



Prepared by the Office of
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 Polk County Property Appraiser
2023 TAX ROLL / TRIM CALENDAR

| DAY | DATE | WHO | EVENT DESCRIPTION |
|----------------------|-------------------|--------------|--|
| JANUARY 2023 | | | |
| Sunday | January 1, 2023 | PCPA | ASSESSMENT DATE FOR REAL PROPERTY |
| Monday | January 2, 2023 | HOLIDAY | NEW YEAR'S DAY |
| Sunday | January 15, 2023 | DOR | PUBLISH CPI, PROPERTY VALUATION AND INCOME LIMITATION RATES |
| Monday | January 16, 2023 | HOLIDAY | MARTIN LUTHER KING JR., DAY |
| Tuesday | January 31, 2023 | GIS | DEADLINE FOR PRIOR YEAR SALES TO BE ENTERED IN THE CAMA APPLICATION |
| FEBRUARY 2023 | | | |
| Wednesday | February 1, 2023 | PCPA | PCPA MAILS (002-TOTAL & PERMANENT DISABILITY) RENEWALS FOR EXEMPTIONS (BY FEBRUARY 1) [196.011(6)] |
| Wednesday | February 1, 2023 | PCPA | PCPA MAILS TPP WAIVER TO FILE IF ASSESSED VALUE < 25K IN PRIOR YEAR (BY FEBRUARY 1)[FS 196.183] |
| Tuesday | February 28, 2023 | GIS | DEADLINE TO SUBMIT RAILROAD DATA TO DOR |
| MARCH 2023 | | | |
| Wednesday | March 1, 2023 | TAXPAYER | DEADLINE FOR TAXPAYER TO FILE EXEMPTION (EX)/AGRICULTURAL (AG) APPLICATIONS |
| Friday | March 10, 2023 | PCPA | PCPA MAILS INCOME AND EXPENSE LETTERS (TENTATIVE) |
| Wednesday | March 15, 2023 | VAB | FINAL VAB MEETING (TENTATIVE) |
| Wednesday | March 15, 2023 | CAMA | PCPA OFFICE WIDE PRIOR YEAR CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - VAB* (TENTATIVE) |
| Tuesday | March 28, 2023 | PCPA | NOTICE OF CERTIFICATION OF TAX ROLLS PCPA WEBSITE AD - VAB (TENTATIVE)-WITHIN 7 DAYS AFTER PCPA CERT |
| Wednesday | March 29, 2023 | CAMA | PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - GIS/SALES DATA* |
| Friday | March 31, 2023 | CAMA | CURRENT YEAR DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE) (1 PM) |
| APRIL 2023 | | | |
| Saturday | April 1, 2023 | PCPA | PCPA PROVIDES GIS AND SALES DATA TO DOR (DEADLINE IS 04/01) |
| Monday | April 3, 2023 | TAXPAYER | DEADLINE FOR TAXPAYER TO FILE TPP RETURN OR FILE TPP EXTENSION |
| Monday | April 3, 2023 | VAB | TENTATIVE VAB FINAL/APPROVAL FROM DOR |
| Thursday | April 6, 2023 | CAMA | PRIOR YEAR DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE) (8 AM) |
| Friday | April 7, 2023 | HOLIDAY | GOOD FRIDAY |
| MAY 2023 | | | |
| Monday | May 1, 2023 | TAXPAYER | DEADLINE FOR TAXPAYER WITH TPP EXTENSION TO FILE TPP RETURN |
| Monday | May 8, 2023 | PCPA | PROVIDE TRIM FORM MATERIAL DESIGN/CONFIRM VOLUMES TO MAIL VENDOR |
| Friday | May 19, 2023 | PCPA | APPRAISAL DEPT BASE RATE DATA SUBMISSION CUT-OFF (5 PM) - JUNE 1ST ESTIMATES |
| Friday | May 26, 2023 | CAMA | PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - JUNE 1ST ESTIMATES* |
| Monday | May 29, 2023 | HOLIDAY | MEMORIAL DAY |
| Wednesday | May 31, 2023 | PCPA | PCPA MAILS AG CLASSIFICATION DENIAL NOTICE IF AG APPLICATION FILED BY MARCH 1 AND DENIED |
| Wednesday | May 31, 2023 | CAMA | DATABASES AVAILABLE FOR FULL EDITING (11 AM) |
| JUNE 2023 | | | |
| Thursday | June 1, 2023 | PCPA | PCPA PROVIDES NAL/SDF DATA FILES TO DOR FOR IN-DEPTH REVIEW (ONLY EVEN YEARS) |
| Thursday | June 1, 2023 | PCPA | JUNE 1ST ESTIMATES PROVIDED TO TAXING AUTHORITIES* DEADLINE (6/01) |
| Thursday | June 1, 2023 | GIS | DELIVER JUNE 1ST NAL (NAME, ADDR, LEGAL) FILES TO NAV (SPECIAL DISTRICTS) (6/01 ANNUALLY) |
| Monday | June 19, 2023 | PCPA | APPRAISAL/MAPPING DEPT DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL |
| Monday | June 26, 2023 | CAMA | PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL* |
| Friday | June 30, 2023 | TAXPAYER | DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED AG APPLICATION - WITHIN 30 DAYS AFTER MAILING |
| JULY 2023 | | | |
| Saturday | July 1, 2023 | PCPA | CERTIFICATION DATE FOR PRELIMINARY TAX ROLL/ UPDATE ETRIM WITH VALUES - 1ST DAY OF TRIM TIME TABLE |
| Saturday | July 1, 2023 | PCPA | DEADLINE FOR PCPA TO MAIL EXEMPTION DENIAL NOTICE IF EXEMPTION APP FILED BY MARCH 1 AND DENIED |
| Tuesday | July 4, 2023 | HOLIDAY | INDEPENDENCE DAY |
| Wednesday | July 5, 2023 | PCPA | BEGIN REVIEW OF IN-HOUSE TRIM FORMS |
| Wednesday | July 5, 2023 | CAMA | DATABASES AVAILABLE FOR FULL EDITING (11 AM) ** (TENTATIVE BASED ON DOR APPROVAL) |
| Monday | July 10, 2023 | PCPA | PCPA PROVIDES TEST DATA TO MAIL VENDOR--UPLOAD TO MAIL VENDOR FTP SITE |
| Friday | July 14, 2023 | BOCC | TRIM MAIL VENDOR WILL INVOICE FOR TRIM POSTAGE |
| Friday | July 14, 2023 | SPECIAL DIST | DEADLINE FOR NAV DISTRICTS TO PROVIDE TRIM DATA TO PCPA (5PM) |
| Monday | July 17, 2023 | PCPA | MAPPING DEPT DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE |
| Thursday | July 20, 2023 | MAIL VENDOR | TRIM MAIL VENDOR PROVIDES TEST SAMPLES TO PCPA |
| Monday | July 24, 2023 | PCPA | APPRAISAL/LAND SPLIT & COMBINE DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE |
| Tuesday | July 25, 2023 | PCSB | SCHOOL BOARD TENTATIVE BUDGET PUBLIC HEARING (5:01 PM) |
| Thursday | July 27, 2023 | PCPA | PROVIDE TRIM TEST SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM) |
| Friday | July 28, 2023 | BOCC / PCSB | PROVIDE APPROVAL FOR TRIM TEST SAMPLES TO PCPA (4:30 PM) |
| Monday | July 31, 2023 | GIS | NAV PROCESSING MUST BE COMPLETED BY 5PM |
| Monday | July 31, 2023 | CAMA | PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE * |

