



Prepared by the Office of
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 Polk County Property Appraiser
2024 TAX ROLL / TRIM CALENDAR

DAY	DATE	WHO	EVENT DESCRIPTION
JANUARY 2024			
Monday	January 1, 2024	PCPA	ASSESSMENT DATE FOR REAL PROPERTY
Mon/Tues	January 1 & 2, 2024	HOLIDAY	NEW YEAR'S
Monday	January 15, 2024	DOR	PUBLISH CPI, PROPERTY VALUATION AND INCOME LIMITATION RATES
Monday	January 15, 2024	HOLIDAY	MARTIN LUTHER KING JR., DAY
FEBRUARY 2024			
Thursday	February 1, 2024	PCPA	PCPA MAILS (002-TOTAL & PERMANENT DISABILITY) RENEWALS FOR EXEMPTIONS (BY FEBRUARY 1) [196.011(6)]
Thursday	February 1, 2024	PCPA	PCPA MAILS SENIOR INCOME LIMIT RENEWALS FOR EXEMPTIONS [196.075(3)] - DEADLINE 05/01
Thursday	February 1, 2024	PCPA	PCPA MAILS NOTICE TO TAXPAYER WHOSE TPP RETURN WAS WAIVED IN THE PREVIOUS YEAR (BY FEBRUARY 1)[FS 196.183]
Thursday	February 1, 2024	PCPA	PCPA MAILS NOTICE TO TAXPAYER TO FILE TANGIBLE RETURN - DEADLINE 4/01
Thursday	February 1, 2024	PCPA	PCPA MAILS NOTICE TO TAXPAYER FOR TANGIBLE PERSONAL PROPERTY DECREASE IN PRODUCTION OR MANUFACTURING
Thursday	February 1, 2024	PCPA	PCPA APPRAISAL DEPARTMENT CHECK PRIOR YEAR SALES TRENDS AND TIME ADJUSTMENT RATE
Wednesday	February 28, 2024	GIS	DEADLINE TO SUBMIT RAILROAD DATA TO DOR
MARCH 2024			
Friday	March 1, 2024	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE EXEMPTION (EX) AND AGRICULTURAL (AG) APPLICATIONS
Friday	March 8, 2024	PCPA	PCPA MAILS INCOME AND EXPENSE LETTERS (TENTATIVE)
Friday	March 15, 2024	VAB	FINAL VAB MEETING (TENTATIVE)
Thursday	March 28, 2024	GIS	DEADLINE FOR PRIOR YEAR SALES TO BE ENTERED IN THE CAMA APPLICATION
Thursday	March 28, 2024	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - GIS/SALES DATA*
Friday	March 29, 2024	Holiday	GOOD FRIDAY
APRIL 2024			
Monday	April 1, 2024	CAMA	CURRENT YEAR DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE) (8 AM)
Monday	April 1, 2024	PCPA	PCPA PROVIDES GIS AND SALES DATA TO DOR (DEADLINE IS 04/01)
Monday	April 1, 2024	CAMA	PCPA OFFICE WIDE PRIOR YEAR CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - VAB* (TENTATIVE)
Monday	April 1, 2024	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE TPP RETURN OR FILE TPP EXTENSION
Friday	April 5, 2024	PCPA	PCPA CERTIFIES VAB FINAL TAX ROLL TO TAX COLLECTOR AND DOR (DR-403/408A)
Friday	April 5, 2024	PCPA	POST VAB NOTICE OF CERTIFICATION OF TAX ROLLS ON PCPA WEBSITE - WITHIN 7 DAYS AFTER PCPA CERTIFICATION
Monday	April 8, 2024	VAB	VAB FINAL/APPROVAL FROM DOR (TENTATIVE)
Monday	April 8, 2024	CAMA	PRIOR YEAR DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE) (8 AM)
MAY 2024			
Wednesday	May 1, 2024	TAXPAYER	DEADLINE FOR TAXPAYER WITH TPP EXTENSION TO FILE TPP RETURN
