



Prepared by the Office of  
**Marsha M. Faux, CFA, ASA**  
 Polk County Property Appraiser  
**2019 TAX ROLL / TRIM CALENDAR**

DAY	DATE	WHO	EVENT DESCRIPTION
<b>JANUARY 2019</b>			
Tuesday	January 1, 2019	OFC HOLIDAY	NEW YEAR'S DAY
Tuesday	January 1, 2019	PCPA	ASSESSMENT DATE FOR REAL PROPERTY
Monday	January 21, 2019	OFC HOLIDAY	MARTIN LUTHER KING JR., DAY
Thursday	January 31, 2019	PCPA	DEADLINE FOR PRIOR YEAR SALES TO BE ENTERED IN THE CAMA APP
<b>FEBRUARY 2019</b>			
Friday	February 1, 2019	TAXPAYER	PCPA MAILS TPP WAIVER TO FILE IF ASD VALUE < 25K IN PRIOR YEAR (FS 196.183)
Monday	February 18, 2019	OFC CLOSING	PCPA OFFICE CLOSED (OFFICE WIDE TRAINING) - PRESIDENT'S DAY
<b>MARCH 2019</b>			
Friday	March 1, 2019	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE EXEMPTION (EX) /AGRICULTURAL (AG) APPS
Friday	March 29, 2019	CAMA EDITS	OFC WIDE CAMA APP WEEKEND ONLY CUT-OFF (5 PM) - GIS/SALES DATA TO DOR
<b>APRIL 2019</b>			
Monday	April 1, 2019	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE TPP RETURN OR FILE TPP EXTENSION
Monday	April 1, 2019	PCPA	PCPA PROVIDES GIS AND SALES DATA TO DOR (DEADLINE IS 04/01/2019)
Friday	April 19, 2019	OFC HOLIDAY	GOOD FRIDAY
<b>MAY 2019</b>			
Wednesday	May 1, 2019	TAXPAYER	DEADLINE FOR TAXPAYER WITH TPP EXTENSION TO FILE TPP RETURN
Wednesday	May 15, 2019	PCPA	PROVIDE TRIM FORM MATERIAL/CONFIRMS VOLUME TO MAIL VENDOR
Wednesday	May 22, 2019	TAXPAYER	PCPA MAILS AG CLASS DENIAL NOTICE IF AG APP FILED BY MARCH 1 AND DENIED
Friday	May 24, 2019	PCPA	APPRAISAL DEPT DATA SUBMISSION CUT-OFF (5 PM) - JUNE 1ST ESTIMATES
Monday	May 27, 2019	OFC HOLIDAY	MEMORIAL DAY
Wednesday	May 29, 2019	CAMA EDITS	OFC WIDE CAMA APP DATA EDIT CUT-OFF (5 PM) - JUNE 1ST ESTIMATES*
Friday	May 31, 2019	TAXING AUTH	JUNE 1ST EST PROVIDED TO TAXING AUTH* (DEADLINE IS 06/01/2019)
Friday	May 31, 2019	SPECIAL DIST	PCPA DEADLINE TO PROVIDE NAL FILE TO SPECIAL DISTRICTS (06/01 ANNUALLY)
Friday	May 31, 2019	CAMA EDITS	DATABASES AVAILABLE FOR FULL EDITING (11 AM)
<b>JUNE 2019</b>			
Monday	June 17, 2019	PCPA	APPRAISAL/MAP DEPT DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL
Wednesday	June 19, 2019	PCPA	PCPA PROVIDES TEST DATA TO TRIM MAIL VENDOR
Friday	June 21, 2019	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED AG APPLICATION
Monday	June 24, 2019	CAMA EDITS	OFC WIDE CAMA APP DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL*
<b>JULY 2019</b>			
Monday	July 1, 2019	TAXING AUTH	CERTIFICATION DATE FOR PRELIM TAX ROLL/ UPDATE ETRIM WITH VALUES
Monday	July 1, 2019	TAXPAYER	PCPA MAILS EX DENIAL NOTICE IF EXEMPTION APP FILED BY MARCH 1 AND DENIED
Thursday	July 4, 2019	OFC HOLIDAY	INDEPENDENCE DAY
Friday	July 5, 2019	PCPA	BEGIN REVIEW OF IN-HOUSE TRIM FORMS
Monday	July 8, 2019	CAMA EDITS	DATABASES AVAILABLE FOR FULL EDITING (11 AM) **
Wednesday	July 17, 2019	BOCC	TRIM MAIL VENDOR WILL INVOICE FOR TRIM POSTAGE
Wednesday	July 17, 2019	PCPA	MAPPING DEPT DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE
Friday	July 19, 2019	PCPA	TRIM MAIL VENDOR PROVIDES TEST SAMPLES TO PCPA
Friday	July 19, 2019	SPECIAL DIST	DEADLINE FOR NAV DISTRICTS TO PROVIDE TRIM DATA TO PCPA (5PM)
Wednesday	July 24, 2019	PCPA	APPRAISAL/LAND SPLIT & COMBINE DATA EDIT CUT-OFF (5 PM)
Monday	July 29, 2019	PCPA	PROVIDE TRIM TEST SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Tuesday	July 30, 2019	CAMA EDITS	OFC WIDE CAMA APP DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE *
Tuesday	July 30, 2019	PCSB	SCHOOL BOARD TENTATIVE BUDGET PUBLIC HEARING (5:01 PM)
Wednesday	July 31, 2019	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED EXEMPTION APPLICATION
Wednesday	July 31, 2019	BOCC / PCSB	PROVIDE APPROVAL FOR TRIM TEST SAMPLES TO PCPA (10 AM)
<b>AUGUST 2019</b>			
Thursday	August 1, 2019	PCPA	SIGN OFF ON TRIM TEST SAMPLES PROVIDED BY MAIL VENDOR (4:30 PM) ***
Friday	August 2, 2019	TAXING AUTH	ETRIM DEADLINE: PROP/ROLLBACK MILLAGE (DR-420) SUBMITTED (2 PM)
Monday	August 5, 2019	BOCC	POSTAGE FOR TRIM MAILING DUE (4 PM)
Monday	August 5, 2019	PCPA	PCPA PROVIDES FINAL LIVE DATA TO TRIM MAIL VENDOR (5 PM)
Wednesday	August 7, 2019	PCPA	TRIM MAIL VENDOR PROVIDES PCPA WITH LIVE TRIM SAMPLES (2 PM)
Wednesday	August 7, 2019	BOCC / PCSB	PCPA PROVIDES LIVE TRIM SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Thursday	August 8, 2019	BOCC / PCSB	PROVIDE APPROVAL FOR TRIM LIVE SAMPLES TO PCPA (3 PM)
Friday	August 9, 2019	PCPA	PCPA PROVIDE LIVE DATA SIGN OFF TO TRIM MAIL VENDOR (4 PM)
Monday	August 12, 2019	CAMA EDITS	DB AVAILABLE FOR FULL EDITING (8 AM) // RECALC TRIM FOR CORR GROUP
Monday	August 12, 2019	TAXPAYER	TRIM DATA AVAILABLE ON THE PROPERTY APPRAISER WEBSITE
Thursday	August 15, 2019	VAB	PCPA PROVIDES VAB DB VIEW (V_PCPA_AXIA_IMPORT_CNTY) TO VAB
Friday	August 16, 2019	TAXPAYER	TRIM NOTICE MAIL OUT DATE



