



# PROPERTY TAX

**Horse Trailers, De Minimis Standard, Tax Roll**  
**November 17, 2020**

**TEAM**   
**KENTUCKY**

**Kentucky Department of Revenue • 501 High Street • Frankfort, KY 40601 • (502) 564-2557**

# Agenda

- **Horse Trailer with Living Quarter Guidance**
- **De Minimis Standard \$1000 or less filing requirement  
62A500**
- **Overview of Tangible Tax Roll Process**

# Property Tax – Horse Trailer w Living Quarters

Horse trailers with living quarters that are owned by or leased to a person actually engaged in farming and used in his farm operation are entitled to the exemption from local taxation under KRS 132.200(1) for “farm implements and farm machinery owned by or leased to a person actually engaged in farming and used in his farm operation.”



# Property Tax – Horse Trailer w Living Quarters

If a horse trailer with living quarters is not owned by or leased to a person actually engaged in farming, or if the trailer is used exclusively for a purpose or purposes other than a farm operation, it would be considered a recreational vehicle. Pursuant to KRS 132.010(17), “recreational vehicle” is defined as “a vehicular type unit primarily designed as temporary living quarters for recreational, camping, or travel use, which either has its own motive power or is mounted on or drawn by another vehicle.”



# Property Tax – Horse Trailer w Living Quarters

To claim depreciation on property, the IRS requires the use of the property in the business or income-producing activity. A farm business cannot depreciate property that is used solely for personal activities. Taxpayers who want to claim exemption from local taxation under KRS 132.200(1) can provide a copy of one of the following:

- Filed Kentucky Form 740 (for an individual reporting income from farming), with attached federal IRS reporting farm income and expenses) and IRS Form 4562 (listing the horse trailer with living quarters as a depreciable asset);

OR

- Filed Kentucky Form 720 (for a corporate farm business), with attached federal IRS Form 4562 ( listing the horse trailer with living quarters as a depreciable asset);

# Property Tax – Horse Trailer w Living Quarters

Taxpayers claiming and approved for local exemption(s) under KRS 132.200 should list all property used in its farming operation including livestock, farm equipment and horse trailers with living quarters on Form 62A500.

The property should be aged by the appropriate useful life and factored to arrive at estimated fair cash value. This value should flow through to line 0 on summary page.

# Property Tax – Horse Trailer w Living Quarters

62A500 (01-20)

Commonwealth of Kentucky  
DEPARTMENT OF REVENUE  
888888.52

## 2020 TANGIBLE PERSONAL PROPERTY TAX RETURN

Property Assessed January 1, 2020

See pages 11 and 12 for a complete list of mailing addresses.

Forms filed on or before due date. File this return with the PVA in the county of taxable situs. There is no filing extension for this return.

FOR OFFICIAL USE ONLY  
County Code \_\_\_\_\_ Locator Number \_\_\_\_\_  
T \_\_\_\_\_ / \_\_\_\_\_

Due Date:  
Friday  
May 15, 2020

MAY 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

15

CHECK APPLICABLE BOX

<input type="checkbox"/> Federal ID No. or Social Security No.	Name of Business	Organization	Type
<input type="checkbox"/> 2nd SSN if Joint Return	Name of Taxpayer(s)		
NAICS CODE	Mailing Address	<input type="checkbox"/> Joint (Co-Owners) 2	
Type of Business	City or Town State ZIP Code	<input type="checkbox"/> Partnership / LLP 3	
Check if applicable	Property Location (Number and Street or Rural Route, City/Mail Lot) REQUIRED	<input type="checkbox"/> Domestic Corp / LLC 4	
Tangible in other KY counties? <input type="checkbox"/>	Property is Located in County	<input type="checkbox"/> Foreign Corp. / LLC 5	
Alternative Valuation? <input type="checkbox"/>	For Official Use Only	<input type="checkbox"/> Fiduciary / Bank 6	
Final Return? <input type="checkbox"/>	District Code Type Return	<input type="checkbox"/> Fiduciary / Other 7	

NOTE: Taxpayers who have property in more than one location must complete a separate form for each location.

