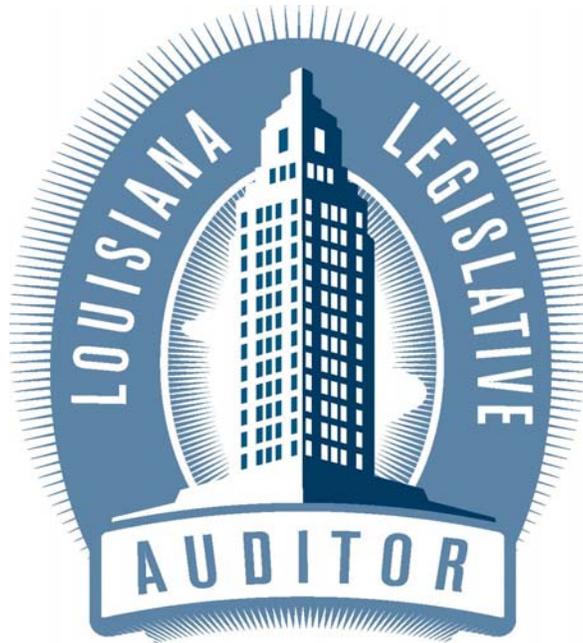


ASSESSORS' ELECTRONIC SUBMISSION PROCESS



Presented by:
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Assessor's Electronic Submission Process

- *Go to the Legislative Auditor's website: www.la.la.gov*
- *Click Local Government*
- *Click Assessors / Millage*
- *Click Assessor's Access to Tax Review Officer*

Internet Login

- *User Name:* _____
- *Password:* _____

Assessor's Electronic Submission Process

- *Left of the Screen:
Online Millage Application*
- *Four menu items:*
 - *Reassessments*
 - *Pension Fund Dollar Amount*
 - *Assessor's Salary Statement*
 - *Max. Millage Report*

Reassessments

- *Click Reassessments*
- *Click New*
- *Quick Directions 1-4*
 - *Step 1: Select a Taxing District*
 - *Click on the down arrow*
 - *All taxes subject to reassessment will be listed alphabetically in the Drop Down Box.*

Reassessments, Step 1

- *The Taxing Districts are described by:*
 - *Name of the District*
 - *Purpose of the Tax*
 - *LLA's Millkey Number*

Reassessments, Step 1 (cont.)

- *Purpose Code*
 - *Two-letter code showing purpose of the tax*
 - *Click on hyperlink to View Purpose Codes for description*
 - *Select a tax from the Drop Down Box*
 - *Message appears "Please wait a moment while the page refreshes"*

Reassessments, Step 1 (cont.)

- *Click OK*
- *After the page refreshes, a Reassessment Form for that District appears with populated fields*
- *The name of the taxing district, the Purpose Code, and the Millkey Number*

Reassessments, Step 1 (cont.)

- *The previous year Millage Levied*
- *Maximum Authorized Levy for the previous year*
- *Enter the Taxable Property Valuation*
- *Enter the Reappraised Taxable Property valuation (previous year's roll, revalued)*

Reassessments, Step 2

- *Click Calculate*
 - *System will insert commas*
 - *The system will calculate the adjusted millage rates and will return to the initial reassessment form screen*
- *Under the Quick Directions, a green check mark is checked to indicate that Steps 1 and 2 have been completed in the 4-step process*

Reassessments, Step 2 (Cont.)

- *Scroll down using the down arrow to the left to view Step 3, "Review your results. When satisfied with the results, click submit."*

Reassessments, Step 3

- *The dollars generated by the tax will show*
- *The adjusted millage rates will show at the bottom of the Reassessment Form in boxes*
- *The third box shows “Maximum Authorized Levy” (prior year’s maximum authorized rate)*

Reassessments, Step 3 (cont.)

- *If reassessment results reflect a decrease in property valuation, the third box or “prior year’s maximum” box will be blank*

Reassessments, Step 3 (cont.)

- *Review your results. When you are satisfied with the Reassessment Form results, click Submit.*
- *Using the down arrow, scroll down to get to the Submit button.*
- *Click Submit.*

Reassessments, Step 3 (cont.)