Wednesday	May 8, 2024	PCPA	PROVIDE TRIM FORM MATERIAL DESIGN/CONFIRM VOLUMES TO MAIL VENDOR
Wednesday	May 22, 2024	PCPA	APPRAISAL DEPARTMENT BASE RATE DATA SUBMISSION CUT-OFF (5 PM) - JUNE 1ST ESTIMATES
Monday	May 27, 2024	HOLIDAY	MEMORIAL DAY
Wednesday	May 29, 2024	PCPA	PCPA MAILS AG CLASSIFICATION DENIAL NOTICE IF AG APPLICATION FILED BY MARCH 1 AND DENIED
Wednesday	May 29, 2024	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - JUNE 1ST ESTIMATES*
Friday	May 31, 2024	CAMA	DATABASES AVAILABLE FOR FULL EDITING (11 AM)
JUNE 2024			
Saturday	June 1, 2024	PCPA	PCPA PROVIDES NAL/SDF DATA FILES TO DOR FOR IN-DEPTH REVIEW (ONLY EVEN YEARS)
Saturday	June 1, 2024	PCPA	JUNE 1ST ESTIMATES PROVIDED TO TAXING AUTHORITIES* DEADLINE (6/01)
Saturday	June 1, 2024	GIS	DELIVER JUNE 1ST NAL (NAME, ADDR, LEGAL) FILES TO NAV (SPECIAL DISTRICTS) (6/01 ANNUALLY)
Tuesday	June 18, 2024	PCPA	APPRAISAL/MAPPING DEPARTMENT DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL
Tuesday	June 25, 2024	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL*
Friday	June 28, 2024	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED AG APPLICATION - WITHIN 30 DAYS AFTER MAILING
JULY 2024			
Monday	July 1, 2024	PCPA	CERTIFICATION DATE FOR PRELIMINARY TAX ROLL/ UPDATE ETRIM WITH VALUES - 1ST DAY OF TRIM TIME TABLE
Monday	July 1, 2024	PCPA	DEADLINE FOR PCPA TO MAIL EXEMPTION DENIAL NOTICE IF EXEMPTION APP FILED BY MARCH 1 AND DENIED
Monday	July 1, 2024	PCPA	DEADLINE FOR COMBINE OR SPLIT PROPERTY REQUESTS CURRENT TAX ROLL
Monday	July 1, 2024	CAMA	DATABASES AVAILABLE FOR FULL EDITING (11 AM) ** (TENTATIVE BASED ON DOR APPROVAL)
Thursday	July 4, 2024	HOLIDAY	INDEPENDENCE DAY
Friday	July 5, 2024	PCPA	BEGIN REVIEW OF IN-HOUSE TRIM FORMS
Wednesday	July 10, 2024	PCPA	PCPA PROVIDES TEST DATA TO MAIL VENDOR--UPLOAD TO MAIL VENDOR FTP SITE
Friday	July 12, 2024	SPECIAL DIST	DEADLINE FOR NAV DISTRICTS TO PROVIDE TRIM DATA TO PCPA (5PM)
Monday	July 15, 2024	BOCC	TRIM MAIL VENDOR WILL INVOICE FOR TRIM POSTAGE
Wednesday	July 17, 2024	PCPA	MAPPING DEPARTMENT DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE
Friday	July 19, 2024	MAIL VENDOR	TRIM MAIL VENDOR PROVIDES TEST SAMPLES TO PCPA
Tuesday	July 23, 2024	PCSB	SCHOOL BOARD TENTATIVE BUDGET PUBLIC HEARING (5:01 PM)
Wednesday	July 24, 2024	PCPA	APPRAISAL/LAND SPLIT & COMBINE DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE
Thursday	July 25, 2024	PCPA	PROVIDE TRIM TEST SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Friday	July 26, 2024	BOCC / PCSB	PROVIDE APPROVAL FOR TRIM TEST SAMPLES TO PCPA (4:30 PM)
Wednesday	July 31, 2024	GIS	NAV PROCESSING MUST BE COMPLETED BY 5PM
Wednesday	July 31, 2024	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE *

AUGUST 2024

Thursday	August 1, 2024	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED EXEMPTION APPLICATION
Friday	August 2, 2024	PCPA	SIGN OFF ON TRIM TEST SAMPLES PROVIDED BY MAIL VENDOR (9:30 AM) ***
Friday	August 2, 2024	TAXING AUTH	ETRIM DEADLINE: PROP/ROLLBACK MILLAGE (DR-420) SUBMITTED (2 PM)
Monday	August 5, 2024	BOCC	POSTAGE FOR TRIM MAILING DUE (4 PM)
Monday	August 5, 2024	PCPA	PCPA PROVIDES FINAL LIVE DATA TO TRIM MAIL VENDOR (5 PM)
Thursday	August 8, 2024	MAIL VENDOR	TRIM MAIL VENDOR PROVIDES PCPA WITH LIVE TRIM SAMPLES (9 AM)
Thursday	August 8, 2024	PCPA	PCPA PROVIDES LIVE TRIM SAMPLES TO BOCC / SCHOOL BOARD (11:00 AM)
Friday	August 9, 2024	BOCC / PCSB	PROVIDE APPROVAL FOR TRIM LIVE SAMPLES TO PCPA (9 AM)
Friday	August 9, 2024	PCPA	PCPA PROVIDES VAB DATABASE VIEW (V_PCPA_VAB_AXIA_IMPORT_CNTY) TO VALUE ADJUSTMENT BOARD
Friday	August 9, 2024	CAMA	DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE)(11 AM) // RECALC TRIM AVAILABLE TO CORRECTIONS GROUP
Friday	August 9, 2024	PCPA	PCPA PROVIDE LIVE DATA SIGN OFF TO TRIM MAIL VENDOR (4 PM)
Friday	August 9, 2024	PCPA	TRIM DATA AVAILABLE ON THE PROPERTY APPRAISER WEBSITE
Friday	August 16, 2024	PCPA	TRIM NOTICE MAIL OUT DATE - WITHIN 55 DAYS OF TRIM TIME TABLE
Monday	August 19, 2024	PCPA	PCPA PROVIDES TEST DATA TO TAX COLLECTOR

SEPTEMBER 2024

Monday	September 2, 2024	HOLIDAY	LABOR DAY
Tuesday	September 3, 2024	PCSB	SCHOOL BOARD FINAL BUDGET PUBLIC HEARING (5:01 PM)
Monday	September 9, 2024	SPECIAL DIST	BOCC NAV PUBLIC HEARING (6PM)
Monday	September 9, 2024	BOCC	BOCC TENTATIVE BUDGET PUBLIC HEARING (6 PM)
Tuesday	September 10, 2024	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITIONS WITH VAB - 25 DAYS AFTER TRIM MAIL OUT
Friday	September 13, 2024	SPECIAL DIST	DEADLINE FOR NAV DISTRICTS TO PROVIDE FINAL DATA TO PCPA (5 PM)
Monday	September 16, 2024	BOCC	BOCC FINAL BUDGET PUBLIC HEARING (6 PM)
Thursday	September 19, 2024	PCPA	MAPPING DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL
Thursday	September 26, 2024	PCPA	APPRAISAL/LAND/SPLIT/COMBINE DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL

OCTOBER 2024

Thursday	October 3, 2024	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL*
Thursday	October 3, 2024	GIS	NAV PROCESSING MUST BE COMPLETED BY 5PM
Tuesday	October 8, 2024	PCPA	ETRIM DEADLINE: PCPA CERTIFIES FINAL TAXABLE VALUE (DR 422) TO TAXING AUTHORITY (10 AM)
Friday	October 11, 2024	GIS	BALANCE NAV & CRA REPORTS AFTER (10 AM)
Friday	October 11, 2024	TAXING AUTH	ETRIM DEADLINE: TAX AUTH CERTIFY FINAL MILL (DOR 422) TO PCPA (10 AM) - 103RD DAY OF TRIM TIME TABLE
Monday	October 14, 2024	PCPA	PCPA CERTIFIES FINAL TAX ROLL TO TAX COLLECTOR AND DOR (DR-403/408/408A)
Monday	October 14, 2024	PCPA	POST NOTICE OF CERTIFICATION OF TAX ROLLS ON PCPA WEBSITE - WITHIN 7 DAYS AFTER PCPA CERTIFICATION
Friday	October 18, 2024	CAMA	2024/2025 DBs AVAILABLE FOR DEPARTMENTAL REVIEW READ ONLY UNTIL 12 PM **
Monday	October 21, 2024	PCPA	DEADLINE TO PUBLISH NOTICE OF CERTIFICATION OF TAX ROLL (MEDIA, WEBSITE, OFFICE)
Monday	October 28, 2024	TAX COLLECTOR	TAX COLLECTOR MAILES TAX BILLS (TENTATIVE)

NOVEMBER & DECEMBER 2024

Monday	November 11, 2024	HOLIDAY	VETERANS DAY
Thur / Fri	November 28 & 29, 2024	HOLIDAY	THANKSGIVING HOLIDAYS
Tues/Wed	December 24 & 25, 2024	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