# STATE TAX COMMISSION OF MISSOURI



ASSESSOR – ELECT TRAINING

AUGUST 24, 2021

# STATE TAX COMMISSION Constitution Article X

Section 14. Equalization commission—appointment—duties.—The general assembly shall establish a commission, to be appointed by the governor by and with the advice and consent of the senate, to equalize assessments as between counties and, under such rules as may be prescribed by law, to hear appeals from local boards in individual cases and, upon such appeal, to correct any assessment which is shown to be unlawful, unfair, arbitrary or capricious. Such commission shall perform all other duties prescribed by law.

# MISSOURI SUPREME COURT JANUARY 25, 1979

- Found that St. Louis County violated the uniformity provision of state constitution.
- Required the County to perform general reassessments yearly.
- Held that it is the responsibility of the State Tax Commission (STC) to resolve assessment inequities across the state.
- In response to the Court's findings the General Assembly passed SB247, allowed all counties to complete a general reassessment.

#### **Five primary functions:**

- **1.** Inter and intra county equalization
- Conduct judicial hearings from local Board of Equalizations (BOEs)
- **3.** Develop and implement statewide assessment programs providing uniform and equitable assessments throughout the state
- 4. Original Assessment of distributable property of railroad and public utilities
- 5. Supervise local assessing officers and local assessment programs to ensure compliance with statutory and Constitutional mandates

#### **1. Inter and Intra County Equalization**

 Conduct statistical studies to determine assessment levels and quality of a county's assessment program

• Work with assessors to establish accurate, market value based assessments

2. Conduct Judicial Hearings from Local BOE's

• Official record is established for judicial review

• 10,000-17,000 appeals are received on biennial basis

- 3. Develop & Implement Statewide Assessment Program to Provide Uniform & Equitable Assessments Throughout the State
- Establishes assessment guidelines which conform with statutory and constitutional mandates
- Serves as informational clearing house for the Governor and General Assembly in developing tax policy

4. Original Assessment of Distributable Property of Railroads and Public Utilities

Performs 760 unitary appraisal valuations of railroad and utility companies annually

• Generates in excess of \$400 million in distributable property

5. Supervise local assessing officers and local assessment programs to ensure compliance with statutory and Constitutional mandates

 Assists assessors in the development of biennial assessment maintenance plans

 Conducts studies in determining statutory compliance to an approved assessment maintenance plan

- 3 Commissioners with staggered six year terms
- 4 Sections:
  - Administration Stacey Jacobs
  - Local Assistance Jeff Schmidt
  - Original Assessment Rosella Schad
  - Legal Amy S. Westermann

# Administration

• Stacey Jacobs, Administrative Secretary

• Responsible for the day-to-day operations of the State Tax Commission

## **Local Assistance**

- Jeff Schmidt, Appraisal and Assessment Manager
  - Oversees the staff responsible for assisting counties in implementing their assessment maintenance program
  - Conducts studies determining level and quality of assessments as required by law

### **Original Assessment**

- Rosella Schad, Appraisal and Assessment Manager
  - Is charged with annual duty to assess distributable property of railroad and public utilities, private cars, and other related entities
  - Provides research and technical support in determining the values of rural electric cooperatives

# Legal

• Amy S. Westermann, *Chief Counsel* 

- Oversees three attorneys who conduct assessment appeal hearings
- Reviews all decisions including findings of facts and conclusions of law

LEGISLATIVE AND BUDGET ISSUES

### LEGISLATION

# Over 1,000 bills are filed each year.....

However, only 75-100 become law

# The Missouri House of Representatives

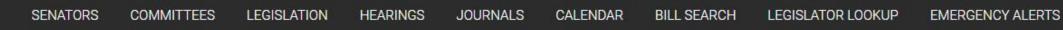


Chamber Messagebo	ard		Walaama	home of the Missouri House of
THE HOUSE OF THE 101st ASSEMBLY, 1st REGULAR CONVENED JAN 6, 2021, W ADJOURNED AS OF MIDNIG 30, 2021, PER THE CONS CC Video   Video   A All House Elect	SESSION, ILL STAND HT, MAY TITUTION	Rob Vescovo Speaker	Representatives. I encourage about your government, trac with your state representative as the House deliberates issue We welcome your input and government more efficient, e pleasure and honor to serve o Representatives.	you to explore our website to learn k the legislative process, interact , and watch legislative sessions live es important to all Missourians. suggestions on how to make ffective, and accountable. It is a as Speaker of the Missouri House of
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# The Missouri Senate



MISSOURI SENATE | Missouri General Assembly



# SESSION SCHEDULE

First Extraordinary Session of the 101st General Assembly

Read more

# The Missouri House of Representatives

A Bill is introduced in the House and read on introduction and ordered printed

Committee holds a hearing and proponents and opponents testify

Committee sends bill to Select Standing Committee



Bill is read a second time and referred to committee – a standing committee

Committee may offer amendments and changes on a substitute for the bill (Substitute can be multiple amendments)

Select Standing Committee votes (or not) out the bill. Committee can't do amendments, but can substitute the bill

# The Missouri House of Representatives

Bill is placed on the House Perfection Calendar

If the bill passes, the bill is ordered printed as perfected

Final passage by the entire House or Representatives



Bill is brought up for debate and a vote by the full house

Bill is placed on third reading calendar, no changes can be made

Bill is sent to the Missouri Senate

# The Missouri Senate

#### **Bill is first read**

Committee holds a hearing where proponents and opponents are heard, amendments may be offered or a substitute

Final vote by the Senate. If approved, the bill goes back to the House of Representatives Bill is read a second time and referred to appropriate committee

If the Committee votes the bill out, the bill is sent to the Senate Floor for debate and it may be amended or delayed