FROM SCHEDULE A				FROM SCHEDULE B			
Class	Original Cost	Reported Value	For Official Use Only	Class	Original Cost	Reported Value	For Official Use Only
11	I			21	I		
12	II			22	II		
13	III			23	III		
14	IV			24	IV		
15	V			25	V		
16	VI			26	VI		
17	Total			27	Total		

See pages 3 through 5 for instructions.

Taxpayer's Valuation

For Official Use Only

31	Merchants Inventory		
32	Manufacturers Finished Goods		
33	Manufacturers Raw Materials / Goods in Process		
	Motor Vehicles Held for Sale (dealers only)		
	New Farm Machinery Held Under a Floor Plan		
	New Boats and Marine Equipment Held Under a Floor Plan		
	Salvage Titled Vehicles (insurance companies only)		
	Recreational Vehicles Held in a Retailer's Inventory		
	Biotechnology Products Held in a Warehouse (manufacturers and affiliates only)		
34	Nonferrous Metal Located in a Commodity Warehouse and Held on Warrant		
35	Goods Stored in Warehouse / Distribution Center (see instructions)		
36	Goods - In Transit (see instructions)		
	Unmanufactured Tobacco Products not at Manufacturers Plant or in Hands of Grower or His Agent		
37	Other Unmanufactured Agricultural Products not at Manufacturers Plant or in Hands of Grower or His Agent		
38	Unmanufactured Agricultural Products at Manufacturers Plant or in Hands of Grower or his Agent / Industrial Revenue Bond Property		
39	Qualifying Voluntary Environmental Remediation Property		
40	Livestock and Farm Machinery / Fluidized Bed Energy Facilities		
60	Other Tangible Property (from Schedule C) (page 2)		
70	Activated Foreign Trade Zone		
81	Construction Work in Progress (manufacturing machinery)		
82	Construction Work in Progress (other tangible property)		
90	Recycling Machinery and Equipment		

## 2020 MISCELLANEOUS WORKSHEET

Page 5

Please check the appropriate box:  
 Industrial Revenue Bond (IRB)  Recycling Machinery & Equipment  Livestock & Farm Machinery (from Line 50)  
Factors change every year. Please use correct year factors.

Line #	CLASS I 5 Year Economic Life			CLASS II 6 - 8 Year Economic Life			CLASS III 9 - 11 Year Economic Life		
	Original Cost	Factor	Reported Value	Original Cost	Factor	Reported Value	Original Cost	Factor	Reported Value
1		0.807		1	0.883		1	0.917	
2		0.634		2	0.793		2	0.865	
3		0.434		3	0.678		3	0.789	
4		0.219		4	0.547		4	0.696	
5		0.100		5	0.407		5	0.591	
6		0.100		6	0.276		6	0.502	
7		0.100		7	0.139		7	0.405	
8		0.100		8	0.100		8	0.307	
9		0.100		9	0.100		9	0.213	
10		0.100		10	0.100		10	0.109	
11		0.100		11	0.100		11	0.100	
12		0.100		12	0.100		12	0.100	
13		0.100		13	0.100		13	0.100	
13+		0.100		13+	0.100		13+	0.100	
Total									

Line #	CLASS IV 12 - 14 Year Economic Life			CLASS V 15 - 18 Year Economic Life			CLASS VI Over 18 Year Economic Life		
	Original Cost	Factor	Reported Value	Original Cost	Factor	Reported Value	Original Cost	Factor	Reported Value
1		0.870		1	0.953		1	0.972	
2		0.684		2	0.940		2	0.968	
3		0.561		3	0.904		3	0.964	
4		0.453		4	0.851		4	0.932	
5		0.404		5	0.783		5	0.883	
6		0.371		6	0.737		6	0.859	
7		0.337		7	0.681		7	0.826	
8		0.306		8	0.626		8	0.793	
9		0.287		9	0.587		9	0.782	
10		0.263		10	0.532		10	0.754	
11		0.230		11	0.453		11	0.690	
12		0.221		12	0.413		12	0.688	
13		0.205		13	0.355		13	0.663	
14		0.100		14	0.302		14	0.654	
15		0.100		15	0.237		15	0.632	
16		0.100		16	0.170		16	0.623	
17		0.100		17	0.100		17	0.576	
18		0.100		18	0.100		18	0.526	
19		0.100		19	0.100		19	0.469	
20		0.100		20	0.100		20	0.417	
21		0.100		21	0.100		21	0.362	
22		0.100		22	0.100		22	0.302	
23		0.100		23	0.100		23	0.245	
24		0.100		24	0.100		24	0.186	
25		0.100		25	0.100		25	0.128	
26		0.100		26	0.100		26	0.100	
27		0.100		27	0.100		27	0.100	
27+		0.100		27+	0.100		27+	0.100	
Total									

