

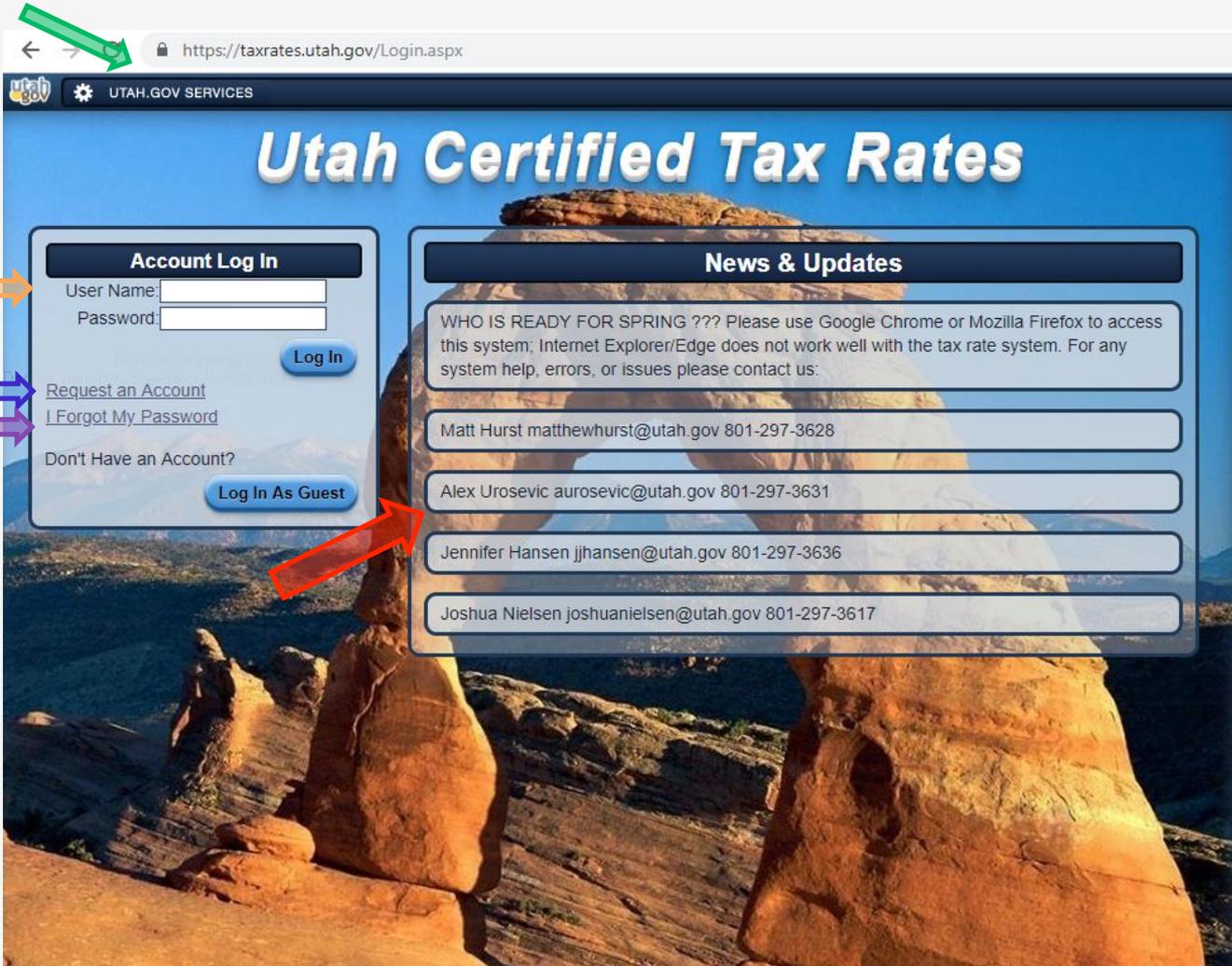
How to use the online Utah tax rate system to adopt a property tax rate



Online system at:

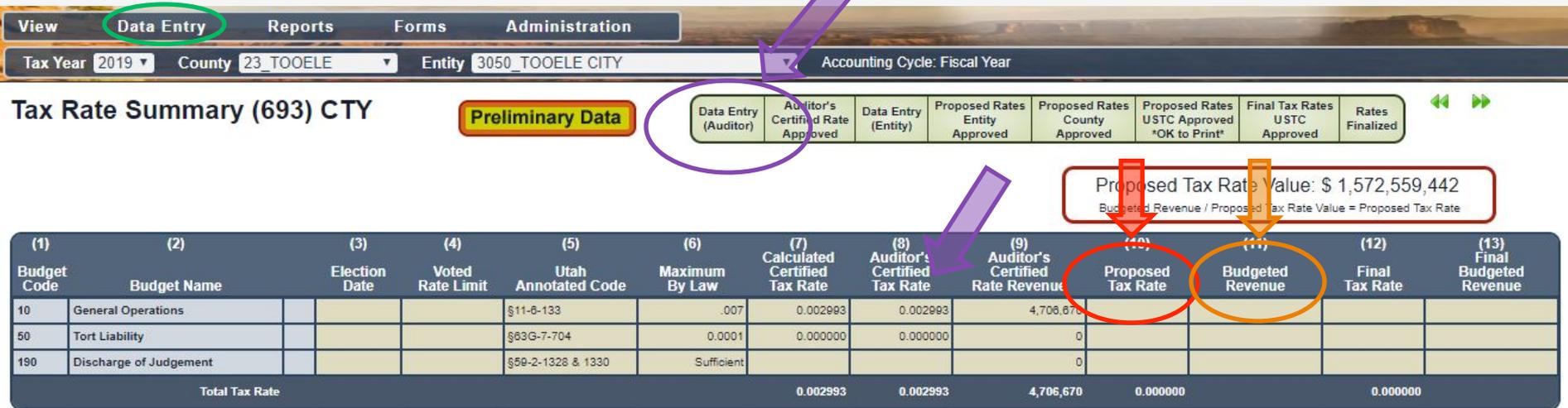
taxrates.utah.gov

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 “Request an Account” (blue arrow)
- Recover password (purple arrow), you will need to know the answer to your question that 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 arrows).
- The auditor will need to verify the certified rate in column 8 and then click  and 
- The proposed rate (red arrow) field and Requested Revenue field (orange arrow) will be grey until the rate is set by the auditor
 - Data entry in these fields is possible once they are white



Tax Rate Summary (693) CTY

Preliminary Data

Navigation: Data Entry (Auditor) | Auditor's Certified Rate Approved | Data Entry (Entity) | Proposed Rates Entity Approved | Proposed Rates County Approved | Proposed Rates USTC Approved *OK to Print* | Final Tax Rates USTC Approved | Rates Finalized

(1) Budget Code	(2) Budget Name	(3) Election Date	(4) Voted Rate Limit	(5) Utah Annotated Code	(6) Maximum By Law	(7) Calculated Certified Tax Rate	(8) Auditor's Certified Tax Rate	(9) Auditor's Certified Rate Revenue	(10) Proposed Tax Rate	(11) Budgeted Revenue	(12) Final Tax Rate	(13) Final Budgeted Revenue
10	General Operations			§11-6-133	.007	0.002993	0.002993	4,706,670	0.000000	0.000000	0.000000	
50	Tort Liability			§83G-7-704	0.0001	0.000000	0.000000	0				
190	Discharge of Judgement			§59-2-1328 & 1330	Sufficient			0				
Total Tax Rate						0.002993	0.002993	4,706,670	0.000000	0.000000	0.000000	

Proposed Tax Rate Value: \$ 1,572,559,442
Budgeted Revenue / Proposed Tax Rate Value = Proposed Tax Rate

NOTES:

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

Tax Rate Summary (693) CTY

Preliminary Data

Proposed Tax Rate Value: \$ 1,572,559,442
 Budgeted Revenue / Proposed Tax Rate Value = Proposed Tax Rate

(1) Budget Code	(2) Budget Name	(3) Election Date	(4) Voted Rate Limit	(5) Utah Annotated Code	(6) Maximum By Law	(7) Calculated Certified Tax Rate	(8) Auditor's Certified Tax Rate	(9) Auditor's Certified Rate Revenue	(10) Proposed Tax Rate	(11) Budgeted Revenue	(12) Final Tax Rate	(13) Final Budgeted Revenue
10	General Operations			\$11-8-133	.007	0.002993	0.002993	4,706,670				
50	Tort Liability			\$83G-7-704	0.0001	0.000000	0.000000	0				
190	Discharge of Judgement			\$59-2-1328 & 1330	Sufficient			0				
Total Tax Rate						0.002993	0.002993	4,706,670	0.000000		0.000000	

NOTES:

- 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
- Click 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”.

This is an example of the 693 screen after the certified tax rate has been approved by the entity.