# Conference and the 9 "Ifs"

If the bill passes both the House and Senate in identical form, the bill is sent to the Governor If the House rejects the changes, the bill is sent back to the Senate for reconsideration



If the bill passes in a different form and the House agrees to the changes, the bill is sent to the Governor



If the Governor signs the bill, it becomes law



If the Governor vetoes, the bill becomes law by two thirds approval of both the House and Senate If the Senate does not reconsider, the bill is sent to a conference committee composed of an equal number of House and Senate members

If the committee agrees the "report" of the conference committee is sent to both the House and Senate for a vote

If both agree, it is sent to the Governor

If the House and Senate fail to obtain two thirds in either body, the veto is sustained

INNERCIAL THE CONTRACT DECK



GOVERNOD

The Missouri budget follows mostly the same process. However, the Governor can restrict expenditures and individual line items by withholding or vetoing the individual line item in the budget

# FISCAL NOTE

#### COMMITTEE ON LEGISLATIVE RESEARCH OVERSIGHT DIVISION

#### FISCAL NOTE

L.R. No.:	0741S.03I
Bill No.:	SB 24
Subject:	Taxation and Revenue - Property; Counties; Cities, Towns and Villages; Political
	Subdivisions
Type:	Original
Date:	January 20, 2021

Bill Summary: This proposal incrementally reduces the personal property assessment rate from 33.3% to 0.001%.

#### FISCAL SUMMARY

ESTIMATED NET EFFECT ON GENERAL REVENUE FUND										
FUND				Fully						
AFFECTED	FY 2022	FY 2023	FY 2024	Implemented						
				(FY 2027)						
<b>Total Estimated</b>										
Net Effect on										
General										
Revenue	\$0	\$0	\$0	\$0						

### FISCAL NOTE

#### FISCAL ANALYSIS

#### **ASSUMPTION**

Officials from the **State Tax Commission (STC)** assume this proposal limits the levying and collection of taxes on tangible personal property by reducing the percentage ratio of tax liability over a span of five years. Based on the act, the STC provides the following projected fiscal impact:

Total Estimated Personal Property Taxes paid in 2019 was \$1,453,000,000: \$961 million for motor vehicles + \$ 492 million for other personal property at 33.1/3% PP assessment ratio.

25% PP ratio:\$1,090,840,840 Year 119%PP ratio:\$829,039,039 Year 213% PP ratio:\$567,237,237 Year 37%PP ratio:\$305,435,435 Year 4.001%PP ratio:\$43,634 Year 5

The above estimated fiscal impact excludes \$75 million (2019) in personal property that is part of centrally assessed personal property. Sec. 137.115 (1.) states "the assessor or the assessor's deputies in all counties of this state including the City of St. Louis shall annually make a list of all real and tangible personal property taxable in the assessor's city, county, town or district" as centrally assessed companies and property are state assessed, the agency assumes that this is not included in the underlying 137.115(1.).

The fiscal impact of the reduction of the percentage of assessment ratios for personal property over five years would result in the loss of \$1.4 -1.6 billion by year five to political subdivisions such as school districts, fire districts, cities, counties, and other local taxing jurisdictions in annual revenue. The State has over 2,800 local taxing jurisdictions who rely on personal property tax for revenue, the estimated fiscal impact of the act would decrease revenue from \$1.453 billion to \$44 thousand.





Missouri General Assembly



COMMITTEES

LEGISLATION

HEARINGS JOURNALS CALENDAR

**BILL SEARCH** 

LEGISLATOR LOOKUP

EMERGENCY ALERTS

# **SESSION SCHEDULE**

First Extraordinary Session of the 101st General Assembly

Read more



MISSOURI SENATE | Missouri General Assembly

SENATORS COMMITTEES LEGISLATION HEARINGS JOURNALS CALENDAR BILL SEARCH LEGISLATOR LOOKUP EMERGENCY ALERTS

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### **Bill Search - 2021 Session Only**

To learn more about certain Senate bills, please visit the Senate Bill Video Information page.

To search legislation from a different session, make a selection here: 2021

To search for a specific bill, enter the bill number without any spaces. Ex: SB485.

To search the bill text, enter a word or phrase without quotes. You may also search by statute (Ex: 160.400) or LR number (Ex: 4615S.01I).

Enter bill number or text

Submit

# **BILL SUMMARY AND ACTIONS**

101st General Assembly, 1st Regular Session								Bill Text									
HB 734	Filed In	Committee	Floor Action	Sent to Senate	Truly Agreed	Sent to Govern	rnor								1660H.011	Introduced	1
Modifies provisions relating to utilities								1660H.020	2								
			= )												1660H.02F	Perfected	
Sponsor:		lichael (095)										BC 058 004 4/00					
Effective Date:	8/28/2021											<u>RC 058.006</u> 4/22					
LR Number:	1660H.09T	2021 - Approved by Governor (G)									16605.040	mm					
												_					
Last Action: 07/06/2021 - Delivered to Secretary of State (G)									1660S.08F <u>Senate Substitute</u>								
Bill String:     CCS SS SCS HCS HB 734       Next House Hearing:     Hearing not scheduled										1660H.09S Conf Comm Sub							
-				or											1660H.073 <u>Cont Comm 300</u>		
Calendar: Bill currently not on a House calendar									<u>RC 071.005</u> 5/13								
															177011001	Turk Armer	
															1660H.091	Truly Agree	<u>a</u>
															Bill Summa	ry	
Co-Sponsors	Actions	H	learings												$\Sigma$ HB0734I	Introduced	1
												Print Ac	tions 🖨	•	Σ нво734С	<u>Committee</u>	
Date	1		Jrn Pg		_			Act	ivity Descrip	otion					Σ нво734Р		
5/12/20	5/12/2021 <u>H 2819</u> Senate Message (S)																
5/12/20	5/12/2021 House Distributes Conference Committee Report (H)							$\Sigma$ HB0734T	<u>Truly Agree</u>	ed 👘							
5/12/20	5/12/2021 <u>H 2894</u> <u>Referred: Fiscal Review(H)</u>						Testimony										
5/12/20	5/12/2021 Executive Session Completed (H)								,	_							
	5/12/2021 Voted Do Pass (H)							<u>Witnesses</u>									
5/13/20	5/13/2021 <u>H 2901 - 2902</u> Reported Do Pass (H) - AYES: 6 NOES: 1 PRESENT: 0						Fiscal Note										
	5/13/2021 House Submits Conference Committee Report (H)																
5/13/20			H 2910 - 2911 House Adopts Conference Committee Report (H) - AYES: 144 NOES: 2 PRESENT: 0						1660H.01I.ORG								
5/13/20			<u>H 2911 - 2912</u>	_	Third Read and Passed (H) - AYES: 146 NOES: 1 PRESENT: 0							1660H.02C.ORG					
	5/13/2021 <u>S 1949</u> House Message (H)								1000H.02C.0KG								
5/13/2021 <u>S 1955</u> Senate Submits Conference Committee Report (S)									1660H.02P.ORG								
5/13/20	21		<u>S 1955 - 1956</u>	<u>)</u> S	enate Adopts C	onference Com	ommittee R	Report (S)									

