

State Tax Commission October 25, 2012 Tip

Topic: Requirements of the Equalization Director for November 1



Dear STaCy,

I am confused by the statement “by **November 1**, the Equalization Director must deliver the year’s sales studies to the State Tax Commission” found in the newly adopted “*Requirements of the Equalization Director*” document. Is this something new?

Thanks,
C. E. Director

Dear Ms. Director,

The “November 1” statement is simply a reference to the sales study of residential class due to the Commission on Form L-4017/4047 (aka 2793) each November. For the past several years, this reference has been inserted at the beginning of the equalization calendar (as it is one of the first steps in the equalization process). Beginning with the 2012 calendar, we will include a reminder later in the year to avoid confusion.

Keep in mind that the intent of the *Requirements of the Equalization Director* was to assist non-equalization officials in understanding the general processes that the fine folks in county equalization go through each year. **There are no new requirements in this document.** You may reference the more detailed annual *STC Property Tax Calendar* if you have questions regarding deadlines that are included in the *Requirements of the Equalization Director* document. If you still have questions, feel free to contact your ACD Field Staff Member or someone in the STC office.

Sincerely,
STaCy