TAX CYCLE

FIRST YEAR
ASSESSMENT AND LEVY

ASSESSMENT OFFICIALS
TOWNSHIP ASSESSOR
SUPERVISOR OF ASSESSMENTS
BOARD OF REVIEW
STATE PTAB
STATE DOR

ASSESSMENT PROCESS
INITIAL ASSESSMENT
LOCAL REVIEW
INTRA-COUNTY EQUALIZATION
TAXPAYER NOTIFICATION
APPEALS
INTER-COUNTY EQUALIZATION
EXEMPTIONS
NET EQUALIZED VALUATIONS

TAX REQUEST

TAX EXTENSION PROCESS
FUND RATE CALCULATIONS
FUND RATE LIMITATIONS
(LIMITING RATE FOR CAPPED DISTRICTS)
ABATEMENTS AND ADJUSTMENTS
EXTEND TAX FOR EACH P.I.N.
CREATE COLLECTOR’S BOOKS

SECOND YEAR
EXTENSION, BILLING & COLLECTION

BILLING, COLLECTION & DISTRIBUTION
TAX BILL PREPARATION AND MAILING
TWO EQUAL INSTALLMENTS
DUE JUNE AND SEPTEMBER
DISTRIBUTE TAX TO TAXING DISTRICTS

DELINQUENT TAX COLLECTION
APPLICATION FOR JUDGEMENT
TAX SALE AUCTION
JUDGEMENT BOOKS AND CERTIFICATES
SOLD AND FORFEITED PARCELS
DISTRIBUTE PROCEEDS

COUNTY CLERK
COUNTY COLLECTOR/TREASURER
COUNTY COLLECTOR AND COUNTY CLERK

BUDGET / LEVY PARTICIPANTS
TAX DISTRICT OFFICIALS
TAX DISTRICT VOTERS

BUDGET / LEVY PROCESS
BUDGET PREPARATION
PUBLIC BUDGET HEARING
TRUTH IN TAXATION NOTICE AND HEARING
TAX LEVY HEARING
LEVY ADOPTION
LEVY CERTIFICATION BY LAST TUESDAY OF DECEMBER
BOUNDARY CHANGES
TAX INCREASE ELECTIONS
BOND LEVY FILINGS

2007 Edition