# BUDGET

# \$34,128,012,498

\$10,595,322

**Assessment Maintenance** 

# BUDGET

137.750. Assessment and equalization maintenance plan, payment of portion of expenses by state, amount, procedure — qualified costs and expenses. — 1. If a county has an assessment maintenance plan approved pursuant to section 137.115, a portion of all the costs and expenses of the assessor of each county and each city not within a county, incurred for the current quarter in performing all duties necessary to assess and maintain equalized assessed valuations of real property, making real and personal property assessments and preparing abstracts of assessment lists, shall be reimbursed by the state. The state shall reimburse up to sixty percent of all the current and past unreported quarterly costs and expenses of the assessor of each county and each city not within a county based on compliance with the state tax commission approved assessment and equalization maintenance plan. The state shall reimburse each eligible county a minimum of three dollars per parcel for up to twenty thousand parcels, but no further reimbursements shall be made until the county has expended at least two-thirds of that amount of money for assessment maintenance from its assessment fund. The annual state reimbursement to any county pursuant to this section in 2000 shall not exceed seven dollars per parcel of real property in the county and each year thereafter such maximum amount may be increased by up to three percent, but the amount reimbursed by the state shall not exceed sixty percent of the actual costs and expenses incurred, except that counties entitled to only the three-dollar per parcel minimum shall receive one-fourth of the state's contribution each guarter.

# THE JOB





• The diligent work of Missouri Assessors in 2020 accounted for \$118,918,883,729 total assessed valuation for the State of Missouri, and generated from that \$8,497,323,362 total property taxes paid.

 As part of that figure, Assessors valued 6,856,895 vehicles registered in Missouri and a total of 3,363,337 parcels.





# THE JOB

• Your work provided 70% of the funding for 518 school districts in the 114 counties and the City of St. Louis.

 Every one of the nearly 900,000 public school children and the teachers that educate them are able to do so because of the job that you do.



# THE JOB



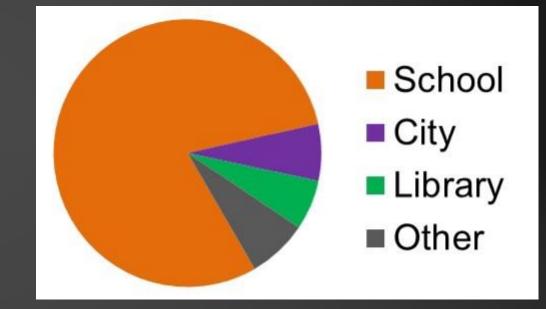
- Beyond school funding, the work of the assessor provides the indispensable funding for the essential functions of over 2,900 local government and taxing jurisdictions.
- Everything from the fire fighter and fire engine, down to the lights in every government building and the building itself is dependent on your efforts.



 Property tax is a stable, equitable, and reliable revenue source for local governments to do things like providing schools, roads, parks, and police protection.

• Though generally regarded as a "good" tax for the above reasons, you will quickly discover in the reassessment process and in personal property taxes there are a number of misconceptions about the process and the actual role of the assessor.

# THE CHALLENGE



### THE CHALLENGE

- Part of the problem is that property taxes can be a complicated issue, full of complicated terms, which can make it even more difficult to separate fact from fiction. Here are a quick few...
- I got a notice in May that my taxes are going way up.
  - The notice of assessment you received in May-June is NOT A TAX BILL. Because your assessment was higher does not automatically mean that your taxes will increase.

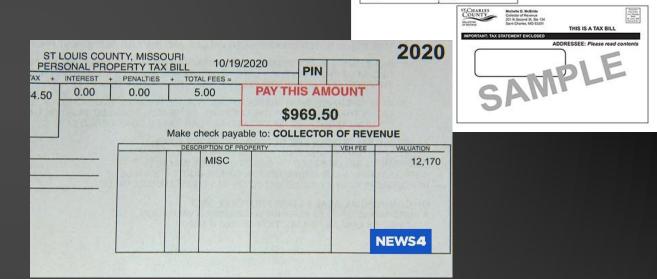
#### How to Calculate Property Taxes

Information on how to calculate property taxes



#### Assessors determine my tax bill.

Assessors do not determine property taxes, assessors determine the market value of property. This <u>assessment</u> is then multiplied by the prevailing tax rate to come up with the actual dollar amount of property tax that appears on your property tax bill. Property tax rates are set by local governments, such as school districts and other taxing jurisdictions. Missouri limits both property tax rates and property tax levies and restricts growth in property tax levies to the previous year's levy with a growth adjustment. Increases in actual tax bills often are a consequence of a school or taxing district increasing their levies etc. IN A **RECENT BALLOT MEASURE APPROVED BY THE** VOTERS OF THE DISTRICT.



