

## IMPORTANT- PLEASE READ- INSTRUCTIONS AND INFORMATION

**CHANGES** If you **sold the property** described in this notice, please send this notice to the new owners or return it to the Tax Collector's Office immediately. If you **sold the tangible personal property**, but were the owner on January 1 of the tax year, you are responsible for the tax.

Please **verify the description** of the property. If errors in the description are found, notify the Property Appraiser as soon as possible. This notice covers ad valorem taxes for the calendar year, Jan 1 through December 31, of the year indicated on the front. **(The exception to this tax period is non-ad valorem assessments some of which are paid in advance.)**

**ESCROW PAYMENTS** If this bill states "Do Not Pay", your bill has been requested by and sent to an escrow agent for payment. If you do not have an escrow account on this property, or it is your responsibility to pay your taxes directly to the Tax Collector, please return this notice with your payment to our office at the address listed below.

**DELINQUENT TAXES** Taxes and assessments are **due November 1** and become **delinquent April 1**, at which time the law imposes the following additional charges:

- **REAL ESTATE AND NON-AD VALOREM ASSESSMENTS**— A 3% minimum mandatory charge is imposed on April 1, and an advertising charge is added during May. Tax certificates will be sold on all unpaid real estate accounts on or before June 1, resulting in additional charges.
- **TANGIBLE PERSONAL PROPERTY TAXES**— Interest accrues at 1.5% per month plus advertising and fees. **Tax warrants will be issued** on the unpaid personal property taxes.

If paid by mail, discounts are determined by POSTMARK. If the postmark indicates your payment was mailed on or after April 1 (delinquent date), the amount due is determined by the date your payment was RECEIVED by the Tax Collector.

**RETURNED CHECKS** Checks returned by your bank for ANY REASON will void your payment. Returned check fees will be assessed from \$25 if check is not more than \$50; \$30 if check is more than \$50 but less than \$300; \$40 if check is more than \$300 but less than \$800, or 5% (not to exceed \$200) if check value is over \$800.

**TAX DEFERMENT** Florida law allows anyone who can claim a homestead exemption to defer property taxes and non-ad valorem assessments, subject to age and household income restrictions. However, the deferred portion of taxes plus interest will become a lien on your property and must be paid in full when the property sells or changes ownership. The deadline to submit the application for homestead tax deferral is **March 31**.

**INSTALLMENT PAYMENT PLAN** Florida Statutes 197.222 allows an alternative plan for payment of real estate or tangible personal property taxes. A taxpayer who elects to pay taxes by the installment method makes payments based upon an estimated tax, which shall be equal to the actual taxes levied upon the property in the preceding year. Your estimated taxes must be more than \$100 in order to participate in the **Installment Payment Plan**. The deadline to submit the application for installment payment of taxes is **April 30**.

### RESPONSIBILITIES

- **Tax Collector:** Responsible for preparing and mailing tax notices based on information from the current tax roll certified by the Property Appraiser and non-ad valorem assessments certified by the levying authorities. For further information call (352) 374-5236 or visit our website at: [AlachuaCollector.com](http://AlachuaCollector.com).
- **Property Appraiser (Homestead Exemptions):** Responsible for preparation of the current ad valorem tax roll, assessed value, exemptions, taxable value, assessed owner(s) name and address, address changes, and legal property description. For further information please call (352) 374-5230 or visit: [www.acpafl.org](http://www.acpafl.org).
- **Property Owner (F.S. 197.122):** Responsible for knowing that taxes are due and payable annually and are charged with the duty of ascertaining the amount of current and delinquent taxes and paying them before April 1 of the year following the year in which they are assessed.
- **Taxing Authorities:** Responsible for setting ad valorem millage rates.
- **Levying Authorities:** Responsible for setting non-ad valorem assessments.

**Discounts** for early payment have been computed for you on the front of this notice. **Please pay only one amount.**

4% in November  
3% in December  
2% in January  
1% in February

▼ Please detach and return this bottom part with your payment. Please do not write on the bottom part of bill. ▼

**MAILING ADDRESS:** JOHN POWER, TAX COLLECTOR  
5830 NW 34<sup>th</sup> Blvd.  
Gainesville, FL 32653-2115