- The proposed rate or budget has now been entered and approved by the entity. The purple arrow shows that the entity clicked **Approve**. Column 12 (red arrow) and column 13 (orange arrow) are the *Final Tax Rate* and *Final Budgeted Revenue*. They should populate and match your *Proposed Tax Rate* and *Budgeted Revenue* as long as your rate is less than or equal to the *Certified Tax Rate*.

View Data Entry Reports Forms Administration

Tax Year 2019 County 23_TOOELE Entity 3050_TOOELE CITY Accounting Cycle: Fiscal Year

Tax Rate Summary (693) CTY Preliminary Data

Data Entry (Auditor)
Auditor's Certified Rate Approved
Data Entry (Entity)
Proposed Rates Entity Approved
Proposed Rates County Approved
Proposed Rates USTC Approved *OK to Print*
Final Tax Rates USTC Approved
Rates Finalized

Proposed Tax Rate Value: \$ 1,572,559,442
Budgeted Revenue / Proposed Tax Rate Value = Proposed Tax Rate

(1) Budget Code	(2) Budget Name	(3) Election Date	(4) Voted Rate Limit	(5) Utah Annotated Code	(6) Maximum By Law	(7) Calculated Certified Tax Rate	(8) Auditor's Certified Tax Rate	(9) Auditor's Certified Rate Revenue	(10) Proposed Tax Rate	(11) Budgeted Revenue	(12) Final Tax Rate	(13) Final Budgeted Revenue
10	General Operations			\$11-6-133	.007	0.002993	0.002993	4,706,670	0.002993	4,706,670	0.002993	4,706,670
50	Tort Liability			§83G-7-704	0.0001	0.000000	0.000000	0				
190	Discharge of Judgement			§59-2-1328 & 1330	Sufficient			0				
Total Tax Rate						0.002993	0.002993	4,706,670	0.002993	4,706,670	0.002993	4,706,670

NOTES:

- If your rate is red and the final rate/revenue columns are not populated, you will need to go through the Truth In Taxation process.
- It is the auditors responsibility to check and make sure rates were entered correctly and then click **Approve** one more time.

- 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 menu structure. The 'Forms' menu is highlighted with a green arrow. Under 'Forms', the 'Entity' option is highlighted with a blue arrow. A sub-menu is open under 'Entity', and the '693 - Entity Tax Rate Summary' option is highlighted with a purple arrow. Other options in the sub-menu include 'County' and 'PacMan Report'. The main header shows 'Tax Year 2019' and 'County 23_TOOELE'.

Proposed Tax Rate Value: \$ 1,572,559,442
Budgeted Revenue / Proposed Tax Rate Value = Proposed Tax Rate

(1) Budget Code	(2) Budget Name	(3) Election Date	(4) Voted Rate Limit	(5) Utah Annotated Code	(6) Maximum By Law	(7) Calculated Certified Tax Rate	(8) Auditor's Certified Tax Rate	(9) Auditor's Certified Rate Revenue	(10) Proposed Tax Rate	(11) Budgeted Revenue	(12) Final Tax Rate	(13) Final Budgeted Revenue
10	General Operations			§11-6-133	.007	0.002993	0.002993	4,706,670	0.002993	4,706,670	0.002993	4,706,670
50	Tort Liability			§83G-7-704	0.0001	0.000000	0.000000	0				
190	Discharge of Judgement			§59-2-1328 & 1330	Sufficient			0				
Total Tax Rate						0.002993	0.002993	4,706,670	0.002993	4,706,670	0.002993	4,706,670

NOTES:

This is where you can print a paper 693 Report.

Utah State Tax Commission - Property Tax Division
 Tax Rate Summary (693)
 ENTITY: 3050 TOOELE CITY

Form PT-693

Rev. 2/15

TOOELE COUNTY

Tax Year: 2019

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 §11-6-133	0.002993	0.002993	.007	4,706,670
Total Tax Rate	0.002993	0.002993	Total Revenue	\$4,706,670

Example
of a
693
Report

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

- If the proposed rate is higher than the certified rate, the proposed rate will turn red (**red arrow**).