ST.CHARLES COUNTY

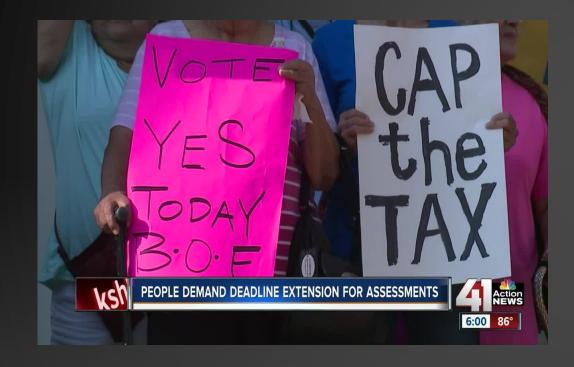
> 2015 Tax Bill and Envelope

> > Samples

COLLECTOR OF REVENUE

- Why do I pay property taxes on my vehicle?
  - Missouri, with 36 other states, has personal property tax on vehicles as a source of revenue. In 2020 it provided over \$1.5 billion in revenue for schools and local jurisdictions. The states that do not have taxes on vehicles have taxes of other kinds to fulfill their revenue requirements. Missouri ranks 27 among the other states in overall property taxation.
- Lastly, assessors do not COLLECT taxes.





Property tax can create a common circumstance for the average homeowner of being "property rich, but income poor.' The home they bought 35 years ago has doubled in valuation as the market has dictated, but in that time, their circumstances have changed, they've retired and now live on a fixed income. However, their property taxes have more than doubled in that 35 year span as well. The good news for the homeowner is that their primary investment increased in value, the bad news is their property taxes have increased substantially as well and they now live on a fixed income. This circumstance has been a driver of efforts at property tax relief by policy makers. It has also contributed to the "unpopularity" of property taxes.



Noted economist Milton Friedman was asked why property taxes are unpopular?

"It's not unpopular for good economic reasons. It's unpopular in my opinion for one simple reason: It's the only tax left on the books for which people have to write a big check. Income taxes and Social Security contributions are withheld from paychecks before the recipients get their hands on the money. Sales taxes are remitted by merchants and other businesses. It's only with property taxes that a regular person gets the bill and has to pay it right before Christmas."

- The property tax dates to 6,000 B.C. and it performs very well on criteria of sound taxation like efficiency, equity, and reliability.
- The property tax gives local taxpayers a measure of control over their local governments. Local governments retain a greater measure of their autonomy when they can rely on property taxes. This tax provides a relationship to services received, such as police and fire protection and local streets, although it does so imperfectly. The system provides checks and balances that protect taxpayers and taxing authorities.
- Do not make the assumption that everyone has your knowledge and experience of property assessment and how it all works. Not every taxpayer, policy maker, or even school official will have your understanding. Your success as an assessor, in part, recognizes the perpetual challenge to provide the facts, information, and knowledge you possess as the Assessor to individual taxpayers and decision makers. Every tax has its advantages and disadvantages; open communication and transparency of the assessment process are the best tools to address misconceptions.

# ADMINISTRATION SECTION

STACEY JACOBS, ADMINISTRATIVE SECRETARY

### **ADMINISTRATION TEAM**



Stacey Jacobs

Administrative Secretary



Melina Scheperle

Administrative Support



Misty Frank Lead Administrative

upport Assistar

#### **ASSESSOR EDUCATION REQUIREMENTS**

#### Section 53.255, RSMo

- No earlier than becoming an assessor-elect and no later than the second anniversary of the date commencing a term of office, an assessor must attend a course of study concerning the assessment of ad valorem property taxes and thereafter to be certified by the commission.
- As a minimum, each course of study shall total 32-hours.
- To remain certified, each assessor must, within a two-year period after certification, attend at least one additional course of study.
- Educational opportunities are provided twice a year by the Missouri State Assessors' Association, typically in February and September.

#### STATE REIMBURSEMENT

- 137.750, RSMo, The state shall reimburse each eligible county a minimum of three dollars per parcel for up to twenty thousand parcels, but not further reimbursements shall be made until the county has expended at least twothirds of that amount of money for assessment maintenance from its assessment fund.
- Current funding is \$3.15 per parcel for the 2020 parcel count.
- Assessors must have an approved maintenance plan and remain compliant in their education requirements to continue to receive state reimbursements.

#### AGGREGATE VALUATION (FORM 11)

- 137.245(1), RSMo, requires the assessor to make out and return to the county governing body, on or before the first day of July in every year, the assessor's book. It is then the duty of the Clerk to submit the aggregate valuation (Form 11) to the State Tax Commission by July 20<sup>th</sup> each year.
- STC Assessed Valuations are utilized for...
  - Classification of Counties
  - Department of Revenue CART Fund Calculation
  - Proposed Legislation
  - Auditing and Statistical Data

#### STATE TAX COMMISSION WEBSITE

- Several resources are available on our website at <u>https://stc.mo.gov/</u>
- Home/Assessors Tab
  - Provides information and resources targeted towards assessors
- About
  - Provides information about the STC and contact information for team members
- FAQs
  - Answers to frequently asked questions
- Legal Decisions
- Announcements and Picture Scroll
  - Announcements change throughout the year and include agency specific updates



