



**INSTRUCTIONS FOR PREPARING FORM 62A369**

Prepare original and three copies (one each for state, county and school) before the 10th of the month for all collections from Certificates of Delinquency for the previous month. A report must be submitted even though there were no collections during the month. The information requested on this form should have been computed at the time the taxpayer paid the bill.

The tax bill number, taxpayer's name and Columns 1 through 4 are copied from the face of the tax bill that was paid. The date of sale is to be copied from the reverse side of the tax bill or the Certificate of Delinquency. Columns 5 through 10 are to be completed as follows:

**Column 5: Penalty (10 Percent)**

*KRS 134.020(4)*

The amount to be entered in this column is 10 percent of the total tax amount in Column 4. It is also recorded on the reverse side of the tax bill (Certificate of Delinquency). Check to ascertain that these two totals agree.

**Column 6: Sheriff's Fees**

*KRS 134.440(2)*

The amount to be entered in this column equals the sum of the sheriff's fee of \$1.00 plus 6 percent of the sum of Columns 4 and 5, or:

$$\text{Sheriff's Fee} = \$1.00 + \left\{ \begin{array}{l} \text{Total Tax} \\ \text{Column 4} \end{array} + \begin{array}{l} \text{Penalty (10 Percent)} \\ \text{Column 5} \end{array} \times 0.06 \right\}$$

Please note that this amount is all that the sheriff is entitled to unless there has been a distraint of personal property, in which case all expenses incurred shall be collectable from the delinquent taxpayer.

**Column 7: Fiscal Court Costs**

*KRS 134.440(2)*

The fiscal court costs to be entered in this column consist of the advertising costs as shown on the Certificate of Delinquency.

**Column 8: Interest**

*KRS 134.460(1)*

Interest accumulates by law at the rate of 12 percent per year, or 1 percent per month. The percent of interest is therefore based upon the number of months which have elapsed between the date of sale and the date of collection, inclusive. This percentage is multiplied times the sum of Columns 4 through 7, or the total tax, penalty, sheriff's fees and fiscal court costs (see example). The percent of interest and dollar amount should be entered under the appropriate headings in Column 8.

**Interest Rate**

June 19xx (Date of Sale) through May 19xx (Date of Collection) = 12 months or 12 percent

**Amount of Interest**

$$0.12 \times \left\{ \begin{array}{l} \text{Total Tax} \\ \text{Column 4} \end{array} + \begin{array}{l} \text{Penalty (10 Percent)} \\ \text{Column 5} \end{array} + \begin{array}{l} \text{Sheriff's Fees} \\ \text{Column 6} \end{array} + \begin{array}{l} \text{Fiscal Court Costs} \\ \text{Column 7} \end{array} \right\}$$

**Column 9: County Attorney's Postage Fees**

*KRS 134.500(1)*

**Column 10: Total Amount Collected**

This column is the sum of the dollar amounts in Columns 4 through 9, or the total tax plus penalty, sheriff's fees, fiscal court costs, interest and county attorney's postage fees. Do not include clerk's fees.

After all receipts have been posted as indicated above, the columns should be totaled and the computation completed in the lower left side of Form 62A369. The county attorney is not entitled to the 20 percent commission on these collections unless he has performed the duties of his office in regard to delinquent taxes as set out in KRS 134.500. The division indicated in Line E should be carried out to four decimal places for accuracy. Copies of all Revenue Forms 62A361 issued each month must be forwarded to the Office of Property Valuation, Frankfort, Kentucky 40620, with this report by each county clerk before the 10th of the following month.