	5 Year Avg Coll Rate CY	93.33	Annex Out	0
Semiconductor*	0	0	0	0.00%	New Growth: CTR Calculation	51,994,766	Accounting Period	
Total Value-CDRA-SCME	2,991,804,483	2,935,993,816	55,810,667	1.90%	Certified Tax Rate Value	2,700,750,049	Cycle	Fiscal

* "Personal" and "CDRA Pers" show Year-End values only and are one year earlier than Real and Centrally Assessed values.

NOTES

Budget Code	Budget Name	Date of Election	Rate Limit	Code from Utah Annotated	Maximum By Law	Calculated Certified Tax Rate	Auditor's Certified Tax Rate	Proposed Tax Rate	Auditor's Certified Rate Revenue	Requested Revenue
10	General Operations	C		§10-6-133	.007	0.002437	0.002437		6,708,439	0
	Total Tax Rate					0.002437	0.002437		6,708,439	0

This is an example of the 693 screen after the certified tax rate has been set by the county auditor.

View Data Entry Reports Forms Maintenance Administration

County 06_DAVIS Entity 3080_LAYTON Tax Year 2016

Tax Rate Summary (693) CTY

Preliminary Data

Certified Rates set by Auditor	Proposed Rates set by Entity	Proposed Rates Approved by County	Approved by State OK to Print	Rates Finalized
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Truth In Taxation Save Approve

	Current	Prior Year End	CY - PYE	% Change	Certified Tax Rate Value Adjustments		Value Adj	
Real	3,500,000,000	3,413,325,830	86,674,170	2.54%	BOE Adjustment	42,329,700	Reappraisal	100,000
Personal*	196,304,483	196,304,483	0	0.00%	CY Value Adj by BOE	2,949,474,783	Factoring	0
Central	100,000,000	90,727,636	9,272,364	10.22%	5 Year Avg Coll Rate CY/PYE	93.33 / 92.82	Legislative Adj	0
Total Value	3,796,304,483	3,700,357,949	95,946,534	2.59%	Proposed Tax Rate Value	2,752,744,815	Total Value Adj	100,000
CDRA R/CA	800,000,000	760,180,000	39,820,000	5.24%			Annex Adj	
CDRA Personal*	4,500,000	4,184,133	315,867	7.55%	New Growth: Calculated	55,710,667	Annex In	0
Total CDRA	804,500,000	764,364,133	40,135,867	5.25%	5 Year Avg Coll Rate CY	93.33	Annex Out	0
Semiconductor*	0	0	0	0.00%	New Growth: CTR Calculation	51,994,766	Accounting Period	
Total Value-CDRA-SCME	2,991,804,483	2,935,993,816	55,810,667	1.90%	Certified Tax Rate Value	2,700,750,049	Cycle	Fiscal

* "Personal" and "CDRA Pers" show Year-End values only and are one year earlier than Real and Centrally Assessed values.

NOTES

Budget Code	Budget Name	Date of Election	Rate Limit	Code from Utah Annotated	Maximum By Law	Calculated Certified Tax Rate	Auditor's Certified Tax Rate	Proposed Tax Rate	Auditor's Certified Rate Revenue	Requested Revenue
10	General Operations			§10-6-133	.007	0.002437	0.002437		6,708,439	
	Total Tax Rate					0.002437	0.002437		6,708,439	

- Enter the certified rate in the “Proposed Tax Rate” field (red arrow), unless you are increasing taxes or taking less than the “Auditor’s Certified Rate Revenue”, then enter the revenue amount in the “Requested Revenue” field (orange arrow). When done, click “Save” (blue arrow).
- Click “Approve” (green arrow) after you made all the entries you are required to make. The second section of the progress bar will turn green (purple arrow) when approved. You will no longer be able to make any further edits after you click “Approve”.

- If you would like to print and sign a copy of the 693 for your records, hover over “Forms” (green arrow), then hover over “Entity” (blue arrow), and then click “693 – Entity Tax Rate Summary” (purple arrow).