#### STATE TAX COMMISSION WEBSITE

#### • Assessors Tab

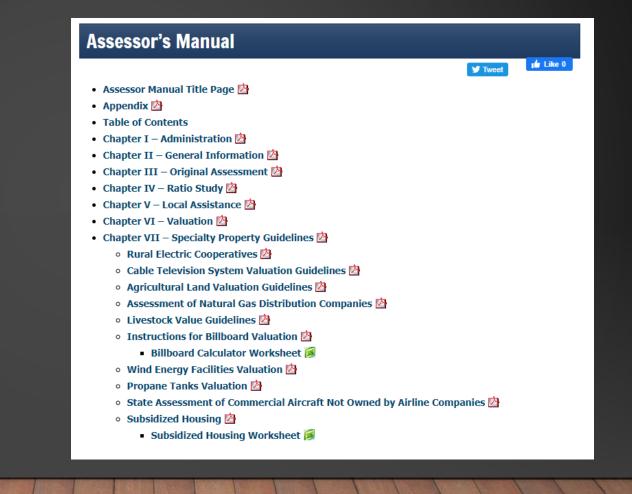
- Educational Resources
- Commonly Used Forms
- Assessor Directory
- Assessor's Manual
- Annual Report
- Contact Information for the STC

Assessor	Clerks	Collectors	Railroads & Utilities	Aircraft
STC A	ppeals Ope	n as of	Assessor Directory	
08/12/	2021		County Occupancy	List 🖄
• FAA C	ounty Aircr	aft List	Certified Parcel Cou	ints 🖄
Educa	tional Reso	urces	County Ratios	
Comm	only Used I	Forms	Annual Report	
• 2015 M	Manufacture	ed Home	Assessor's Manual	
Recon	nmended C	ost 🖄		
Conta	ct Informati	on		

#### STATE TAX COMMISSION WEBSITE RESOURCES

#### • Assessor's Manual

 A great resource to answer many questions an assessor may have



#### STATE TAX COMMISSION WEBSITE RESOURCES

#### Educational Resources

- PowerPoints
- Recorded training sessions
- Training documents

Education	al Resources	5			
				y Tweet	📫 Like 0
Administrati	on Section Trai	ining			
• Form 11/11	A Training 🖄				
Assessment I	Brochures				
• Property R	eassessment and	Taxation 🖄			
Property T	ax Appeals Before	e The STC of M	O 🖄		
Legal Section	Training Semi	inars			
• BOE Funda	umentals 🖉				
	ding the STC App				
	fend an Appeal Be				
How to Cor	nduct an Appeal b	efore the STC ·	- Taxpayers, Ass	sessors, or Atto	orneys 🖗
Original Asse	essment				
• Original As	sessment Resour	ce Manual for	County Assessor	rs and County	
Clerks_Jar	uary 2021 🖄				
Centrally A	ssessed Company	y Contacts			
Original Asse	essment Outrea	<u>ch Training</u>			
• Outreach T	raining Videos				
• 2021 File T	ransfer Protocol	(FTP)			
Assistance					

Contact Rosella Schad, PE, CPA, Manager - Original Assessment Section, at 573-751-1729 or

rosella.schad@stc.mo.gov for assistance.

# LOCAL ASSISTANCE SECTION

JEFF SCHMIDT, MANAGER

JEFF.SCHMIDT@STC.MO.GOV

573-751-1726

# LOCAL ASSISTANCE STAFF

- THE LOCAL ASSISTANCE SECTION HAS A TOTAL STAFF OF 21 EMPLOYEES.
- MANAGER, ASSISTANT MANAGER, 3 SUPERVISORS, STATISTICIAN, 9 ASSESSMENT REPRESENTATIVES, AND 6 APPRAISERS

