



FOR DEPARTMENT USE ONLY					
_____ / _____ / 5 0 / _____ / _____ / _____	_____	_____	_____	_____	_____
Account Number	County Code	Tax	Mo.	Yr.	Tr.

**COUNTY CLERK'S MONTHLY REPORT  
OF MOTOR VEHICLE  
PROPERTY TAX COLLECTIONS**

**IMPORTANT: COMPLETE SHADED CELLS ONLY**

County \_\_\_\_\_  
Report for the period of \_\_\_\_\_  
(Month and year)

*Report due on or before the 10th of the month following collection. (KRS 134.815)*

This form is to be used to report and remit all motor vehicle ad valorem property tax collections made for all jurisdictions (local, state and other county local jurisdictions). Complete one form for state and other county and one form for each local tax jurisdiction. Only submit to DOR a form for state and other county.

Information to complete this report is found on the Monthly Ad Valorem Collection Journal (KAVIS).

*Please maintain documentation to support adjustments on line 2 and debits or credits on line 6. DOR will request if needed.*

<i>To Insure Proper Credit: All lines must be completed in both columns.</i>	Funds Collected for _____ District	Other County (Non-State)
1. Total due from tax collection journal (KAVIS) .....	\$	\$
2. Adjustments (plus or minus) .....	\$	\$
3. Gross tax collected .....	\$	\$
4. Less 4 percent commission .....	\$	\$
5. Total due for current month .....	\$	\$
6. Debit or credit from previous month _____ /year _____ .	\$	\$
7. Total to be remitted .....	<b>02</b> \$	<b>03</b> \$
ACH Payment Codes .....	MVPTAX02 - MVP State	MVPTAX03 - MVP Out of County

I certify that this report is true and correct to the best of my knowledge.

County Clerk's Signature \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT NOTICE**  
(For Collections Remitted to the State only)  
Do not submit local tax jurisdiction forms.  
**Payments can be submitted via the website below.**  
<http://secure.kentucky.gov/achpay>  
E-mail completed form by selecting the Submit Button below.  
  
MVPPropTaxClerkRep@ky.gov

**INSTRUCTIONS**  
**LINE 1**— Enter amount from County Tax Collection Journal under heading (KAVIS). Total due for the respective jurisdiction report.  
**LINE 2**— Enter amount of in-house adjustments made during current month.  
**LINE 3**— Worksheet calculates total for line 1 plus line 2 plus line 3.  
**LINE 4**— Worksheet calculates 4% commission.  
**LINE 5**— Worksheet subtracts line 4 from line 3.  
**LINE 6**— Enter debit or credit from previous month and year. Please specify month and year.  
**LINE 7**— Worksheet calculates total for line 5 plus or minus line 6.