



Montana Department of Revenue

Certification of Values to Taxing Jurisdictions



Why do we do the certification of values?

The department, through the local Property Assessment office, is responsible for certifying the total taxable value of all property located in each taxing jurisdiction within the county every tax year by the first Monday in August. The law also requires the department to provide an estimate of value, upon request, by the second Monday in July. 15-10-202, MCA



Value Fluctuations

- Changes such as new construction, destruction, new or closing businesses, property going into or out of exempt status will cause changes to the value in a taxing jurisdiction each year.
- In a Reappraisal year, due to reappraisal value changes and changes made by the legislature to mitigate the impact of reappraisal, individual taxing jurisdiction values may fluctuate more significantly.

Certified Taxable Values

- ❑ By the 1st Monday in August, the Department certifies the taxable value of each taxing jurisdiction.
- ❑ The Certified Taxable Values are the basis for budget determinations and setting mill levies for property tax calculations and collections.
- ❑ Statewide property tax collections exceed \$1 billion annually. They are the primary revenue source for local governments to provide the services required by taxpayers (Police & fire protection, schools, roads, bridges, social services, etc)

DOR Property Assessment Schedule

Leading Up to Certification of Values

- ❑ March, April, May of each year - Values are finalized and Assessment Notices are sent to taxpayers.
- ❑ At the same time Assessment Notices are generated from Orion, an extract file of names, addresses and values is created to be downloaded to the County Computer System.
- ❑ Taxpayers have 30 days after receiving their Assessment Notice to request review of their property value.
- ❑ During the end of June, counties have an opportunity to request an additional download file from Orion to update the County Computer System.
- ❑ Second Monday in July - if requested, a taxing jurisdiction may receive an estimate of Taxable Value.
- ❑ Prior to Value Certification to the Counties, there is another opportunity to request an additional download file from Orion to bring the County Computer System up to date with the changes that have been made.
- ❑ First Monday in August - all taxing jurisdictions receive notification of their Certified Taxable Value.



What Values are included in the certification process?

- ❑ Mobile Homes
- ❑ Personal Property
- ❑ Real Property
- ❑ Utilities
- ❑ Motor Vehicle Values of Special Movement (sm'd) vehicles & equipment



Other components included in the certification of values

- Newly Taxable Values
- Taxable Value of Net & Gross Proceeds
- Tax Increment District Information

Certification Steps taken by Local DOR Staff

- ❑ Download file from DOR Orion Computer System to County Computer System.
- ❑ Run reports from both systems and balance between the two.
- ❑ Once balanced, run reports to get the component values for each jurisdiction and compile by district.
- ❑ After the staff complete certification spreadsheet, the information is verified by their manager.
- ❑ The final certified values are then sent to each taxing jurisdiction.



Tools Used for Certification of Values

- Assessment Totals Reports from DOR's Orion System and from County Computer System
- Certification Spreadsheet
- AB-72T (Certification Form)

Value of Jurisdiction Used in Budgeting Process

Total Taxable Value of Jurisdiction - (Newly Taxable Value of Jurisdiction – Incremental Taxable Value (TID) – Taxable Value of Net & Gross Proceeds) = Value of Jurisdiction for budgeting purposes