Fiscal 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 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-800 Form. A blank form is included. Please contact the Property Tax Division if you would prefer to use a pre-populated form.