AUGUST 2023

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| Tuesday | August 1, 2023 | TAXPAYER | DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED EXEMPTION APPLICATION |
| Thursday | August 3, 2023 | PCPA | SIGN OFF ON TRIM TEST SAMPLES PROVIDED BY MAIL VENDOR (9:30 AM) *** |
| Friday | August 4, 2023 | TAXING AUTH | ETRIM DEADLINE: PROP/ROLLBACK MILLAGE (DR-420) SUBMITTED (2 PM) - 35TH DAY OF TRIM TIME TABLE |
| Friday | August 4, 2023 | BOCC | POSTAGE FOR TRIM MAILING DUE (4 PM) |
| Monday | August 7, 2023 | PCPA | PCPA PROVIDES FINAL LIVE DATA TO TRIM MAIL VENDOR (5 PM) |
| Thursday | August 10, 2023 | MAIL VENDOR | TRIM MAIL VENDOR PROVIDES PCPA WITH LIVE TRIM SAMPLES (9 AM) |
| Thursday | August 10, 2023 | PCPA | PCPA PROVIDES LIVE TRIM SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM) |
| Friday | August 11, 2023 | BOCC / PCSB | PROVIDE APPROVAL FOR TRIM LIVE SAMPLES TO PCPA (3 PM) |
| Friday | August 11, 2023 | PCPA | PCPA PROVIDES VAB DATABASE VIEW (V_PCPA_VAB_AXIA_IMPORT_CNTY) TO VALUE ADJUSTMENT BOARD |
| Friday | August 11, 2023 | PCPA | PCPA PROVIDE LIVE DATA SIGN OFF TO TRIM MAIL VENDOR (4 PM) |
| Friday | August 11, 2023 | CAMA | DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE)(8 AM) // RECALC TRIM AVAILABLE TO CORRECTIONS GROUP |
| Friday | August 11, 2023 | PCPA | TRIM DATA AVAILABLE ON THE PROPERTY APPRAISER WEBSITE |
| Thursday | August 17, 2023 | PCPA | TRIM NOTICE MAIL OUT DATE - WITHIN 55 DAYS OF TRIM TIME TABLE |
| Friday | August 18, 2023 | PCPA | PCPA PROVIDES TEST DATA TO TAX COLLECTOR |

