

Instructions for Certifying Special Assessments to the County Auditor

Special Assessments must be filed with the County Auditor by the second Monday in September in order to be placed on the following years tax duplicate.

This form needs to be provided to us electronically along with a resolution/ordinance from the legislative authority authorizing the assessment.

Subdivision Name is the name of your entity

Purpose is the reason for the assessment ie. Noxious weeds, curb and side walk, etc. The purpose needs to include the ORC reference which authorizes the assessment.

Certifying Officer is the individual responsible for certifying the assessment to us.

Parcel ID # is the complete parcel id # entered with all of the numbers and no dashes ie. A01000100010000100

Owners name is the owner of the property as of January 1st of the year being certified.

Property Address/Legal Description is the street number and street for the property or the legal description if vacant land.

Lot#/Acreage is the lot # or # of acres if no lot # exists

Total Amount Assessed is the total by all of the parcels being assessed.

Cash Assessment is the amount of money the property owner would have had to pay if they had chosen to not have the assessment levied on their property. There is generally not a cash assessment for annual assessments.

Please place the amount to be levied in each year.

Once an assessment has been certified to the Auditor, the subdivision is to no longer accept payments for the assessment. These payments should be made to the auditor and we will place the money in a fund which will then be applied to parcel once the taxes have been calculated. If these are municipal assessment they will be subject to the 5% auditor and treasurer fees. Subdivisions can continue to collect future assessments and notify the auditor's office that the future amounts have been paid. We will continue to remove assessment that were made in error.