

Calendar Year Entity Tax Increase Checklist

The following items must be sent to the Property Tax Division and County Auditor before tax increase is allowed:

- Proof notification to county legislative body of intent to increase. This could be an email, or minutes from previous meeting, etc.
 - If you are a local district, there are additional reporting requirements to your nominating entity.*
- Agenda from Public meeting with agenda items discussing (1) intent to increase, (2) dollar amount of increase, (3) purpose for increase, (4) and approximate percentage of increase.
- Example/Proof of parcel specific mailings.
- Proof of 1st Newspaper Publication that must have been within 2 weeks of Public Hearing. This could be a picture of newspaper, scanned image, or signed proof of publication from the newspaper company. (This is not needed if a combined ad was done by County Auditor).
- Proof of 2nd Newspaper Publication that must have been within 1 week of Public Hearing. This could be a picture of newspaper, scanned image, or signed proof of publication from the newspaper company.
- Screenshot of Public Notice Website where the newspaper ad should be posted.
- Recommended:* Screenshots of newspaper ad posted on County and Entity website.
- Screenshot of Utahlegals.com, this should be posted by the newspaper. Check with the newspaper that this will be done and capture screenshot when posted.
- Public hearing agenda with no other items apart from the tax increase, budget, or fee introduction/increase (if applicable).
- A signed resolution or PT-800C Form.