The screenshot shows a software interface with a menu bar at the top containing 'View', 'Data Entry', 'Reports', 'Forms', 'Maintenance', and 'Administration'. The 'Forms' menu is open, showing a list of options including 'Entity', 'County', '697 - State Sum of Values', '710 - Net Annexations Value', '712A - Calculations of New Growth', '714 - Report of New Growth Adjustments', 'PacMan Report', '693 - Entity Tax Rate Summary', '694 - Entity Single Levy Proposed Tax Rate Worksheet', '694A - Entity Multiple Levy Proposed Tax Rate Valuation Summary', '694B - Entity Multiple Levy Proposed Tax Rate Worksheet', '713 - Entity Single Levy Certified Tax Rate Worksheet', '713A - Entity Multiple Levy Certified Tax Rate Valuation Summary', '713B - Entity Multiple Levy Certified Tax Rate Worksheet', and '800 - Entity Resolution Adopting Final Tax Rates and Budgets'. A green arrow points to 'Forms', a blue arrow points to 'Entity', and a purple arrow points to '693 - Entity Tax Rate Summary'. Below the menu, there is a 'Tax Rate Summary (693) CTY' section with 'Preliminary Data' and a table of values. To the right, there are sections for 'Value Adj', 'Annex Adj', and 'Accounting Period'.

Preliminary Data		Certified Rates set by Auditor	Proposed Rates set by Entity
	Current		
Real	3,500,000		
Personal*	196,304		
Central	100,000		
Total Value	3,796,304		
CDRA RICA	800,000,000	760,180,000	39,820,000
CDRA Personal*	4,500,000	4,154,133	315,867
Total CDRA	804,500,000	764,364,133	40,135,867
Semiconductor*	0	0	0
Total Value-CDRA-SCME	2,991,804,483	2,835,993,816	55,810,667

NOTES

Budget Code	Budget Name	Date of Election	Rate Limit	Code from Utah Annotated	Maximum By Law	Calculated Certified Tax Rate	Auditor's Certified Tax Rate	Proposed Tax Rate	Auditor's Certified Rate Revenue	Requested Revenue
10	General Operations	C		§10-6-133	.007	0.002437	0.002437	0.002437	6,708,439	6,708,439
	Total Tax Rate					0.002437	0.002437	0.002437	6,708,439	6,708,439

This is where you can print a paper 693 Report.

Example of a 693 Report

Utah State Tax Commission - Property Tax Division Tax Rate Summary (693) ENTITY: 3080 LAYTON	Form PT-693 Rev. 2/15
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DAVIS COUNTY

Tax Year: 2018

The Board of Trustees for the above special district has set the current year's tax rates as follows:

Purpose of Tax Rate (Code from Utah Code Annotated)	Auditor's Tax Rate	Proposed Tax Rate	Maximum By Law	Budgeted Revenue
10 General Operations §10-6-133	0.002437	0.002437	.007	\$6,708,439
Total Tax Rate	0.002437	0.002437	Total Revenue	\$6,708,439

Certification by Taxing Entity

I, _____, as authorized agent, hereby certify that this statement is true and correct and in compliance with all sections of the Utah State Code relating to the tax rate setting process.

Signature: _____ Date: _____

Title: _____ Telephone: _____

Mailing address: _____

Tax Increase

This is an example of the screen with a taxing entity that is increasing taxes.

County: 06_DAVIS Entity: 3080_LAYTON Tax Year: 2016

Tax Rate Summary (693) CTY

Entity Administrator has finished setting the Proposed Rates. (Joshua Nielsen)

	Current	Prior Year End	CY - PYE	% Change	Certified Tax Rate Value Adjustments		Value Adj	
Real	3,500,000,000	3,413,325,830	86,674,170	2.54%	BOE Adjustment	42,329,700	Reappraisal	100,000
Personal*	196,304,483	196,304,483	0	0.00%	CY Value Adj by BOE	2,949,474,783	Factoring	0
Central	100,000,000	90,727,636	9,272,364	10.22%	5 Year Avg Coll Rate CY/PYE	93.33 / 92.82	Legislative Adj	0
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CDRA R/CA	800,000,000	760,180,000	39,820,000	5.24%			Annex Adj	
CDRA Personal*	4,500,000	4,184,133	315,867	7.55%	New Growth Calculated	55,710,667	Annex In	0
Total CDRA	804,500,000	764,364,133	40,135,867	5.25%	5 Year Avg Coll Rate CY	93.33	Annex Out	0
Semiconductor*	0	0	0	0.00%	New Growth CTR Calculation	51,994,766	Accounting Period	
Total Value-CDRA-SCME	2,991,804,483	2,935,993,816	55,810,667	1.90%	Certified Tax Rate Value	2,700,750,049	Cycle	Fiscal

* *Personal* and *CDRA Pers* show Year-End values only and are one year earlier than Real and Centrally Assessed values.