#### INTRODUCTION OF LA STAFF

Assistant Manager

Statistician

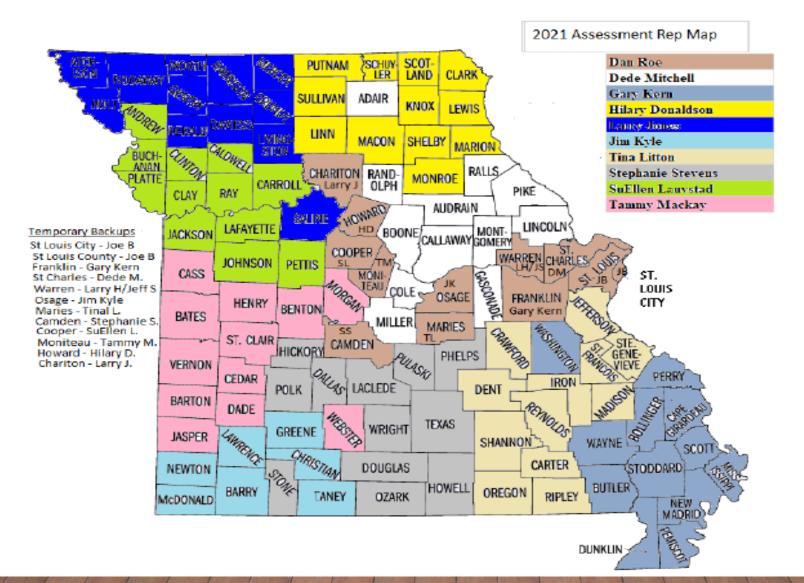
Assessment Representatives

Appraisers

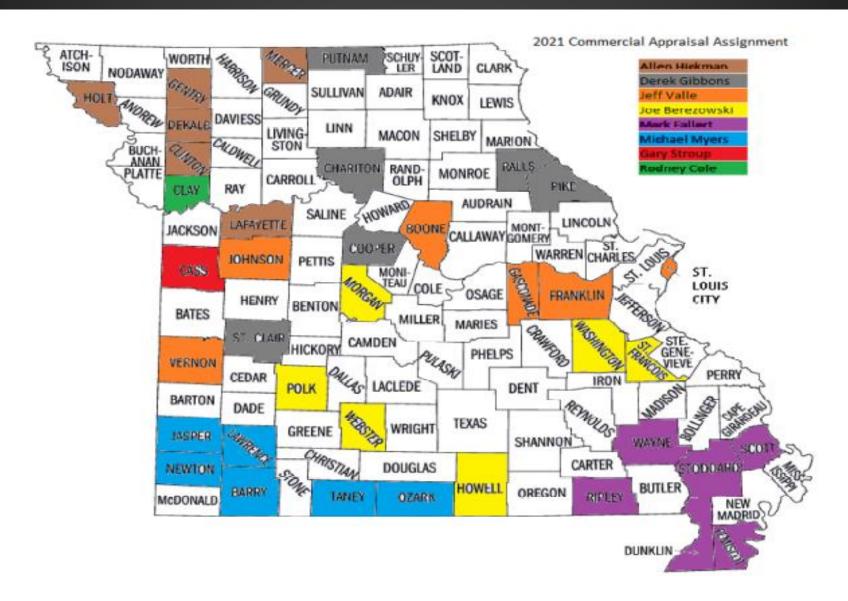
#### DUTIES OF LA STAFF

- Assessment Representatives Provide training and assistance to their assigned counties. Each Assessment Rep is assigned a 12 county territory
- Appraisers Conduct Commercial Appraisal Studies and collect sales comparables in their assigned territories.
- Statistician Responsible for completing the Residential Sales Studies in all 115 jurisdictions in the state. Completes the sampling and prepares the statistical reports for all studies.

#### **ASSESSMENT REP TERRITORIES**



#### **APPRAISER TERRITORY MAP**



#### FAIR & EQUITABLE ASSESSMENT

• How does the STC monitor?

**Residential Sales Studies** 

**Commercial Appraisal Studies** 

Field Reviews

**Quarterly Sales Ratios** 

#### **ROLES OF THE ASSESSOR**

- Identify Taxable Property
- Identify Ownership of Taxable Property
- **Determine Value of Property** Fair Market Value
- Apply Appropriate Level of Assessment

# DATES TO REMEMBER

ODD YEAR/EVEN YEAR TIMELINE

#### **IMMEDIATE ITEMS TO ADDRESS:**

- Staffing
- Education
- Assessor's Conference
- Handling the public when tax bills are mailed
- 2022-2023 Maintenance Plan
- 2022 Budget
- 2022 Personal Property Declarations
- 2021 Abated Property Report

- 2 Year Assessment Maintenance Plan 137.115, RSMo
  - On or before January first of each <u>even numbered year</u> the assessor shall prepare and submit a two year assessment maintenance plan to the county governing body and the State Tax Commission....

- Mailing of Personal Property Declaration
  - No specific statutory time frame; however, they must be mailed early enough to allow the tax payer to return by March 1<sup>st</sup> – 137.340, RSMo

- Mailing 2<sup>nd</sup> Notice 137.345, RSMo (Personal Property Declaration)
  - Between March first and April first the assessor shall send to each tax payer who was sent an assessment list and said list was not returned, a notice that statutes require the list be return immediately.

- Assessment Books 137.245.1, RSMo
  - The assessor shall make out and return to the county governing body, on or before the first day of July in every year, the assessor's book, verified by an affidavit annexed thereto...

### <u>STATE REIMBURSEMENT</u>, 137.750, RSMo

• The state shall reimburse each eligible county a minimum of three dollars per parcel for up to twenty thousand parcels, but no further reimbursements shall be made until the county has expended at least two-thirds of that amount of money for assessment maintenance from its assessment fund.

#### <u>COLLECTION MONIES</u> 137.720, RSMo

• A percentage of all ad valorem property tax collections allocable to each taxing authority within the county and the county shall be deducted from the collections of taxes each year and shall be deposited into the assessment fund of the county as required pursuant to section 137.750, RSMo.

#### COLLECTION MONIES 137.720, RSMo

- $\frac{1}{2}$  of 1 percent for all counties of  $1^{st}$  and  $2^{nd}$  classification
- 1 percent for counties of the 3<sup>rd</sup> and 4<sup>th</sup> classification

#### **PLUS**

- 1/8 of 1 percent for 1<sup>st</sup> class counties up to a maximum of <u>\$125,000</u>
- <sup>1</sup>/<sub>2</sub> of 1 percent for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> class counties up to a maximum of <u>\$75,000</u>

### <u>COUNTY GENERAL REVENUE</u> 137.720 (4), RSMo

• The county may also provide additional moneys for the fund. To be eligible for state cost-share funds provided pursuant to section 137.750, every county shall provide from the county general revenue fund an amount equal to an average of the three most recent years of the amount provided from general revenue to the assessment fund....



- Sales of Maps
- Copying Fees
- Data Requests
- Occupancy Counties 137.082
  - Are often deposited into the Assessment Fund

#### SOURCES YOU CAN REFER TO FOR ASSISTANCE

- Assessors' Manual
- State Tax Commission
- STC Local Assistance Assessment Representative
- Chapter 53 & 137
- Assessment Maintenance Plan
- CAMA System
- Mapping System
- Fellow Assessors

#### **CONTACT INFORMATION**

- Jeff Schmidt Local Assistance Manager
  - 573-751-1726 or Jeff.Schmidt@stc.mo.gov

• Larry Hixson – Local Assistance Assistant Manager 573-751-1733 or Larry.Hixson@stc.mo.gov