# Property Tax – Horse Trailer w Living Quarters

If the horse trailer with living quarters is a recreational vehicle, then it is subject the state tax rate in KRS 132.020(1)(h) and the property must be assessed in accordance with KRS 132.487. (In AVIS System).



# Property Tax – De Minimis Standard

- On January 1 of each year, for each address, if the sum of all of the taxable tangible personal property's fair cash values is one thousand dollars (\$1,000) or less, the taxpayer shall not be required to list the property.
- On January 1 of each year, for each address, if the sum of all of the taxable tangible personal property's fair cash values exceeds one thousand dollars (\$1,000) and the property is not listed, the property shall be deemed omitted property in accordance with KRS 132.290.

# Property Tax – De Minimis Standard

- The owner of the property shall maintain records of the property and its fair cash value calculation for five (5) years after the expiration of the listing period.
- Returns that meet the criteria of one thousand dollars (\$1,000) or less shall not be listed with the Property Valuation Administrator or with the Department of Revenue. If listed the PVA or DOR should not enter the return.

# Move-it

- <https://ftp.ky.gov>
- Passwords expire every ninety (90) days
- One office User ID and password
- Lock outs, password resets or issues can be handled by:
  - Erica Russell, Resource Management Analyst [Erica.Russell@ky.gov](mailto:Erica.Russell@ky.gov) 502-564-7125
  - Glyndon Woosley, Assistant Director [Glyndon.Woosley@ky.gov](mailto:Glyndon.Woosley@ky.gov) 502-782-9667
  - Cathy Thompson, Director [Cathy.Thompson@ky.gov](mailto:Cathy.Thompson@ky.gov) 502-564-5117
  - Recommended to use Google Chrome as browser with Move-it



skip repetitive navigation



- Secure...
- File Transfer
  - Messaging
  - Collaboration



**Secure in Transit**  
 HTTPS, FTPS and SFTP (SSH)  
 Optional Client Certs/Keys



**Secure at Rest**  
 FIPS 140-2, 256-bit AES, SHA-1  
 Access Control and Auditing

**ipswitch** > **MOVEit Transfer 2017 Plus**

Username

REV4511

Password

.....

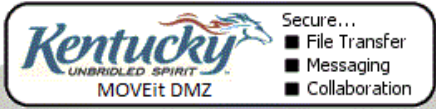
[Request a password change](#)

For all technical issues with the MOVEit FTP Web Application contact  
 COTMoveitFTP@ky.gov

Sign On

https://ftp.ky.gov

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- Secure...
  - File Transfer
  - Messaging
  - Collaboration

**Secure in Transit**  
HTTPS, FTPS and SFTP (SSH)  
Optional Client Certs/Keys

**Secure at Rest**  
FIPS 140-2, 256-bit AES, SHA-1  
Access Control and Auditing

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  - PACKAGES
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For all technical issues with the MOVEit FTP Web Application contact [COTMoveItFTP@ky.gov](mailto:COTMoveItFTP@ky.gov)

Upload Send Package Request Files Home Folder Inbox Contacts

- New Files (0)
- New Packages (0)

Select folders

All time and date stamps displayed on this site are GMT -4, except time and date stamps recorded during standard time (GMT -5).



Select the folders in the black squares.

