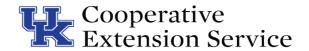
## **TAX RATE PROCESS CHECKLIST**

## **For Area Extension Directors**



COUNTY		AREA	
	Receive Email From the EBO with Tax Rate Calculations		
	Certification Date Listed On Worksheet	SPGE Has 45 Days From This Date To Set Rates	
	s/AEDs/Regional Support Staff Review Calculations Sent By EBO vs Should Be Conducted Collaboratively Between Regional Support & AEDs		
	REDs/AEDs/Regional Support Staff Complete Tax Rate Revenue Projection Form Projection Form Should Be Completed By Regional Support & Reviewed By AEDs		
	Email Information To Area Extension Directors To Share With Counties  Regional Support Will Send Standardized Email To AEDs To Share With Counties As Necessary		
	Extension District Board Sets Meeting Date & Time  AEDs Will Coordinate With Fiscal Contact To Arrange A Meeting Time For Extension District Board		
ax Rate I	Elected/Proposed By EDB - Verify That All Associated Steps Are Conduct	ed	
	Board Proposes/Elects To Take The Compensating Rate (or less)  Present A Copy Of The Tax Rates To The Fiscal Court Record rates below:		
	Real Property Personal Property  AEDs Will Present Tax Rate Information To EDBs - AEDs Will Fill Out Documentation And Route	Motor Vehicle To The Appropriate Recipient(s)	
	Board Proposes A Rate Above Compensating (Not Greater Than 4%) - Please Notify RED  Advertisement Of Public Hearing Posted In Newspaper For 2 Consecutive Weeks  Public Hearing Conducted & Comments Accepted From Public  Notify Fiscal Court Within 7 Days Of Motion To Levy The Tax The Proposed Rates  Fiscal Court Has 30 Days To Approve/Disapprove/Fail To Act On The Proposed Rate  (Be Mindful Of The Timeline - SPGE Still Only Have 45 Days To Set A Rate)  Record rates below:		
	Real Property  AEDs Will Present Tax Rate Information To EDBs - AEDs Will Coordinate With Fiscal Contact To Newspaper As Required By Statute - AEDs Will Fill Out Documentation And Route	** *	
		To The Appropriate Recipients(s)	
	Board Proposes A Rate Greater Than 4% - Please Notify RED	To The Appropriate Recipients(s)	
	Board Proposes A Rate Greater Than 4% - Please Notify RED  Advertisement Of Public Hearing Posted In Newspaper Fo Public Hearing Conducted & Comments Accepted From Pt 45-Day Window Following Motion To Petition/Protest Notify Fiscal Court Within 7 Days Of The Motion To Levy T Fiscal Court Has 30 Days To Approve/Disapprove/Fail To A (Be Mindful Of The Timeline - SPGE Still Only Have 45 Days To Set A Rate) Record rates below:	r 2 Consecutive Weeks ublic The Tax The Proposed Rates	

AEDs Will Present Tax Rate Information To EDBs - AEDs Will Coordinate With Fiscal Contact To Ensure Appropriate Notice Is Listed In The Newspaper As Required By Statute - AED Will Monitor If Proper Petition Is Filed In Conjunction With The Recall Process - AEDs Will Fill Out Documentation And Route To The Appropriate Recipients(s)

Routing D	ocumentation	
	Complete Property Tax Rate Request Form (6  Copy To Department of Revenue Copy To County Clerk Original Maintained In County Off Copy To Regional Support Staff	Date Sent  Date Sent
	AEDs Will Fill Out Documentation & Acquire Appropriate Signatures And Route To The Appropriate Recipient(s)  Motor Vehicle Tax Rate Return Form	
	Copy To Department of Revenue Original Maintained In County Off Copy To Regional Support Staff AEDs Will Fill Out Documentation & Acquire Appropriate Signal	Date Sent
	2025 Tax Rate Return Letter  Copy Maintained In County Office Original To Regional Support Staff  AEDs Will Fill Out Documentation & Acquire Appropriate Signal	Date Sent Date Sent
	EDB Minutes Showing Tax Rates (including Option Original Maintained In County Off Copy To Regional Support Staff AEDs Will Verify Minutes Specifically List The Rates Levied And	Date Sent
	Regional Support To Scan One Single File Con Email To <b>EBO@uky.edu</b> Completed By Regional Support Staff	taining All Four Documents To EBO  Date Sent