# **Original Assessment Section**

State Tax Commission of Missouri



# PRESENTING AT

2021 Assessor Elect Training Conference

Governor's Office Building – Jefferson City

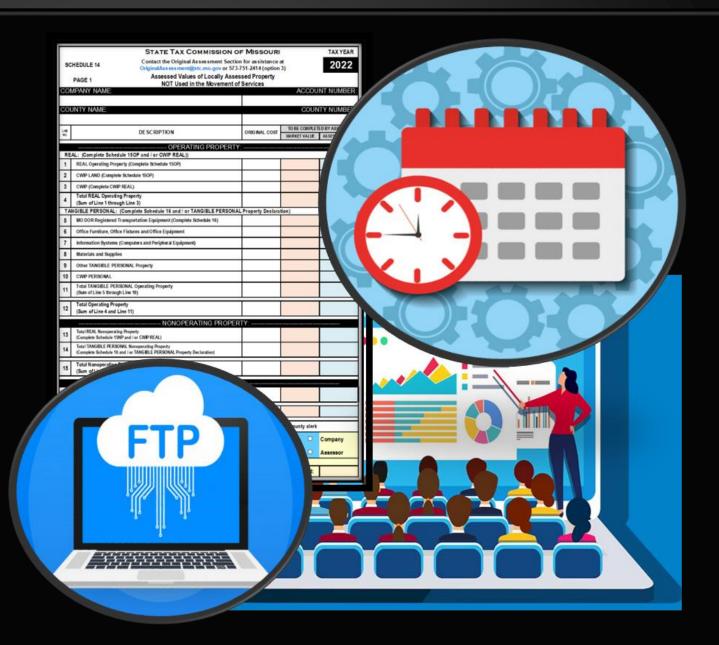
August 24, 2021

#### 

Rosella Schad, PE, CPA, Manager

# Topics

- Assessor Resource Manual
- Locally Assessed Property Schedules
- Deadlines
- File Transfer Protocol (FTP)
- Outreach Training
- Certifications
- Final Note



# **ASSESSOR** RESOURCE MANUAL

#### State of Missouri State Tax Commission Home About **File An Appeal Appeal Lookup** Announcements Contact your county assessor regarding your property tax assessment. Schools are supported by property taxes **Popular Topics** STC Appeals Open as of Assessor Directory Livestock values Other Information Sources [2] County Occupancy List 06/17/2021 FAA County Aircraft List Certified Parcel Counts Agricultural Land Productivity Values Educational Resources County Ratios

- The Assessor Resource Manual can be found at the State Tax Commissions website at: <u>https://stc.mo.gov</u>. To navigate to the Assessor Resource Manual, select the tab for the "Assessor" section, and then select the "Educational Resources" link.
- Under the "Original Assessment" header, select the "Original Assessment Resource Manual for County Assessors and County Clerks\_January 2021" link.

### **Educational Resources**

**Original Assessment** 

- Original Assessment Resource Manual for County Assessors and County Clerks January 2021
- Centrally Assessed Company Contacts

## LOCALLY ASSESSED PROPERTY SCHEDULES

Schedule 14 Page 1 - Assessed Values of Locally Assessed Property

Schedule 14 Page 2 – Affidavit

Schedule 150P – Real Operating Property

Schedule 15NP – Real Nonoperating Property

Construction Work in Progress (CWIP) – Real Property

Schedule 16 – Required Registration with Missouri Department of Revenue

Tangible Personal Property

# Deadlines

April 1: The Locally Assessed Property Schedules and supporting documentation for each applicable county must be submitted by each centrally assessed company to the county assessor. The county assessor provides a breakdown of the market value and assessed value on each schedule.



**April 15:** Schedule 13 with the miles of line for each applicable county must be submitted by each centrally assessed company to the county clerk and the Original Assessment Section.

**April 20:** The Locally Assessed Property Schedules must be certified and submitted by the **county assessor** to the county clerk, the centrally assessed company, and the Original Assessment Section.

May 15: The Form 40 and the associated Schedule 13 for each centrally assessed company must be certified and submitted by the county clerk to the Original Assessment Section (Section 151.040 RSMo).



The File Transfer Protocol (FTP) is a standard network protocol used for the submission of computer files to be transferred over the State of Missouri's secure network, rather than sending files over the internet via email or sending documents through paper mail.



State Tax Commission

STACEY COWAN Appraisal & Assessment Specialist

Phone: 573-751-1708 Email: stacey.cowan@stc.mo.gov





# Outreach Training individual or group assistance 2022



**State Tax Commission** 

SANDY WANKUM Outreach Coordinator

Phone: 573-751-1709 Email: sandy.wankum@stc.mo.gov



# CERTIFICATIONS

The State Tax Commission is responsible for the valuation and assessment of the distributable commercial real and personal property of Centrally Assessed Railroad and Utility Companies (CARUC), the distributable personal property of Commercial Aircraft Owned by Airlines (CAOBA), the personal property of Commercial Aircraft Owned by Others (CAOBO) and Centrally Assessed Private Car Companies (CAPCC) in Missouri.

For these state assessed entities, the Aggregate Statement of Taxable Property is used by the STC to determine the fair market value of the property as of January 1 of the taxable year.

### **Final Note**



Join us as we Congratulate Rosella on her upcoming retirement!

During the transition of Rosella's retirement and the onboarding of her replacement, please be patient as we adjust.

