

## Slide 1 Certification

Welcome to the Original Assessment Outreach training video on the Certification of Centrally Assessed Companies. I'm Stacey Cowan, staff member of the Original Assessment team.

# **State Tax Commission Certification**

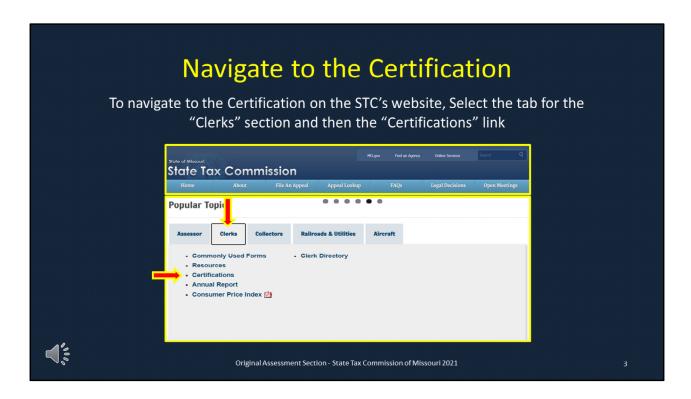
- The STC sends an automated notification to the County Clerk's Missouri Secretary of State (SOS) email address with instructions to review certification and amended certification on the STC's website at <a href="https://stc.mo.gov">https://stc.mo.gov</a>.
- The STC does not certify to school districts.



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### Slide 2 STC Certification

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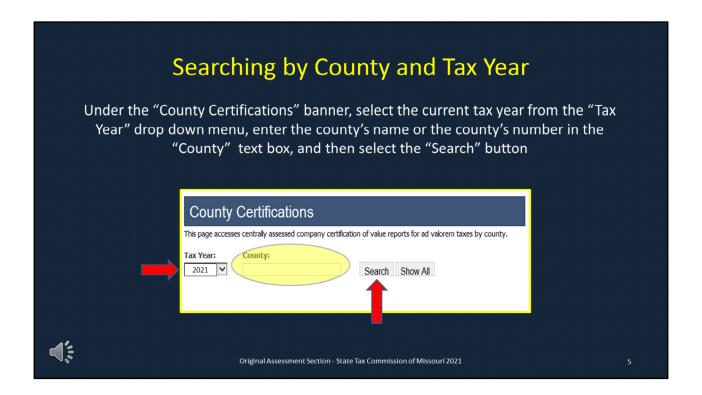
### Slide 3 Navigate to the State Certification

To navigate to the certification, select the tab for the "Clerks" section and then the "Certifications" link.



## Slide 4 Certification by Tax Year and by County

Under the "Certifications by Tax Year" banner, select the "Certifications by: County" link.



## Slide 5 Searching by County and Tax Year

Under the "County Certifications" banner, select the current tax year from the "Tax Year" drop down menu, enter the county's name or the county's number in the "County" text box, and then select the "Search" button.



### Slide 6 Viewing the County Certification Report

The most current Certification or Amended Certification appears at the top of the list. The Amendment column with the "Yes" comment displayed, indicates an Amended Certification for that Certification Date. Select the "View" link to view the report.



#### Slide 7 County Certification Report

The County Certification Report displays as a pdf document and can be saved to your computer by selecting the "Save" icon. The County Certification Report may be printed by selecting the "Print" icon.

# **Additional Instructions**

- •The County Clerk should check the STC website each month after certification to check for amended certifications.
- The Original Assessment Section uses preferred email addresses for other correspondence throughout the year.
- For assistance with preferred email address changes, contact Misty Frank at 573-751-1735 or you may send an email to misty.frank@stc.mo.gov.



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# Slide 9 Reaching the Outreach Coordinator

Thank you for viewing the Outreach Training video on Certification. For additional assistance contact Stacey Cowan, the Original Assessment Outreach Training Coordinator, at 573-751-1708. You may also send an email to <a href="mailto:OriginalAssessment@stc.mo.gov">OriginalAssessment@stc.mo.gov</a>.