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DAY	DATE	WHO	EVENT DESCRIPTION
<b>SEPTEMBER 2019</b>			
Monday	September 2, 2019	OFC HOLIDAY	LABOR DAY
Tuesday	September 3, 2019	PCSB	SCHOOL BOARD FINAL BUDGET PUBLIC HEARING (5:01 PM)
Monday	September 9, 2019	BOCC	BOCC TENTATIVE BUDGET PUBLIC HEARING (6 PM)
Tuesday	September 10, 2019	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITIONS WITH VAB
Friday	September 13, 2019	SPECIAL DIST	DEADLINE FOR NAV DISTRICTS TO PROVIDE FINAL DATA TO PCPA (5 PM)
Monday	September 16, 2019	BOCC	BOCC FINAL BUDGET PUBLIC HEARING (6 PM)
Wednesday	September 25, 2019	PCPA	APPRAISAL / MAPPING DEPT DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL
<b>OCTOBER 2019</b>			
Monday	October 1, 2019	TAXPAYER	DEADLINE TO PURCHASE OR RENEW MOBILE HOME DECALS
Wednesday	October 2, 2019	CAMA EDITS	OFC WIDE CAMA APP DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL *
Tuesday	October 8, 2019	TAXING AUTH	ETRIM DEADLINE: PCPA CERTIFIES FINAL TAX VAL (DR 422) TO TAX AUTH (2 PM)
Friday	October 11, 2019	TAXING AUTH	ETRIM DEADLINE: TAX AUTH CERTIFY FINAL MILL (DOR 422) TO PCPA (2 PM)
Monday	October 14, 2019	PCPA	PCPA CERTIFIES FINAL TAX ROLL TO TAX COLL AND DOR (DR-403/408/408A)
Thursday	October 17, 2019	PCPA	2020 DATABASES AVAILABLE FOR REVIEW (READ ONLY STATUS - 12 PM)**
Thursday	October 17, 2019	CAMA EDITS	2019/20 DB AVAILABLE FOR FULL EDITING AFTER 12 PM**
Monday	October 21, 2019	PCPA	DEADLINE TO PUBLISH NOTICE OF CERT OF TAX ROLL (MEDIA, WEB, OFC, PAPER)
Tuesday	October 29, 2019	TAX COLL	TENTATIVE DATE: TAX COLLECTOR MAILS TAX BILLS
<b>NOVEMBER &amp; DECEMBER 2019</b>			
Monday	November 11, 2019	OFC HOLIDAY	VETERANS DAY
Thur / Fri	Nov 28 & 29, 2019	OFC HOLIDAY	THANKSGIVING HOLIDAYS
Tues / Wed	Dec 24 & 25, 2019	OFC 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 //  
 PCSB - Polk County School Board // TPP - Tangible Personal Property // VAB - Value Adjustment Board // OFC - Office

CAMA EDITS (EDITORS): PCPA Staff, Fire Services and Solid Waste Staff that edit the CAMA database (WinRDE / WinTDE)

PCPA OFFICE HOLIDAY / CLOSING

SPECIAL DISTRICT EVENT

TAXING AUTH EVENT: Includes BoCC/PCSB/TAX COLL/VAB

TAXPAYER EVENT