

COMMONWEALTH OF KENTUCKY
DEPARTMENT OF REVENUE
FINANCE AND ADMINISTRATION CABINET
FRANKFORT KENTUCKY 40602

CHECKLIST FOR COMPLETING ANNUAL RECAPITULATIONS

FIRST RECAP

- ___ 1. **Telecom Assessment.** Telecommunications Assessment should be included in your commercial total but also needs to be broken out for tracking purposes.
- ___ 2. **Amount Deferred under Agricultural Land Use Act.** Be sure to include this information.
- ___ 3. **Record of Additions and Deletions filled in completely.** Taxable and Fair Cash Value columns should both be completed. The totals will likely be the same in the Residential and Commercial property classes.
- ___ 4. **Property Valuation Administrator's Signature.** Email submission is acceptable as long as it includes PVA signature.
- ___ 5. **Submit Recap to:** OPVRecaps@ky.gov

SUMMARY OF REAL PROPERTY TAX ROLL CHANGES (FINAL RECAP)

- ___ 1. **PVA's Recapitulation Totals.** Column 1 should equal your First Recap numbers.
- ___ 2. **Increases and Decreases.** Make sure Column 2, 3 and 4 calculate and equal Column 5.
- ___ 3. **Parcel Count.** Number of parcels by property class should be included on the Final Recap.
- ___ 4. **Amount Deferred under Agricultural Land Use Act.** Be sure to include this information.
- ___ 5. **Fair Cash Value of Farm Residences.** Be sure to include this information.
- ___ 6. **Number of Taxpayers with Homestead Exemptions.** The total number of taxpayers with HEX and the total number of all taxpayers with DEX.
- ___ 7. **Record of Addition and Deletions filled in completely.** Taxable and Fair Cash Value columns should both be completed. The totals will likely be the same in the Residential and Commercial property classes.
- ___ 8. **Net Exonerations from Real & Tangible Property Assessments.** **Indicate if numbers are + or -.**
- ___ 9. **Complete Addition/Deletion Listing.** A complete listing of Additions and Deletions should accompany your Final Recap. The numbers on your final recap should be the same as your listing.
- ___ 10. **School Districts.** If you have more than one school district then there should be a Summary of Real Property Tax Roll Changes (Final Recap) for each school district. All school districts should Total to the Grand Total Recap.
- ___ 11. **Property Valuation Administrator's Signature.** Email submission is acceptable as long as it includes PVA signature.
- ___ 12. **Call or e-mail Molly Ball to close Tangibles.** (Molly.Ball@ky.gov or 502-782-8139)
- ___ 13. **City Assessments.** Send in total assessments for Residential, Farm & Commercial classes for each of the cities in your county. This can be a recap sheet or you can just email the totals.
- ___ 14. **Submit Final Recap along with complete Addition Deletion list to** OPVRecaps@ky.gov

For additional information, forms, updates, etc. visit the PVA Network:

<http://revenue.ky.gov/PVANetwork/>

www.revenue.ky.gov

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