> Thank you, STC Team

## **Questions?**

<u>OriginalAssessment@stc.mo.gov</u>



## STC LEGAL SECTION

## Legal Section Team



Amy S. Westermann

Chief Counsel



Elaina McKee

Legal Coordinator



**Eric Peterson** 

Senior Hearing Officer



Laura Storck-Elam

Senior Hearing Officer



Erica Gage

Senior Hearing Officer

# STC's "Jurisdiction"

### State of Missouri

114 Counties and the City of St. LouisCC and SHOs = first level of reviewCommissioners = final level of reviewSTC Decision may be appealed to Courts



### OVERVIEW OF THE ASSESSMENT APPEAL PROCESS

Assessor appraises all taxable property using CAMA system

> BOE hears and decides appeals on individual property using knowledge of property valuation methodologies and specific evidence presented by parties

STC hears and decides appeals on individual property using knowledge of property valuation methodologies and specific evidence presented by parties

Circuit Court and Appellate Courts review STC decisions on individual property based upon evidence in the administrative agency record

The Ad Valorem Assessment Appeal Process

### IMPORTANT DATES IN THE ASSESSMENT APPEAL PROCESS

	3 <sup>RD</sup> & 4 <sup>TH</sup> Class	2 <sup>ND</sup> Class	1 <sup>st</sup> Class	St. Louis City
TAXPAYER CHANGE NOTICE IN ODD-NUMBERED YEAR	June 15 137.180	June 15 137.180	June 15 137.355	June 15 137.490
TAXPAYER CHANGE NOTICE IN EVEN-NUMBERED YEAR	No statutory date for any jurisdiction			
INFORMAL HEARINGS	Prior to the board of equalization (BOE)			
APPEALS TO BOE DUE	2 <sup>nd</sup> Monday in July 137.275	2 <sup>nd</sup> Monday in July 137.275	2 <sup>nd</sup> Monday in July 137.385 Or to date extend by BOE	2 <sup>nd</sup> Monday in July 138.180 ed
BOE CONVENES (IN ODD- NUMBERED YEAR, MAY BEGIN MEETING AFTER JULY 1)	3 <sup>rd</sup> Monday in July 138.010	3 <sup>rd</sup> Monday in July 138.010	3 <sup>rd</sup> Monday in July 138.090	l <sup>#</sup> Monday in July 138.170
BOE HEARS APPEALS OF INCREASE ORDERS (a.k.a. BOARD OF APPEALS)	3 <sup>rd</sup> Monday in July 138.050	3 <sup>rd</sup> Monday in July 138.050	Not less than 5 days after notice to taxpayer 138.100	Not less than 5 days after notice to taxpayer 138.150
BOE ADJOURNS	July 31 138.050	July 31 138.050	July 31 [Charter- 4 <sup>th</sup> Saturday in August] 138.050, 138.100	4 <sup>th</sup> Saturday in August 138.050
APPEALS DUE TO STATE TAX COMMISSION	Sept. 30* 12 CSR 30.3.010	Sept. 30* 12 CSR 30.3.010	Sept. 30* 138.110	Sept. 30* 138.110
APPEAL OF HEARING OFFICER DECISION TO FULL COMMISSION (APPLICATION FOR REVIEW)	Within 30 days of the mailing of hearing officer decision. 138.432 Note: This step required before appealing to circuit court.			
APPEAL STATE TAX COMMISSION DECISION TO CIRCUIT COURT	Within 30 days of the mailing of the commission's decision. 138.432, 138.470 and 536.100 to 536.140			

#### **USE OF TECHNOLOGY IN THE APPEAL PROCESS**





#### Click here to file your appeal online

Please file your appeal (Complaint for Review of Assessment) online using the link above. Filing online is the preferred method for filing a Complaint for Review of Assessment with the State Tax Commission. Please follow the step-by-step instructions provided when you click the link. Please remember to upload a copy of the decision letter from the Board of Equalization when you file your Complaint for Review of Assessment. A decision letter from the Board of Equalization is required in all but a few very narrow exceptions.

As an alternate method, you may file an appeal with the State Tax Commission by downloading the Complaint for Review of Assessment form using the link below. Please submit your completed form and the supporting documentation by email to Legal@stc.mo.gov. If you cannot file your appeal online or you do not have access to email, you may print the form and mail it along with the supporting documentation to the address shown on the form and in the information below. If you cannot print the form, please contact the Legal Section at 573-751-1715 and request a form to be mailed to you.

### State Tax Commission

#### Appeal Lookup Search

Welcome to the Missouri State Tax Commission Appeal Lookup site. Ple search enter an \* at the beginning or end of your search.



Search

### **USE OF TECHNOLOGY IN THE APPEAL PROCESS**

#### Legal Section Training Seminars

- BOE Fundamentals @
- Understanding the STC Appeal Process @
- How to Defend an Appeal Before the STC 🖉
- How to Conduct an Appeal before the STC Taxpayers, Assessors, or Attorneys @

#### COVID-19 RELATED INFORMATION AND STC APPEAL PROCEEDINGS

In response to COVID-19, some counties in Missouri may be limiting public access to their buildings and meeting spaces where STC Appeal Proceedings, such as Prehearing Conferences and Evidentiary Hearings, are held. Please contact your local county assessor's office if you have questions regarding access. You also may direct questions regarding your appeal to the STC's Legal Section at Legal@stc.mo.gov.

#### State of Missouri State Tax Commission Legal Decisions ¥ Tweet If Like 0 SEARCH BY SPECIFIC CRITERIA Type in Search Field filter the choices for that criteria, E.G. Type "Valuation" (without guotes) and the list will be filtered to any Legal Decision with Valuation as any part of their name · Enter a term and/or select a year from the dropdown and click Search Legal Decisions Year All Years ¥ Search Search Resel Title Date Main Street Market Company v. Gary Rector, Assessor, Carter County 2021-07-30 2021-07-30 Steve Stranghoener v. Jake Zimmerman, Assessor, St. Louis County

 Karen Smith v. Jake Zimmerman, Assessor, St. Louis County
 2021-07-30

 Nathan Fleck v. Jake Zimmerman, Assessor, St. Louis County
 2021-07-30

### FOR MORE INFORMATION ....

## State Tax Commission of Missouri

https://stc.mo.gov/resources/

## Revised Statutes of Missouri

https://revisor.mo.gov/main/Home. aspx Code of State Regulations of Missouri

https://www.sos.mo.gov/adrules/ csr/csr