View Data Entry Reports Forms Administration

Tax Year 2019 County 23_TOOELE Entity 3050_TOOELE CITY Accounting Cycle: Fiscal Year

Tax Rate Summary (693) CTY

Preliminary Data

Truth in Taxation

Proposed Tax Rate Value: \$ 1,572,559,442
Budgeted Revenue / Proposed Tax Rate Value = Proposed Tax Rate

(1) Budget Code	(2) Budget Name	(3) Election Date	(4) Voted Rate Limit	(5) Utah Annotated Code	(6) Maximum By Law	(7) Calculated Certified Tax Rate	(8) Auditor's Certified Tax Rate	(9) Auditor's Certified Rate Revenue	(10) Proposed Tax Rate	(11) Budgeted Revenue	(12) Final Tax Rate	(13) Final Budgeted Revenue
10	General Operations			§11-6-133	.007	0.002993	0.002993	4,706,670	0.003180	5,000,000	0.000000	0
50	Tort Liability			§63G-7-704	0.0001	0.000000	0.000000	0				
190	Discharge of Judgement			§59-2-1328 & 1330	Sufficient			0				
Total Tax Rate						0.002993	0.002993	4,706,670	0.003180	5,000,000	0.000000	0

NOTES:

- 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**)
- Your *Final Rate* and *Final Budgeted Revenue* (**purple**) will remain blank or at '0' and will be entered by the Tax Commission when a revenue is passed in the TNT meeting and a Resolution is signed and sent in.

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 “View TNT Advertisement”** (orange arrow)

If you are levying a judgment levy, select either “Judgement Levy” (if no other tax increase), or “Both Truth in Taxation & Judgement Levy” (green arrow)

The screenshot shows a web application interface for creating a July advertisement. At the top, there are navigation tabs: View, Data Entry, Reports, Forms, and Administration. Below these are dropdown menus for Tax Year (2019), County (23 TOOELE), and Entity (050 TOOELE CITY). A green arrow points to the 'Fiscal Year Tax Increase' section, which has three radio button options: 'Truth in Taxation' (selected), 'Judgment Levy', and 'Both Truth in Taxation & Judgment Levy'. A blue arrow points to the 'Save' button, and an orange arrow points to the 'View TNT Advertisement' button. Below this is the 'Newspaper Advertisement 2019' section, which includes a text input for 'Average Residential Value' (200,000) with a note '(Please Obtain From the Assessor's Office)'. The 'Advertisement Information' section contains text inputs for 'Taxing Entity Name' (TOOELE CITY) and 'Contact Phone' (801-555-5555). The 'Notice Information (2 are Required)' section is highlighted with a red box and contains text inputs for '1st Notice Date' (7/26/2019), '2nd Notice Date' (8/2/2019), '1st Notice Location' (Tooele Times), and '2nd Notice Location' (Tooele Times). The 'Public Hearing Information' section contains text inputs for 'Room #' (123), 'Date' (8/9/2019), 'Location' (Tooele City Hall), 'Time' (7:00PM), and 'Address' (90 N Main St, City: Tooele). The 'Whom should the Tax Commission contact with questions?' section contains text inputs for 'Name' (John Smith) and 'Phone' (801-555-5555), both with a note: 'Note: Does NOT Appear on Advertisement'. A red arrow points from the 'July/August Ad Date' text to the '1st Notice Date' input field.

A completed advertisement will open in a separate window. This advertisement may be saved as a PDF and sent to the newspaper. 9

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 TOOELE CITY

The TOOELE CITY is proposing to increase its property tax revenue.

- The TOOELE CITY tax on a \$200,000 residence would increase from \$329.23 to \$349.80, which is \$20.57 per year.
- The TOOELE CITY tax on a \$200,000 business would increase from \$598.60 to \$636.00, which is \$37.40 per year.
- If the proposed budget is approved, TOOELE CITY would increase its property tax budgeted revenue by 6.23% above last year's property tax budgeted revenue excluding eligible new growth.

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

PUBLIC HEARING

Date/Time: 8/9/2019 7:00PM
Location: Tooele City Hall 123
90 N Main St
Tooele

To obtain more information regarding the tax increase, citizens may contact TOOELE CITY at 801-555-5555.

