



Utah State Tax Commission  
Property Tax Division

## Centrally Assessed Properties 2020 Valuation Appeal Form Instructions

If you are dissatisfied with a centrally assessed property valuation, pursuant to Utah Code Annotated 59-2-1007, you must file a request for agency action with the Appeals Unit of the Utah State Tax Commission on or before the later of August 1, 2020 or within 90 days of the date of the mailing of the property valuation.

To ensure required information is included in the request for agency action, please use the *Centrally Assessed Properties 2020 Valuation Appeal Form*. The request for agency action must be in writing and contain the following required information:

- a. Utah Tax Account Name.
- b. Utah Tax Account ID.
- c. Industry Type (select one box).
- d. Taxpayer internal contact, with contact information.
- e. Taxpayer's representative or petitioner contact information. Property Tax Division must have current Power of Attorney on file, if the petitioner is not an employee of taxpayer.
- f. Valuation information being appealed.
- g. Estimate of the fair market value of the property pursuant to Utah Code Annotated 59-2-1007 (5) (b).
- h. Counties involved in the appeal (select all counties that apply).
- i. Origination department or officer.
- j. Particular relief or action sought.
- k. If requester relies on a particular statute, the request will include reference to that statute and a statement of facts and summary of arguments and authorities relied on. The Utah State Tax Commission may waive this requirement if, in the interest of justice, it deems the waiver advisable.
- l. If the request results from a letter or notice from the Tax Commission, the request will include the date of the letter or notice and include a copy of the *Notice of Valuation* letter.
- m. Signature and date of submission.

All requests for agency action pertaining to valuation of centrally assessed property must be e-mailed, mailed, or faxed to:

Utah State Tax Commission  
Appeals Unit  
210 North 1950 West  
Salt Lake City, Utah 84134

Office: 801-297-3904  
Fax: 801-297-3919  
taxappeals@utah.gov

Pursuant to Utah Code Annotated 59-2-1007 (8) (a) An owner who applies to the commission for a hearing in accordance with Subsection (1) shall, for the property for which the owner objects to the commission's assessment, file a copy of the application with the county auditor of each county in which the property is located.

Utah State Tax Commission  
Property Tax Division  
**State of Utah**  
**County Auditors**

(435) 438-6465  
MS GINGER MCMULLIN  
BEAVER COUNTY AUDITOR  
PO BOX 392  
BEAVER UT 84713

(435) 636-3224  
MR SETH MARSING  
CARBON COUNTY AUDITOR  
120 E MAIN STREET  
PRICE UT 84501

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MS JOANN EVANS  
DUCHESNE COUNTY AUDITOR  
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125 E CENTER STREET  
MOAB UT 84532

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76 N MAIN STREET  
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