Find File/Folder:  Find File

<input type="checkbox"/> Name	Created	Size/Contents	Creator			Actions
<input type="checkbox"/> Distribution	3/16/2007 2:16:54 PM	1 folder 0 files				
<input type="checkbox"/> Rectangular Snip	3/16/2007 2:16:54 PM	2 folders 0 files				

Find File/Folder:  Find File

<input type="checkbox"/> Name	Created	Size/Contents	Creator			Actions
<input type="checkbox"/> Parent Folder						
<input type="checkbox"/> KyAgencies	8/14/2013 11:42:25 AM	1 folder 0 files				

Find File/Folder:  Find File

<input type="checkbox"/> Name	Created	Size/Contents	Creator			Actions
<input type="checkbox"/> Parent Folder						
<input type="checkbox"/> KyDeptRevenue	10/4/2013 9:19:43 AM	2 folders 0 files				

Folder Quota Info: 444.9 MB of 250000 MB used (0%), Quota applies to files in sub folders

<input type="checkbox"/> Name	Created	Size/Contents	Creator			Actions
<input type="checkbox"/> Parent Folder						
<input type="checkbox"/> MotorVehiclesPropertyTax	5/7/2018 11:24:33 AM	121 folders 0 files				
<input type="checkbox"/> Property_Tax_Roll_CY	2/4/2019 9:42:48 AM	120 folders 0 files				

Rectangular Snip

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### Folders

[Distribution](#) > [KyAgencies](#) > [KyDeptRevenue](#)

Find File/Folder:

Folder Quota Info: 444.5 MB of 256000 MB used (0%), Quota applies to files in sub folders

<input type="checkbox"/>	Name	Created	Size/Contents	Creator			Actions
<input type="checkbox"/>	↑ Parent Folder						
<input type="checkbox"/>	MotorVehiclesPropertyTax	5/7/2018 11:24:33 AM	121  0				
<input type="checkbox"/>	Property_Tax Roll_CY	2/4/2019 9:42:48 AM	120  0				

If you log in this is the path and the folders you would click on to get here.

Each PVA Office has 2 folders

repetitive navigation



- Secure...
- File Transfer
  - Messaging
  - Collaboration



**Secure in Transit**

HTTPS, FTPS and SFTP (SSH)  
Optional Client Certs/Keys



**Secure at Rest**

FIPS 140-2, 256-bit AES, SHA-1  
Access Control and Auditing

Signed onto Commonwealth of Kentucky as Thompson, Cathy ( rev4511).

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## Folders

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Find File/Folder:

Find File



Drop files to upload or use "Upload Files" dialog.

Upload Files

**Folder Quota Info:** This folder: 368.8 KB of 500000 MB used (0%)

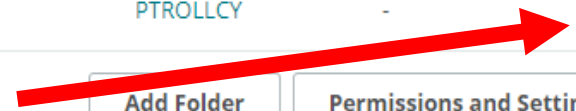
Effective: 444.5 MB of 256000 MB used (0%)

<input type="checkbox"/>	Name	Created	Size/Contents	Creator			Actions
<input type="checkbox"/>	Parent Folder						
<input type="checkbox"/>	PRELIM.LIVINGSTON.PDF	5/6/2019 2:40:18 PM	178.4 KB	PTROLLCY	1		
<input type="checkbox"/>	PRELIM.LIVINGSTON.PDF	5/7/2019 10:29:01 AM	190.4 KB	PTROLLCY	-		



Check the box

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Secure...  
■ File Transfer  
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■ Collaboration



Secure in Transit  
HTTPS, FTPS and SFTP (SSH)  
Optional Client Certs/Keys



Secure at Rest  
FIPS 140-2, 256-bit AES, SHA-1  
Access Control and Auditing

Signed onto Commonwealth of Kentucky as Thompson, Cathy ( rev4511).

MY ACCOUNT

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time and date stamps

## Folders

Distribution > KyAgencies > KyDeptRevenue > Property\_Tax\_Roll\_CY > Livingston > PVA 070

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Find File



Drop files to upload or use "Upload Files" dialog.