NOTES

Budget Code	Budget Name	Date of Election	Rate Limit	Code from Utah Annotated	Maximum By Law	Calculated Certified Tax Rate	Auditor's Certified Tax Rate	Proposed Tax Rate	Auditor's Certified Rate Revenue	Requested Revenue
10	General Operations	C		§10-6-133	.007	0.002437	0.002437	0.002470	6,708,439	6,800,000
	Total Tax Rate					0.002437	0.002437	0.002470	6,708,439	6,800,000

- If the proposed rate is higher than the certified rate, the proposed rate will turn red (red arrow).
- Please click on the Truth in Taxation button (orange arrow) at this point.
- If you hover over the green tracking bar, you can see who approved the rate (green arrow)

Truth in Taxation

Input Screen to create a July Advertisement

- Average value**-average full market value of home in your entity boundaries. Obtained from county assessor

- Entity Name**-the name of the taxing entity the way you want it to appear in the advertisement.

- Ad Contact Phone**: phone number that will appear in the ad.

- July/August Ad Date**-date the ad will run in the newspaper

Enter the combined Auditor ad date if your county has more than 1 taxing entity increasing taxes.

- Ad Date**-2 date the ad will run in the newspaper.

- Hearing information**

- CLICK "Save"** after you enter your data (blue arrow)

- Then click "July Ad"** (orange arrow)

A completed advertisement will open in a separate window. This advertisement may be saved as a pdf and sent to the newspaper.

Tax Year: 2016 County: 06_DAVIS Entity: 3080_LAYTON

Truth In Taxation: Enter Summer Information (Fiscal-Year Entities) July Ad Save

Average Value*: 220,000 Entity Ad Name: City of Layton

Ad Contact Phone: 801-451-0000

*** Calendar-Year Entities ad information is entered in December TNT input screen (Data Entry menu) ***

July/August Advertisement Info

Ad Date:	7/23/2013	Ad Location:	Salt Lake Tribune
Ad Date:	7/30/2106	Ad Location:	Salt Lake Tribune

August Hearing Info (Must be at least 10 days after the county notice of property valuation and tax charged is mailed)

Date:	8/4/2016	Location:	City Hall
Time:	7:00 pm	Address:	437 N Wasatch Drive
Room #:		City:	Layton

Whom should the Tax Commission contact with questions?

Name: _____
Phone: _____

*Average value of residence in entity

**Example of a system
generated Truth in Taxation
advertisement.**

- When printed, there is a second page that includes:

*Tax Rate Increase
Advertisement Requirements*

**NOTICE OF PROPOSED TAX INCREASE
City of Layton**

The City of Layton is proposing to increase its property tax revenue.

- The City of Layton tax on a \$220,000 residence would increase from \$294.88 to \$298.87, which is \$3.99 per year.

- The City of Layton tax on a \$220,000 business would increase from \$536.14 to \$543.40, which is \$7.26 per year.

- If the proposed budget is approved, City of Layton would increase its property tax budgeted revenue by 1.90% above last year's property tax budgeted revenue excluding new growth.

All concerned citizens are invited to a public hearing on the tax increase.

PUBLIC HEARING

Date/Time: 8/4/2106 7:00 pm

Location: City Hall
437 N Wasatch Drive
Layton

To obtain more information regarding the tax increase, citizens may contact City of Layton at 801-451-000.

Advertisement Requirements

Please pass on to the newspaper!!

- No less than $\frac{1}{4}$ of the newspaper page in size

- Surrounded by $\frac{1}{4}$ inch border



- May not appear in the legal section or classified section of the newspaper.



Advertisement Requirements

Any Newspaper?

- Newspaper published at least once a week.
- Newspaper must be of general interest and readership
- Newspaper not of limited subject matter.
- The word used in statute is “whenever possible”.

