

# 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 1<sup>st</sup> 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 2<sup>nd</sup> 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.*