Folder Quota Info: This folder: 368.8 KB of 500000 MB used (0%)  
Effective: 444.5 MB of 256000 MB used (0%)

<input checked="" type="checkbox"/>	Name	Created	Size/Contents	Creator		
	↑ Parent Folder					
<input type="checkbox"/>	PRELIM.LIVINGSTON.PDF	5/6/2019 2:40:18 PM	178.4 KB	PTROLLCY	1	
<input checked="" type="checkbox"/>	PRELIM.LIVINGSTON.PDF	5/7/2019 10:29:01 AM				

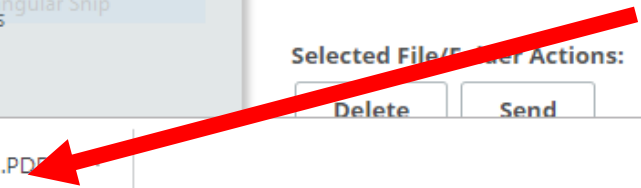
### Downloads

PRELIM.LIVINGSTON.PDF	190 KB
PRELIM.LIVINGSTON.PDF	190 KB

Selected File/Folder Actions:

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File in right corner



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Distribution > KyAgencies > KyDeptRevenue > Property\_Tax\_Roll\_CY > Livingston > PVA 070

Find File/Folder:  **Find File** Drop files to upload or use "Upload Files" dialog. **Upload Files**

**Folder Quota Info:** This folder: 368.8 KB of 500000 MB used (0%)  
Effective: 444.5 MB of 256000 MB used (0%)

<input checked="" type="checkbox"/>	Name	Created	Size/Contents	Creator			Actions
<input checked="" type="checkbox"/>	PRELIM.LIVINGSTON.PDF	5/6/2019 2:40:18 PM	178.4 KB	PTROLLCY	1		
<input type="checkbox"/>	PRELIM.LIVINGSTON.PDF	5/7/2019 10:29:01 AM	190.4 KB	PTROLLCY	2		

**Add Folder** **Permissions and Settings**

**Selected File/Folder Actions:**

**Delete** **Send** **Copy** [Advanced Copy/Move Options >>](#)

Destination folder...

To send a file to someone. For example your dataset file to bill generator. Check the box for the file and click "Send"

Select Send

Send

Preview

Check Recipients

Cancel

Save As Draft

Save As Template

To

Type in email address

Subject:

Type in Subject

Note:

Type in Note to advise what it is.

Files:

(Optional)

Drop files to upload or use [Upload Files](#) dialog.

PRELIM.LIVINGSTON.PDF

178.4 KB

Total: 178.4 KB

The file is attached.

Options:

Secure the note

Delivery Receipt(s)

If you want a delivery response check the box.


# Property Tax – Personal Property Tax Roll

- Preliminary, Final, and data file will all be sent via Move-it for download by the PVA office.
- Preliminary and Final tax rolls are in a PDF format
  - Will be sent prior to certification
- Data file will be in text format
  - Will be sent after certification by Local Valuation
- Will receive an email alert when something is loaded into the County library

# Property Tax – Benefits of Move-it

- Will receive much sooner will not have to wait on mail processing
- PVA will have opportunity to review the tax roll and totals prior to certification and compare totals to previous year for significant changes upward or downward in valuation.
- Most issues should be able to be resolved prior to Local Valuation certification
- More efficient reduces cost and manual handling by staff
- Downloaded files can be put on public terminals for public viewing. No requirement to print the tax roll

# Property Tax – Preliminary Tax Roll

- Preliminary – Send  to [Laura.Steele@ky.gov](mailto:Laura.Steele@ky.gov) to request preliminary tax roll or call 502-564-7113.
  - **Will need to let her know what sort order:**

Alphabetical	Locator Number	Account Number
--------------	----------------	----------------
  - Can only order prior to Closing
  - Can order more than one preliminary tax roll
  - Recommended to find errors and correct prior to closing and certification
  - **If changes have been made to any returns or additions made need to wait until the next day to request the preliminary report. Otherwise changes will not show up until the nightly update takes place.**

## Folders

📁 Distribution ▶ KyAgencies ▶ KyDeptRevenue ▶ Property\_Tax\_Roll\_CY ▶ ADAIR ▶ PVA 001

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Find File



Drop files to upload or use "Upload Files" dialog.

