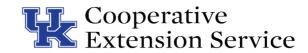
## **TAX RATE PROCESS CHECKLIST**

## **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	
	REDs/AEDs/Regional Support Staff Review Calculations Sent By EBO Reviews 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		
Гах Rate E	Elected/Proposed By EDB - Verify That All Associated Steps Are Conduct	ed	
	Board Proposes/Elects To Take The Compensating Rate  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	
	<ul> <li>□ Advertisement Of Public Hearing Posted In Newspaper Form Public Hearing Conducted &amp; Comments Accepted From Public Hearing Conducted &amp; Comments Accepted From Public Hearing Court Within 7 Days Of Motion To Levy The Tiscal 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)</li> <li>Record rates below:</li> </ul>	ublic ax The Proposed Rates	
	<ul> <li>Public Hearing Conducted &amp; Comments Accepted From Pu</li> <li>Notify Fiscal Court Within 7 Days Of Motion To Levy The T</li> <li>Fiscal Court Has 30 Days To Approve/Disapprove/Fail To A</li> <li>(Be Mindful Of The Timeline - SPGE Still Only Have 45 Days To Set A Rate)</li> </ul>	ublic fax The Proposed Rates act On The Proposed Rate  Motor Vehicle Fo Ensure Appropriate Notice Is Listed In The	
	Public Hearing Conducted & Comments Accepted From Pu Notify Fiscal Court Within 7 Days Of Motion To Levy The 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:  Real Property  AEDs Will Present Tax Rate Information To EDBs - AEDs Will Coordinate With Fiscal Contact To	ublic fax The Proposed Rates act On The Proposed Rate  Motor Vehicle Fo Ensure Appropriate Notice Is Listed In The	

Routing	Documentation		
	Complete Property Tax Rate Request Form (62A3000	)	
	Copy To Department of Revenue	Date Sent	
	Copy To County Clerk	Date Sent	
	Original Maintained In County Office	Date Sent	
	Copy To Regional Support Staff	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	Date Sent	
	Original Maintained In County Office	Date Sent	
	Copy To Regional Support Staff	Date Sent	
	AEDs Will Fill Out Documentation & Acquire Appropriate Signatures And Route To The Appropriate Recipient(s)		
	2023 Tax Rate Return Letter		
	Copy Maintained In County Office	Date Sent	
	Original To Regional Support Staff	Date Sent	
	AEDs Will Fill Out Documentation & Acquire Appropriate Signatures And	Route To The Appropriate Recipient(s)	
	EDB Minutes Showing Tax Rates (including Optional Taxes from the Property Tax Rate Request From)		
Ш	Original Maintained In County Office	Date Sent	
	Copy To Regional Support Staff	Date Sent	
	AEDs Will Verify Minutes Specifically List The Rates Levied And Route To		
	D : 10 17 C 0 C 1 E'' 0 : : :	AU. D T. EDO	
Ш	Regional Support To Scan One Single File Containing		
	Email To EBO@uky.edu	Date Sent	
	Completed By Regional Support Staff		