- *System will take you back to the initial Reassessment Form with the Quick Directions*
 - *The Reassessment Form is NOT submitted to the Legislative Auditor at this time*
 - *The green check mark is in Step 3 of the Quick Directions*

Reassessments, Step 4

- *Using the down arrow, scroll down to the Acknowledgment and the Acknowledge and Submit button*
 - *“By submitting this Reassessment Form for Tax District: Assessment District (AO) (1019014), I acknowledge that I have reviewed all property values and am submitting these values as a basis for ad valorem tax adjustments.”*

Reassessments, Step 4 (cont.)

- *To make the Acknowledgment, click in the box by “I acknowledge . . .”*
- *Click Acknowledge and Submit button*
- *If you do not click in the Acknowledgment box, the system will give a warning to click before you can Acknowledge and Submit*

Reassessments, Step 4 (cont.)

- *System goes to screen “Your Reassessment form has been submitted” (please print this for your records)*
- *The Reassessment Form has a Submission ID number in the upper left corner*

Reassessments

- *Reassessment Forms may be identified by*
 - *LLA's Millkey Number*
 - *Name of the Taxing District*
 - *Submission ID Number*

Reassessments

- *To prepare Reassessment for the next taxing district, click New under Reassessments in the menu to the left*
- *System returns to the initial reassessment screen showing the Quick Directions and the Drop Down box to select the next tax*

Reassessments

- *Districts disappear from the Drop Down box when reassessment is submitted*
- *Drop Down box contains all taxes in alphabetical order that are subject to reassessment*
 - *Parish taxes are shown first*
 - *Then, Municipal taxes*

Reassessments

- *Exempted Municipalities*
 - *Parish General Alimony reassessment must be submitted prior to submission of the reassessment for Exempted Municipalities tax*
 - *System has to perform additional calculations to determine the adjustment on these taxes*

Reassessments

- *Multi-Parish Districts*
 - *Submit the property valuations for your parish*
 - *When all parishes within the multi-parish district have been submitted, the Tax Review Officer will be notified by e-mail*

Reassessments

- *Calculations will be made and approval sent to the Assessors*
- *To view the approved reassessment form, under View Status, click on TRO multi-parish approval receipt*

Reassessments

- *Only taxes that are subject to reassessment will be in the Drop Down box*
 - *No bonds*
 - *No fees, service charges, etc.*
 - *No new taxes*

Reassessments

- *After the Assessor Acknowledges and Submits the reassessment form, the Tax Review Officer receives the form for approval via e-mail*
 - *Notified twice daily by batch mail*
 - *1:00 p.m.*
 - *7:00 a.m.*

Reassessments - Approvals

- *If approval of the reassessment is needed earlier, contact the Tax Review Officer by e-mail or phone*
- *Approvals will be sent out by the Tax Review Officer*
 - *Assessor is notified twice daily by batch mail*
 - *12:00 p.m.*
 - *5:00 p.m.*

Reassessments – Approvals (Cont.)

- *If the Assessor needs to re-submit the reassessment form, Assessor will contact the Tax Review Officer to “Request Revision” on that particular reassessment form*
- *The tax will no longer be in the Drop Down box for the Assessor*

Reassessments, View Status

- *Go to "View Status"*
- *The tax to be resubmitted for reassessment will have a red flag*
- *Click on the link to open the form*
- *Click Edit in the upper left hand corner of the form*
- *Make changes*
- *Follow the Submission process in the "Quick Directions"*

Reassessments, View Status

- *View Status - shows status report*
 - *Shows the year when reassessments were submitted beginning with the current year*
 - *Taxes that have been approved will have a green flag*
 - *Taxes that have been submitted but not approved will have a white flag*

Reassessments, View Status

- *Taxes that have been sent for revision will have a red flag*
- *Multi-parish districts will be shown first*
- *Other parishes within that multi-parish district will be on your site*
- *To view the adjusted rate, click on TRO multi-parish approval*
- *Single Parish districts will be listed alphabetically*