Upload Files

Folder Quota Info: This folder: 1.3 MB of 500000 MB used (0%)

Effective: 5444.1 MB of 256000 MB used (2%)

<input type="checkbox"/>	Name	Created	Size/Contents	Creator	📄	🔒	Actions
	↑ Parent Folder						
<input type="checkbox"/>	📄 DATA.ADAIR.TXT	7/29/2019 11:01:05 AM	230.3 KB	PTROLLCY	1		📄
<input type="checkbox"/>	📄 FINAL.ADAIR.PDF	7/10/2019 11:52:40 AM	741.2 KB	PTROLLCY	2		📄
<input type="checkbox"/>	📄 PRELIM.ADAIR.PDF	6/26/2019 9:49:56 AM	344.8 KB	PTROLLCY	-		📄

Add Folder

Permissions and Settings

Selected File/Folder Actions:

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Destination folder...

Copy

Advanced Copy/Move Options >>

You can request more than one, each new one will replace the old file.

TEAM  
KENTUCKY



RETPT31

DATE: 08/11/20

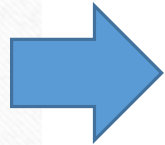
COMMONWEALTH OF KENTUCKY  
REVENUE CABINET  
DEPARTMENT OF PROPERTY VALUATION  
PRELIMINARY PROPERTY TAX ROLL  
DISTRICT TOTALS - JOHNSON

DISTRIBUTE 1 COPY TO:  
DEPARTMENT OF PROPERTY VALUATION

PAGE: 58

DIST	ITEM	TOTAL		OMITTED		CNTY OMITTED		TIMELY	
		AMOUNT	NO RETS	AMOUNT	NO RETS	AMOUNT	NO RETS	AMOUNT	NO RETS
00	17	\$23,373,558	301					\$23,373,558	301
	27	\$2,345,226	16					\$2,345,226	16
	31	\$4,279,402	46					\$4,279,402	46
	33	\$6,860,792	4					\$6,860,792	4
	34	\$144,475	3					\$144,475	3
	35	\$1,720,570	2					\$1,720,570	2
	36	\$1,117,140	1					\$1,117,140	1
	41	\$650,000	3					\$650,000	3
	60	\$80,044	55					\$80,044	55
	81	\$1,636	2					\$1,636	2
03	17	\$39,556	3					\$39,556	3
04	17	\$18,309,520	421					\$18,309,520	421
	27	\$288,085	7					\$288,085	7
	31	\$20,392,876	83					\$20,392,876	83
	33	\$5,000	1					\$5,000	1
	34	\$9,553,848	5					\$9,553,848	5
	35	\$456	1					\$456	1
	36	\$250	1					\$250	1
	60	\$1,022,605	75					\$1,022,605	75
	90	\$25,565	1					\$25,565	1
ND	17	\$32,310	3					\$32,310	3
	60	\$2,610	1					\$2,610	1

Total page from preliminary report



- District totals by line item #. Can compare to final totals from last years tax roll.
- If you have any large discrepancies can review the data entry for errors.
- If you see ND you have returns that need a district code.




# Property Tax – Prior to Close Tangible Tax Roll

Sum of Reported Value Line Item Code	Tax Year	
	2019	2020
17	17,379,136	18,639,701
27	13,169,690	8,047,735
31	18,594,971	17,790,379
32	1,012,471	1,040,701
33	1,502,990	967,820
34	61,299,483	62,414,664
35		100,500
36	2,924	3,500
40	311,300	164,500
41	852,721	694,696
50	1,399,904	970,330
60	597,724	618,639
90	436,539	745,705
<b>Grand Total</b>	<b>116,559,853</b>	<b>112,198,870</b>
Subject to Local Tax	37,584,302	38,189,920
Optional Local Taxes	1,166,945	862,696

Currently working on process so we can give you summary comparison reports for totals prior to closing tangible tax roll.

