

# Cindi A. Sims – Saline County Collector

## Partial and Prepayment Tax Information

1. Always include the account number or parcel number you wish to pay on your check. Prepayments may only be made by filling out the enrollment information in our office.
2. Prepayments will be held in a separate account until bills are generated each year. They will be applied before bills are mailed, and your bill will reflect your outstanding balance. Overpayments MAY NOT be refunded unless there is a change in circumstances and the taxpayer will no longer owe taxes to SALINE COUNTY in the future. Prepayments **cannot be adjusted, refunded, or applied to taxes at any time between March 1 and October 31 each year**. They will be applied to the annual tax bill in late October, and refunds and adjustments will be made one time, after the annual tax bills have been generated. Taxpayers do not earn interest on prepaid money.
3. Partial payments, or payments made on delinquent tax bills will be applied to the oldest bills first. Bills will be processed as PAID in full when the escrow account has adequate funds to cover the most delinquent tax year.
4. **We cannot help you estimate the amount of taxes you will owe.** Please use previous tax bills to estimate the amount you should pre-pay; taking into consideration changes in property you owned, or changes in the levy rates that apply to your address. If you own different property this year than last, you can roughly estimate the taxes using the following calculations:

### PERSONAL PROPERTY

- Market value of property x 33.3% x levies that apply to the address where the property is legally located
  - You can find prior levy totals on your previous tax bills.
  - Example: a car is worth \$10,000 according to the NADA average trade-in value. Multiply \$10,000 x 33.3% to get \$3,300 in assessed value. Then multiply \$3,300 by the levies that apply to the address where the property is legally located. If your total levies (don't forget to include your city if you live inside the city limits) are 9% your tax bill on your \$10,000 car will be \$297.

### RESIDENTIAL REAL ESTATE

- Market value of property x 19% x levies that apply to your address
  - Example: Your home is worth \$180,000 in an open market transaction
  - Multiply \$180,000 x 19% to get an assessed value of \$34,200. Then multiply \$34,200 by the levies that apply to the address of the property. If your total levies (don't forget to include your city if you live inside the city limits) are 9% your tax bill on your \$180,000 house will be \$3,078.

### **COMMERCIAL AND AGRICULTURAL PROPERTY HAVE DIFFERENT ASSESSED VALUE CALCULATIONS AND MAY BE SUBJECT TO ADDITIONAL TAXES**

5. All payments received at any time from any taxpayer will be applied to the **oldest taxes first**. *You may not prepay a future year if you owe taxes from a prior year.*
6. If you use your banks online bill pay to send us a check please request your bank to write **PREPAYMENT** or **PARTIAL PAYMENT** in the memo line. Any online bill payments received in this office with uncertain information will be returned.

7. Money paid to the Collector's office in anticipation of a future tax bill cannot be returned or refunded under any circumstances until the annual bill file is created (October to early November). At that time, account holders will be notified of excess funds and given the opportunity to either request a refund or apply funds to the future tax bill.
8. Taxpayers who are making partial or prepayments **will not earn interest** under any circumstances. All interest earned by the prepayment/partial payment account will offset fee's to operate the account or will be disbursed to the taxing jurisdictions.
9. Prepayments cannot be refunded in most cases. If you are eligible for a refund, a check will be sent to the name and address which we have on file for the partial/prepayment account.
10. If a payment check is returned by the bank for any reason, we will not accept prepayments from that person or on that parcel for a minimum of 3 years from the date the check is returned.
11. If payments are returned or refunded to you for any reason, you still remain fully responsible for your taxes, and you will be responsible for penalties and interest that accrue if taxes are not paid on or before December 31<sup>st</sup> in the year the taxes are due.
12. Payment will be debited **January thru October 31<sup>st</sup>** of the current tax year. At which time current tax bills will be generated and payments will be applied to the tax bill and mailed to the tax payers in mid-November. Unless notified in writing automatic debits will resume in January of the following year.

Pre and Partial Payments are an **OPTIONAL** service provided by this office. If you choose to prepay your tax account, it is **YOUR RESPONSIBILITY to make sure we have good contact information on file for you.** A valid email address would be greatly appreciated. If you provide a phone number and email address, and there is a question about your payment, we will try to contact you to resolve the issue. Lack of accurate contact information may result in your payments being returned to you or held in escrow until we receive further instruction from you.

If you have questions or need additional information please contact our office at 660.886.5104.

**Debit Authorization Form**  
**Cindi A. Sims – Saline County Collector**

I (we) hereby authorize Cindi A. Sims – Saline County Collector, hereinafter called "Collector," to initiate debit entries to my (our) account indicated below and the financial institution named below, hereinafter called "Financial Institution," to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provision of the US law.

Please include a VOIDED check with this authorization.

Taxpayer Name (as it appears on account): \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Type of Account:      Checking            Savings

Desired Payment Amount: \_\_\_\_\_

Date of Monthly Debit Transaction?      1st            15<sup>th</sup>

Start Date: \_\_\_\_\_

This authorization is to remain in full force and effect until Collector has received written notification from me (or any authorized account signer) of its termination in such time and manner as to afford the Collector and Financial Institution a reasonable opportunity to act on the request.

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*SSN*

\_\_\_\_\_  
*Date*

# Escrow Account Info Sheet

Cindi A. Sims – Saline County Collector

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Account:       Personal                       Real Estate

Payment Type:         Auto Debit                       Mail/Drop Off

Priority Pay Setting:    Personal                       Real Estate

Account Number(s) for Credit:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Signature*

*Date*

**Always include the account number, bill number or parcel number you wish to pay on your check. Payments made on delinquent taxes will be applied to the oldest bills first. Prepayments will be applied before bills are mailed. Your tax bill will reflect the total outstanding balance due.**

**Social Security number collected for identification purposes only should this account become dormant and turned over to Unclaimed Property.**