Pension Fund Dollar Amount

- *Click New*
- *Quick Directions 1-3*
- *View Purpose Codes hyperlink*
- *Drop Down Box (Only taxes that pay towards pensions)*
- *Identify tax by millkey no. as shown on parish grand recap*

Pension Fund Dollar Amount

- *Step 1: Select a Tax*
- *Please wait a moment while the page refreshes*
- *Click OK*

Pension Fund Dollar Amount

- *Step 2:*
 - *Enter the Dollars for the Taxpayer Tax and the Homestead Tax (from the Parish Grand Recap Tax Roll)*
 - *Enter Tax Payer Tax dollars and cents*
 - *Enter Homestead Tax dollars and cents*
 - *Commas are inserted by the system*

Pension Fund Dollars Amount

- *Step 2 (cont.): Click Calculate*
- *Page refreshes message; click OK*
- *System will populate the Grand Total Tax*
- *Confirm the total tax matches the total taxes shown on the grand recap*

Pension Fund Dollar Amount

- *Step 2 (cont.):
If taxes are combined on the grand recap, break down the taxes to correspond with what the voters approved or what was statutorily approved*

Pension Fund Dollar Amount

- *Step 3: Scroll down using the down arrow on right-hand side of screen*
- *Click Submit*
- *System shows completed form "Your Form has been Submitted"*

Pension Fund Dollar Amount

- *Step 3 (cont.): Shows Taxing District*
- *Shows Millkey No.*
- *Shows Submission ID Number*
- *Please print for your records*

Pension Fund Dollar Amount

- *Click “New” under the Pension Fund Dollar Amount to go to the next tax*
- *Taxes are deleted from the Drop Down box after submission*
- *View History button shows districts that have been submitted*

Pension Fund Dollar Amount

- *Some districts may remain in the Drop Down Box if no millage was applied to that millkey for the current tax year*
- *When all taxes have been entered from grand recap, confirm totals entered for pensions matches the adjusted totals on the grand recap*

Assessor's Salary Statement

- *Go to the Legislative Auditor's website*
- *Click Local Government; Assessors / Millage*
- *Click Assessor's Salary Statement Form to enter the secure site*

Assessor's Salary

- *OR, Click Assessor's Access to the Tax Review Officer to enter the secured site*
- *At the Online Millage Application screen, click on Assessor's Salary Stmt, New*
- *Read the Quick Directions*

Assessor's Salary

- *The parish population will be populated*
- *Enter the statutory annual compensation based on the population bracket for your parish as shown in R.S. 47:1907*

Assessor's Salary

- *Click yes or no if you are eligible for the 7% certification pay*
- *Click Submit*
- *Another screen will appear*
- *Click in the box to acknowledge*
- *Click Acknowledge and Submit*

Assessor's Salary

- *Another screen will appear that shows the salary statement as submitted*
- *The statement submitted will show the base pay, the certification pay, the 10% personal expense allowance and the total annual compensation*

Assessor's Salary

- *Salary Statements are submitted electronically after filing of the parish tax roll*
- *Salary Statements are approved at the end of the year for the next calendar year*
- *Assessors are notified electronically when the salary statement has been approved*

Max Mill Report

- *Go to Legislative Auditor's website*
- *Click Local Government; Assessors / Millage*
- *Click Assessor's Access to Tax Review Officer to enter the secured site*
- *At the Online Millage Application screen, click Max. Millage Report*

Max Mill Report

- *Print the Max Mill Report*
- *The report shows all millages for the parish and all municipalities*
- *The report shows all of the information about each millage*
- *Taxes are listed by Millkey No.*

Max Mill Report

- *The report is updated as the millage records are updated on our system*
- *Print this report and give a copy to your taxing districts*

Assistance

- *Tax Review Officer*
 - *E-Mail: pjackson@lla.la.gov*
 - *Telephone: (225) 339-3972*
 - *Fax: (225) 339-3986*
 - *Address: 1600 North Third Street
Baton Rouge, Louisiana 70802*
 - *Mailing Address: P. O. Box 94397
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