# Property Tax – Close Tangible Tax Roll

- Closing Tangible – Send  to [Laura.Steele@ky.gov](mailto:Laura.Steele@ky.gov) to close the tangible tax system or call 502-564-7113
  - Will no longer be able to make changes in the mainframe
  - Tax roll will be ordered from COT and will be placed on Move-it for download and review by PVA office in PDF format.
  - **Tax roll or totals should not be shared with taxing jurisdictions until you receive certification**
  - PVA should review tax roll and compare totals to previous year to check for omissions, significant increases or decreases in value. Any significant omissions from taxpayers can be sent to the *Personal Property Branch Manager, Jehna Cornish* for an omitted return review.



[Jehna.Cornish@ky.gov](mailto:Jehna.Cornish@ky.gov)



502-782-2507

## Folders

📁 Distribution ▶ KyAgencies ▶ KyDeptRevenue ▶ Property\_Tax\_Roll\_CY ▶ ADAIR ▶ PVA 001

Find File/Folder:

Find File



Drop files to upload or use "Upload Files" dialog.

Upload Files

Folder Quota Info: This folder: 1.3 MB of 500000 MB used (0%)

Effective: 5444.1 MB of 256000 MB used (2%)

<input type="checkbox"/>	Name	Created	Size/Contents	Creator			Actions
	↑ Parent Folder						
<input type="checkbox"/>	DATA.ADAIR.TXT	7/29/2019 11:01:05 AM	230.3 KB	PTROLLCY	1		
<input type="checkbox"/>	<b>FINAL.ADAIR.PDF</b>	7/10/2019 11:52:40 AM	741.2 KB	PTROLLCY	2		
<input type="checkbox"/>	PRELIM.ADAIR.PDF	6/26/2019 9:49:56 AM	344.8 KB	PTROLLCY	-		

**FINAL** is after you are closed, you are not yet certified until you receive the data (txt) file.

Add Folder

Permissions and Settings

Selected File/Folder Actions:

Delete

Send

Destination folder...

Copy

Advanced Copy/Move Options >>

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# Property Tax – Certification by Division of Local Support

- Once the County is closed, Local Support has access to the files to get the personal property totals from each County.
- Certification starts in July.
- State Valuation is notified that the County has been certified, State Valuation sends request for the data files and they are automated to Move-it, typically the same day.
  - The PVA will receive the data file prior to receiving certification letter which saves expense of printing and mailing and PVA does not have to wait on the mail.

## Folders

📁 Distribution ▶ KyAgencies ▶ KyDeptRevenue ▶ Property\_Tax\_Roll\_CY ▶ ADAIR ▶ PVA 001

Find File/Folder:

Find File



Drop files to upload or use "Upload Files" dialog.

Upload Files

Folder Quota Info: This folder: 1.3 MB of 500000 MB used (0%)

Effective: 5444.1 MB of 256000 MB used (2%)

<input type="checkbox"/>	Name	Created	Size/Contents	Creator	📄	🔒	Actions
↑	Parent Folder						
<input checked="" type="checkbox"/>	DATA.ADAIR.TXT	7/29/2019 11:01:05 AM	230.3 KB	PTROLLCY	1		📄
<input type="checkbox"/>	FINAL.ADAIR.PDF	7/10/2019 11:52:40 AM	741.2 KB	PTROLLCY	2		📄
<input type="checkbox"/>	PRELIM.ADAIR.PDF	6/26/2019 9:49:56 AM	344.8 KB	PTROLLCY	-		📄

**DATA (TXT)** is what the bills are generated from. You receive this file once you are certified by Local Valuation.

Add Folder

Permissions and Settings

Selected File/Folder Actions:

Delete

Send

Destination folder...

Copy

Advanced Copy/Move Options >>

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# Certified by Division of Local Support

The data file (txt) is what bills are generated from. Should compare totals for data file and PDF file.










PVA must download the file. The final is the PDF version of the tax roll to be maintained by the PVA office per retention schedule of 5 years and transferred to the County Clerk for permanent retention.

## Folders

        
Distribution KyAgencies KyDeptRevenue Property\_Tax\_Roll\_CY ADAIR PVA 001

Find File/Folder:    Drop files to upload or use "Upload Files" dialog.