SEPTEMBER 2023

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|---------|--------------------|--------------|--|
| Monday | September 4, 2023 | HOLIDAY | LABOR DAY |
| Tuesday | September 5, 2023 | PCSB | SCHOOL BOARD FINAL BUDGET PUBLIC HEARING (5:01 PM) |
| Monday | September 11, 2023 | TAXPAYER | DEADLINE FOR TAXPAYER TO FILE PETITIONS WITH VAB - 25 DAYS AFTER TRIM MAIL OUT |
| Monday | September 11, 2023 | SPECIAL DIST | BOCC NAV PUBLIC HEARING (6PM) |
| Monday | September 11, 2023 | BOCC | BOCC TENTATIVE BUDGET PUBLIC HEARING (6 PM) |
| Friday | September 15, 2023 | SPECIAL DIST | DEADLINE FOR NAV DISTRICTS TO PROVIDE FINAL DATA TO PCPA (5 PM) |
| Monday | September 18, 2023 | PCPA | MAPPING DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL |
| Monday | September 18, 2023 | BOCC | BOCC FINAL BUDGET PUBLIC HEARING (6 PM) |
| Monday | September 25, 2023 | PCPA | APPRAISAL/LAND/SPLIT/COMBINE DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL |

OCTOBER 2023

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| Sunday | October 1, 2023 | TAXPAYER | DEADLINE TO PURCHASE OR RENEW MOBILE HOME DECALS |
| Monday | October 2, 2023 | CAMA | PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL* |
| Monday | October 2, 2023 | GIS | NAV PROCESSING MUST BE COMPLETED BY 5PM |
| Friday | October 6, 2023 | PCPA | ETRIM DEADLINE: PCPA CERTIFIES FINAL TAXABLE VALUE (DR 422) TO TAXING AUTHORITY (2 PM) |
| Wednesday | October 11, 2023 | GIS | BALANCE NAV & CRA REPORTS AFTER (2 PM) |
| Wednesday | October 11, 2023 | TAXING AUTH | ETRIM DEADLINE: TAX AUTH CERTIFY FINAL MILL (DOR 422) TO PCPA (2 PM) - 103RD DAY OF TRIM TIME TABLE |
| Friday | October 13, 2023 | PCPA | PCPA CERTIFIES FINAL TAX ROLL TO TAX COLLECTOR AND DOR (DR-403/408/408A) |
| Friday | October 13, 2023 | PCPA | NOTICE OF CERTIFICATION OF TAX ROLLS PCPA WEBSITE ADVERTISEMENT - WITHIN 7 DAYS AFTER PCPA CERTIFICATION |
| Thursday | October 19, 2023 | CAMA | 2023/2024 DBs AVAILABLE FOR DEPARTMENTAL REVIEW READ ONLY UNTIL 12 PM (TENTATIVE BASED ON DOR APPROVAL) |
| Friday | October 20, 2023 | PCPA | DEADLINE TO PUBLISH NOTICE OF CERTIFICATION OF TAX ROLL (MEDIA, WEBSITE, OFFICE) |
| Friday | October 27, 2023 | TAX COLLECTOR | TAX COLLECTOR MAILS TAX BILLS (TENTATIVE) |

NOVEMBER & DECEMBER 2023

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|------------|-------------------|---------|-----------------------|
| Friday | November 10, 2023 | HOLIDAY | VETERANS DAY |
| Thur / Fri | Nov 23 & 24, 2023 | HOLIDAY | THANKSGIVING HOLIDAYS |
| Mon/Tues | Dec 25 & 26, 2023 | HOLIDAY | CHRISTMAS HOLIDAYS |

* CAMA Apps in Restricted Edit Mode

** Pending DOR and/or Tax Collector's Approval

*** There should be no further changes to data/text after this date. Preparation for live production will begin.

Includes BoCC (Finance, Fire, Lighting, Waste Resource) and School Board.

Acronyms: DB - Database // NAL - Name, Address, Legal // NAV - Non Ad-Valorem // PCPA - Polk County Property Appraiser // OFC - Office
PCSB - Polk County School Board // TPP - Tangible Personal Property // VAB - Value Adjustment Board // GIS - Geographic Information System