



Prepared by the Office of  
**Marsha M. Faux, CFA, ASA**  
 Polk County Property Appraiser  
**2021 TAX ROLL / TRIM CALENDAR**

DAY	DATE	WHO	EVENT DESCRIPTION
<b>JANUARY 2021</b>			
Friday	January 1, 2021	PCPA HOLIDAY	NEW YEAR'S DAY
Friday	January 1, 2021	PCPA	ASSESSMENT DATE FOR REAL PROPERTY
Friday	January 15, 2021	DOR	PUBLISH CPI, PROPERTY VALUATION AND INCOME LIMITATION RATES
Monday	January 18, 2021	PCPA HOLIDAY	MARTIN LUTHER KING JR., DAY
Sunday	January 31, 2021	PCPA	DEADLINE FOR PRIOR YEAR SALES TO BE ENTERED IN THE CAMA APP
<b>FEBRUARY 2021</b>			
Monday	February 1, 2021	PCPA	PCPA MAILS (002) RENEWALS FOR EXEMPTIONS (BY FEBRUARY 1) [196.011(6)]
Monday	February 1, 2021	PCPA	PCPA MAILS TPP WAIVER TO FILE IF ASD VALUE < 25K IN PRIOR YEAR (BY FEBRUARY 1)[FS 196.183]
Friday	February 26, 2021	PCPA	DEADLINE TO SUBMIT RAILROAD DATA TO DOR
<b>MARCH 2021</b>			
Monday	March 1, 2021	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE EXEMPTION (EX)/AGRICULTURAL (AG) APPS
Friday	March 26, 2021	CAMA EDITS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - GIS/SALES DATA*
Monday	March 29, 2021	CAMA EDITS	DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE) (1 PM)
<b>APRIL 2021</b>			
Thursday	April 1, 2021	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE TPP RETURN OR FILE TPP EXTENSION
Thursday	April 1, 2021	PCPA	PCPA PROVIDES GIS AND SALES DATA TO DOR (DEADLINE IS 04/01)
Thursday	April 1, 2021	CAMA EDITS	PCPA OFFICE WIDE PRIOR YEAR CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - VAB* (TENTATIVE)
Friday	April 2, 2021	VAB	FINAL VAB MEETING
Friday	April 2, 2021	OFC HOLIDAY	GOOD FRIDAY
Wednesday	April 14, 2021	PCPA	NOTICE OF CERTIFICATION OF TAX ROLLS NEWSPAPER ADVERTISEMENT (TENTATIVE)
Wednesday	April 14, 2021	VAB	TENTATIVE VAB FINAL/APPROVAL FROM DOR
Monday	April 19, 2021	CAMA EDITS	PRIOR YEAR DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE) (8 AM)
<b>MAY 2021</b>			
Monday	May 3, 2021	TAXPAYER	DEADLINE FOR TAXPAYER WITH TPP EXTENSION TO FILE TPP RETURN
Friday	May 14, 2021	PCPA	PROVIDE TRIM FORM MATERIAL/CONFIRMS VOLUME TO MAIL VENDOR
Wednesday	May 19, 2021	PCPA	APPRAISAL DEPT AND BASE RATE DATA SUBMISSION CUT-OFF (5 PM) - JUNE 1ST ESTIMATES
Wednesday	May 26, 2021	CAMA EDITS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - JUNE 1ST ESTIMATES*
Friday	May 28, 2021	CAMA EDITS	DATABASES AVAILABLE FOR FULL EDITING (11 AM)
Friday	May 28, 2021	SPECIAL DIST	DELIVER JUNE 1ST NAL (NAME, ADDR, LEGAL) FILES TO NAV (SPECIAL DISTRICTS) (6/01 ANNUALLY)
Friday	May 28, 2021	TAXING AUTH	JUNE 1ST ESTIMATES PROVIDED TO TAXING AUTHORITIES* DEADLINE (6/01)
Monday	May 31, 2021	OFC HOLIDAY	MEMORIAL DAY
<b>JUNE 2021</b>			