Advertisement Requirements

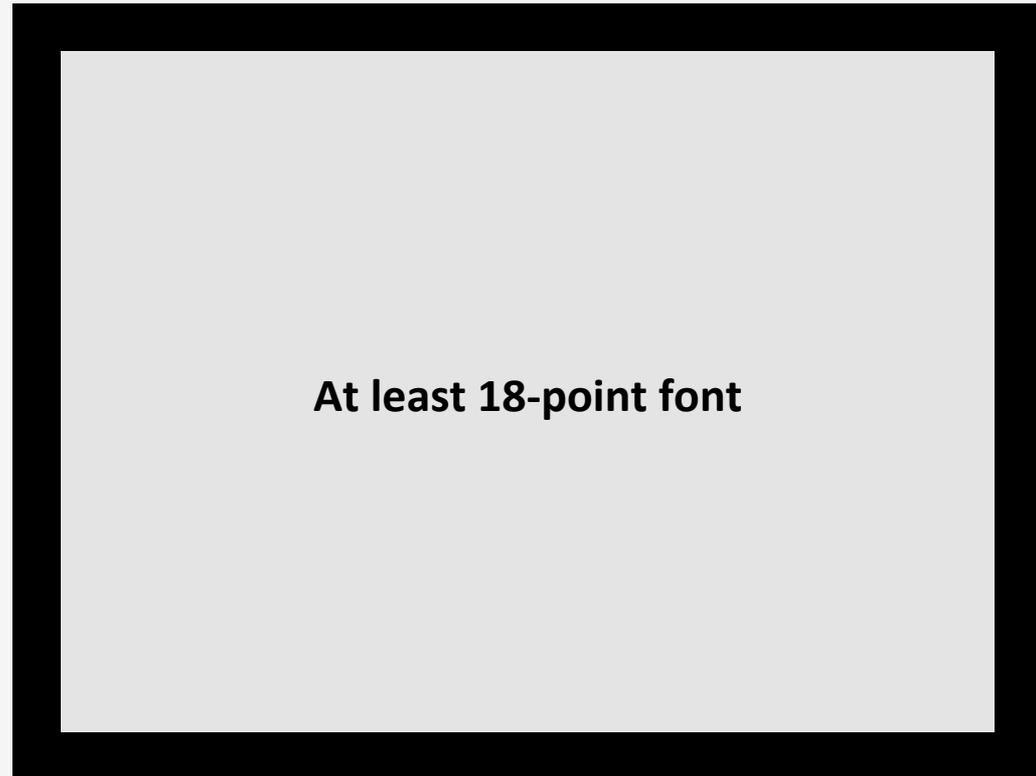
Please pass on to the newspaper!!

- 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

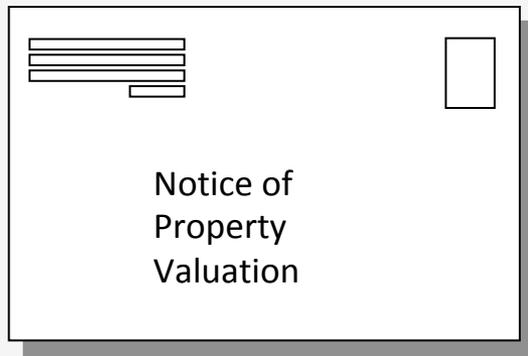
Must be published *two weeks* before the public hearing in all of the following places:

- 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/pmnn/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)



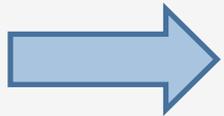
→ 10 days →



- 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

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

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10	General Operations	C		§11-8-133	.007	0.002993	0.002993	4,706,670	0.003180	5,000,000	0.000000	0
50	Tort Liability			§83G-7-704	0.0001	0.000000	0.000000	0				
190	Discharge of Judgement			§59-2-1328 & 1330	Sufficient			0				
Total Tax Rate						0.002993	0.002993	4,706,670	0.003180	5,000,000	0.000000	0

NOTES:

Example of a Report 800

- You must enter in the *Revenue* and associated *Tax Rate* that was passed in your TNT meeting. This will be your Final Rate and Revenue that the Tax Commission enters into your 693-Tax Rate Summary

Utah State Tax Commission - Property Tax Division Resolution Adopting Final Tax Rates and Budgets		Form PT-800 Rev. 02/15
County: TOOELE	Tax Year: 2019	
It is hereby resolved that the governing body of: TOOELE CITY approves the following property tax rate(s) and revenue(s) for the year: 2019		
1. Fund/Budget Type	2. Revenue	3. Tax Rate
10 General Operations	5,000,000	0.003180
50 Tort Liability		
190 Discharge of Judgement		
	\$5,000,000	0.003180
This resolution is adopted after proper notice and hearing in accordance with UCA 69-2-919 and shall be forwarded to the County Auditor and the Tax Commission in accordance with UCA 69-2-913 and 29-2-920.		
Signature of Governing Chair		
Signature: _____ Date: _____		
Title: _____		

Thursday, February 21, 2019		

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

Questions? Assistance?

- Alex Urosevic 801-297-3631 aurosevic@utah.gov
- Matthew Hurst 801-297-3628 matthewhurst@utah.gov
- Joshua Nielsen 801-297-3617 joshuanielsen@utah.gov
- Jennifer Hansen 801-297-3636 jjhansen@utah.gov
- David Swan 801-297-3615 dswan@utah.gov