Folder Quota Info: This folder: 1.3 MB of 500000 MB used (0%)  
Effective: 2943.7 MB of 256000 MB used (1%)

<input type="checkbox"/>	Name	Created	Size/Contents	Creator	 	Actions
	Parent Folder					
<input type="checkbox"/>	 DATA.ADAIR.TXT	7/29/2019 11:01:05 AM	230.3 KB	PTROLLCY	1	
<input type="checkbox"/>	 FINAL.ADAIR.PDF	7/10/2019 11:52:40 AM	741.2 KB	PTROLLCY	2	
<input type="checkbox"/>	 PRELIM.ADAIR.PDF	6/26/2019 9:49:56 AM	344.8 KB	PTROLLCY	-	

# Tax Roll Retention Schedule

## STATE LIBRARIES, ARCHIVES, AND RECORDS COMMISSION

Archives and Records Management Division  
Kentucky Department for Libraries and Archives

### STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration  
Revenue  
Property Valuation  
Property Valuation Administrator

Record Group  
Number  
2560

Series	Records Title and Description	Function and Use
03366	Property Tax Roll	This series documents the official assessment record of ad-valorem taxes, which includes any real and personal property. The Property Valuation Administrator (PVA) must prepare the tax rolls in legible form according to taxing districts and make additions to each column to show the aggregate amounts, value, and number of each column on the tax roll, before it is sent to the County Clerk's office for the preparation of the tax bill. All personal and real property of every kind must be separately stated and valued in the appropriate column of the tax roll and if there is no appropriate column, it must be valued and stated in a miscellaneous column. NOTE: As required in KRS 133.047, the property tax roll, or a copy of the property tax roll, is to be retained in the PVA office for maintenance as an open public record for a period of five (5) years. After such time the tax roll is to be forwarded to the respective County Clerk for long term maintenance. OAG 61-831 states "the county clerk, rather than the tax commissioner (now property valuation administrator), is the proper custodian of the completed tax roll."
	<b>Access Restrictions</b>	Agencies should consult legal counsel regarding open records matters.
	<b>Contents</b>	Series may contain: taxpayer's name, property identification number, address, account number, assessed value, miscellaneous, location, homestead exemption, agriculture exemption, sale date, book, page, date.
	<b>Retention and Disposition</b>	Retain in local Property Valuation Administrator Office five (5) years, transfer to the respective County Clerk's Office for permanent retention (L1433).



# Property Tax – Improve Tax Roll Process

- When tangible returns come in to PVA office, store in one location until entered to prevent misplacing.
- Verify taxpayer using correct years form and factors. If not enter send copy to DOR.
- Compare current return to prior year return when entering
  - If significant differences in valuation, enter return send request for review.
  - If no prior return and property not age 1 property send compliance request to *Personal Property Branch Manager, Jehna Cornish*



[Jehna.Cornish@ky.gov](mailto:Jehna.Cornish@ky.gov)



502-782-2507



# Property Tax – Improve Tax Roll Process

- Check for inventory classification differences or omitted inventory
  - If differences can contact taxpayer or preparer
    - Will assist with less exonerations
    - Tax roll will be accurate if fixed upfront
    - Assist taxing jurisdictions by having more accurate valuation for budgeting and rate setting

# Property Tax – Improve Tax Roll Process

- Request preliminary reports to check for errors. Can request more than one.
- Compare valuation to prior year.
- If missing significant returns, you can send a compliance request or contact taxpayer.
- **Time spent on the front end when entering returns and requesting preliminary reports is time saved later.**

# Horse Trailers, De Minimis Standard, Tax Roll

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Cathy Thompson



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The information in this presentation is for educational and informational purposes only and does not constitute legal advice. Information is presented as an overall review that is subject to law changes and may not apply to all states. For accurate information on issues related to personal property taxation covered in this presentation please reference KRS 132.200; KRS 132.010; KRS 132.487 and KRS 132.220.

Information in this presentation is believed to be accurate as of the date of publication. In the event that any information in this presentation is later determined to be in error, this presentation cannot be used by taxpayers in supporting a specific position or issue before the Department of Revenue, as it does not have the statutory or regulatory authority.

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