Tuesday	June 1, 2021	PCPA	PCPA MAILS AG CLASS DENIAL NOTICE IF AG APP FILED BY MARCH 1 AND DENIED
Wednesday	June 16, 2021	PCPA	APPRAISAL/MAP DEPT DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL
Wednesday	June 23, 2021	CAMA EDITS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL*
Friday	June 25, 2021	PCPA	PCPA PROVIDES TEST DATA TO MAIL VENDOR--UPLOAD TO CATHEDRAL FTP SITE
<b>JULY 2021</b>			
Thursday	July 1, 2021	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED AG APPLICATION
Thursday	July 1, 2021	TAXING AUTH	CERTIFICATION DATE FOR PRELIM TAX ROLL/ UPDATE ETRIM WITH VALUES
Thursday	July 1, 2021	PCPA	DEADLINE FOR PCPA TO MAIL EX DENIAL NOTICE IF EXEMPTION APP FILED BY MARCH 1 AND DENIED
Monday	July 5, 2021	OFC HOLIDAY	INDEPENDENCE DAY
Monday	July 5, 2021	PCPA	BEGIN REVIEW OF IN-HOUSE TRIM FORMS
Thursday	July 8, 2021	CAMA EDITS	DATABASES AVAILABLE FOR FULL EDITING (11 AM) ** (TENTATIVE BASED ON DOR APPROVAL)
Friday	July 16, 2021	BOCC	TRIM MAIL VENDOR WILL INVOICE FOR TRIM POSTAGE
Friday	July 16, 2021	PCPA	MAPPING DEPT DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE
Friday	July 16, 2021	SPECIAL DIST	DEADLINE FOR NAV DISTRICTS TO PROVIDE TRIM DATA TO PCPA (5PM)
Tuesday	July 20, 2021	PCPA	TRIM MAIL VENDOR PROVIDES TEST SAMPLES TO PCPA
Thursday	July 22, 2021	PCPA	APPRAISAL/LAND SPLIT & COMBINE DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE
Tuesday	July 27, 2021	PCSB	SCHOOL BOARD TENTATIVE BUDGET PUBLIC HEARING (5:01 PM)
Thursday	July 29, 2021	PCPA	PROVIDE TRIM TEST SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Friday	July 30, 2021	GIS	NAV PROCESSING MUST BE COMPLETED BY 5PM
Friday	July 30, 2021	CAMA EDITS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE *
Friday	July 30, 2021	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED EXEMPTION APPLICATION
Friday	July 30, 2021	BOCC / PCSB	PROVIDE APPROVAL FOR TRIM TEST SAMPLES TO PCPA (4:30 PM)
<b>AUGUST 2021</b>			
Tuesday	August 3, 2021	PCPA	SIGN OFF ON TRIM TEST SAMPLES PROVIDED BY MAIL VENDOR (9:30 AM) ***
Wednesday	August 4, 2021	TAXING AUTH	ETRIM DEADLINE: PROP/ROLLBACK MILLAGE (DR-420) SUBMITTED (2 PM)
Thursday	August 5, 2021	BOCC	POSTAGE FOR TRIM MAILING DUE (4 PM)
Friday	August 6, 2021	PCPA	PCPA PROVIDES FINAL LIVE DATA TO TRIM MAIL VENDOR (5 PM)
Tuesday	August 10, 2021	BOCC / PCSB	PCPA PROVIDES LIVE TRIM SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Tuesday	August 10, 2021	PCPA	TRIM MAIL VENDOR PROVIDES PCPA WITH LIVE TRIM SAMPLES (9 AM)
Wednesday	August 11, 2021	BOCC / PCSB	PROVIDE APPROVAL FOR TRIM LIVE SAMPLES TO PCPA (3 PM)
Wednesday	August 11, 2021	VAB	PCPA PROVIDES VAB DATABASE VIEW (V_PCPA_AXIA_IMPORT_CNTRY) TO VALUE ADJUSTMENT BOARD
Wednesday	August 11, 2021	PCPA	PCPA PROVIDE LIVE DATA SIGN OFF TO TRIM MAIL VENDOR (4 PM)