Advertisement Requirements

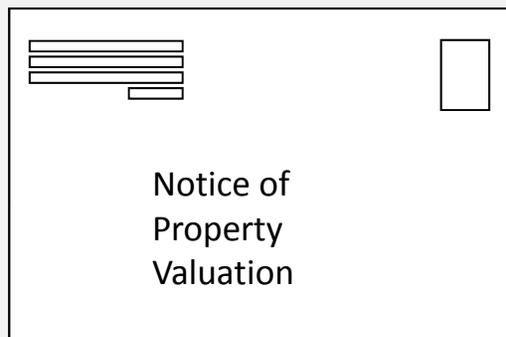
Must be published *two weeks* before the public hearing in all of the following places:

- In the newspaper
- On Utahlegals.com
 - Most newspapers will post this information when you place the newspaper ad.
- Public Notice Website
<http://www.utah.gov/pmnl/index.html>
- County website or taxing entity website if available

Public Hearing

- Hearing must be at least 10 or more days after the July “Notice of Property Valuation & Tax Changes” is sent out by the county.

(Notice should be sent out no later than July 22nd)



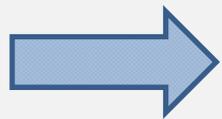
→ 10 days →



- Hearing must begin at or after 6:00 p.m.
- Adoption of the budget and final tax rate may be on the same date. However, the action to adopt the budget must be after the public hearing on the property tax increase.

Notice and Hearing Proof

- Send copies of newspaper advertisements and
- Signed Resolution Adopting Final Tax Rates



Send this information to Joshua Nielsen
joshuanielsen@utah.gov Tax Commission,
and Send to your County Auditor.

- To print the “800-Entity Resolution”, hover over “Forms”(green arrow), then hover over “Entity”(purple arrow), then click on “800-Entity Resolution Adopting Final Tax Rates and Budgets” (blue arrow)
- Please make sure to sign it and send it to the Tax Commission and your County Auditor

The screenshot shows a software interface with a navigation bar at the top containing 'View', 'Data Entry', 'Reports', 'Forms', 'Maintenance', and 'Administration'. A green arrow points to the 'Forms' menu item. A dropdown menu is open under 'Forms', with a purple arrow pointing to the 'Entity' option. A second dropdown menu is open under 'Entity', with a blue arrow pointing to the option '800 - Entity Resolution Adopting Final Tax Rates and Budgets'. Below the menu, there is a table with columns for 'Current', 'Proposed', and other financial metrics. A green circle highlights the 'Entity' option in the dropdown menu, and a blue circle highlights the '800 - Entity Resolution Adopting Final Tax Rates and Budgets' option.

County	06_DAVIS	Entity
Tax Rate Summary (693) CTY		
Preliminary Data		
	Current	
Real	3,500,000	
Personal*	196,304	
Central	100,000	
Total Value	3,796,304	
CDRA R/CA	600,000,000	760,180,000
CDRA Personal*	4,500,000	4,184,133
Total CDRA	604,500,000	764,364,133
Semiconductor*	0	0
Total Value-CDRA-SCME	2,991,804,483	2,935,993,816

NOTES

Budget Code	Budget Name	Date of Election	Rate Limit	Code from Utah Annotated	Maximum By Law	Calculated Certified Tax Rate	Auditor's Certified Tax Rate	Proposed Tax Rate	Auditor's Certified Rate Revenue	Requested Revenue
10.	General Operations	C		§10-6-133	.007	0.002437	0.002437	0.002470	6,708,439	6,800,000
	Total Tax Rate					0.002437	0.002437	0.002470	6,708,439	6,800,000

Example of a Report 800

Resolution Adopting Final Tax Rates and Budgets Report 800	Form PT-800 pt-800.xls Rev. 12/07
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County: DAVIS

Tax Year: 2016

It is hereby resolved that the governing body of:

LAYTON

approves the following property tax rate(s) and revenue(s) for the year: 2016

1. Fund/Budget Type	2. Revenue	3. Tax Rate
10 General Operations	\$6,799,280	0.002470
Totals	\$6,799,280	0.002470

This resolution is adopted after proper notice and hearing in accordance with UCA 59-2-919 and shall be forwarded to the County Auditor and the Tax Commission in accordance with UCA 59-2-913 and 29-2-920.

Signature of Governing Chair

Signature: _____ Date: _____

Title: _____



Please make sure it is signed before you send it to the Tax Commission and County Auditor

Questions? Assistance?

- Joshua Nielsen 801-297-3617 joshuanielsen@utah.gov
- Sheldon Wood 801-297-3628 swood@utah.gov
- David Swan 801-297-3615 dswan@utah.gov
- Terri Chidester 801-297-3612 tchidester@utah.gov
- Jennifer Condie 801-297-3636 jcondie@utah.gov
- Ruth Ann Jefferies 801-297-3602 rjefferi@utah.gov