Friday	August 13, 2021	CAMA EDITS	DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE)(8 AM) // RECALC TRIM AVAILABLE TO CORRECTIONS GROUP
Friday	August 13, 2021	TAXPAYER	TRIM DATA AVAILABLE ON THE PROPERTY APPRAISER WEBSITE
Tuesday	August 17, 2021	TAXPAYER	TRIM NOTICE MAIL OUT DATE
Wednesday	August 18, 2021	TAX COLL	PCPA PROVIDES TEST DATA TO TAX COLLECTOR



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DAY	DATE	WHO	EVENT DESCRIPTION
<b>SEPTEMBER 2021</b>			
Monday	September 6, 2021	OFC HOLIDAY	LABOR DAY
Tuesday	September 7, 2021	PCSB	SCHOOL BOARD FINAL BUDGET PUBLIC HEARING (5:01 PM)
Monday	September 13, 2021	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITIONS WITH VAB
Monday	September 13, 2021	SPECIAL DIST	BOCC NAV PUBLIC HEARING (6PM)
Monday	September 13, 2021	BOCC	BOCC TENTATIVE BUDGET PUBLIC HEARING (6 PM)
Wednesday	September 15, 2021	SPECIAL DIST	DEADLINE FOR NAV DISTRICTS TO PROVIDE FINAL DATA TO PCPA (5 PM)
Friday	September 17, 2021	PCPA	MAPPING DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL
Monday	September 20, 2021	BOCC	BOCC FINAL BUDGET PUBLIC HEARING (6 PM)
Friday	September 24, 2021	PCPA	APPRAISAL/LAND/SPLIT/COMBINE DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL
<b>OCTOBER 2021</b>			
Friday	October 1, 2021	TAXPAYER	DEADLINE TO PURCHASE OR RENEW MOBILE HOME DECALS
Friday	October 1, 2021	CAMA EDITS	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL*
Friday	October 1, 2021	GIS	NAV PROCESSING MUST BE COMPLETED BY 5PM
Friday	October 8, 2021	PCPA	ETRIM DEADLINE: PCPA CERTIFIES FINAL TAX VAL (DR 422) TO TAX AUTH (2 PM)
Monday	October 11, 2021	SPECIAL DIST	BALANCE NAV & CRA REPORTS AFTER (2 PM)
Wednesday	October 13, 2021	TAXING AUTH	ETRIM DEADLINE: TAX AUTH CERTIFY FINAL MILL (DOR 422) TO PCPA (2 PM)
Thursday	October 14, 2021	PCPA	NOTICE OF CERTIFICATION OF TAX ROLLS NEWSPAPER ADVERTISEMENT
Friday	October 15, 2021	PCPA	PCPA CERTIFIES FINAL TAX ROLL TO TAX COLL AND DOR (DR-403/408/408A)
Tuesday	October 19, 2021	PCPA	2021/2022 DBs AVAILABLE FOR DEPARTMENTAL REVIEW READ ONLY UNTIL 12 PM (TENTATIVE BASED ON DOR APPROVAL)
Thursday	October 21, 2021	PCPA	DEADLINE TO PUBLISH NOTICE OF CERT OF TAX ROLL (MEDIA, WEB, OFC, PAPER)
Friday	October 29, 2021	TAX COLL	TENTATIVE DATE: TAX COLLECTOR MAILS TAX BILLS
<b>NOVEMBER &amp; DECEMBER 2021</b>			
Thursday	November 11, 2021	OFC HOLIDAY	VETERANS DAY
Thur / Fri	Nov 25 & 26, 2021	OFC HOLIDAY	THANKSGIVING HOLIDAYS
Thur / Fri	Dec 23 & 24, 2021	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 // OFC - Office  
 PCSB - Polk County School Board // TPP - Tangible Personal Property // VAB - Value Adjustment Board // GIS - Geographic Information System