

## IMPORTANT – PLEASE READ - INSTRUCTIONS AND INFORMATION FOR ANNUAL PROPERTY TAX NOTICES

1. **Ad Valorem Taxes** (based on the value of the property) are levied for January 1 to December 31 of the year indicated. **Non-Ad Valorem Assessments** (fees for service not based on property value), are assessed for the Fiscal Year of the authority levying the assessment.
2. The **Property Appraiser** is responsible for preparation of the ad valorem tax roll, assessed values, exemptions, taxable value, owner(s) name and mailing address, property address, and legal description. **Please verify all descriptions** of the property. If any errors are found, please notify the **Property Appraiser** as soon as possible. For additional information, please visit the Property Appraiser's website at [www.volusia.org/property](http://www.volusia.org/property).
3. **If you have sold this property**, please immediately send this notice to the new owners or return it to the Revenue Division.
4. Important Dates to remember:

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| March 1  | Deadline to file for exemptions for next tax year with the Property Appraiser.  |
| March 31 | Deadline for Working Waterfront, Affordable Rental Housing, or Homestead Tax Deferral Application for current tax roll      |
| March 31 | Last day for full tax payment without penalty, or to make an approved partial payment (see #13 for partial payment details) |
| April 30 | Deadline for new applications to quarterly installment plan for the next tax roll   |
5. **Discounts** for early payment have been computed for you on your tax bill. **Postmark Date** determines discount eligibility through March 31, not the date of your check or money order. **Payments made after March 31 are delinquent and postmark does not apply.**
6. **To pay via the internet**, go to [www.volusia.county-taxes.com](http://www.volusia.county-taxes.com). Volusia County has contracted with a third party vendor, who charges a convenience fee to provide this service. Online payments through this service can be made by credit card or e-check.
7. **If paying by mail**, please keep the top portion of your bill. Tear off and return the bottom portion with your payment to the address on the enclosed payment envelope no later than March 31st. Failure to return the bottom portion of the bill will cause a delay in the processing of your payment.
8. **Your canceled check is your receipt.** If you would like a tax receipt, please enclose a stamped self-addressed envelope with your payment. Receipts can also be printed from our website, [www.volusia.county-taxes.com](http://www.volusia.county-taxes.com).
9. Payment by check or money order:
  - a. Payments must be made in **U.S. funds only** and **drawn on a U.S. Bank**.
  - b. Make check or money order payable to the **County of Volusia**.
  - c. Make your remittance for the **exact amount** shown on the tax bill. This amount contains the applicable discount. **Do not add** the months together.
  - d. Write the **Parcel Number** or the **Alternate Key Number** on your check or money order.
  - e. **Sign your check.**
  - f. **Dishonored Checks** will result in the **VOIDING** of the payment, loss of discount, and **DISHONORED CHECK CHARGES WILL BE ADDED**.
  - g. If the last day of the month falls on a weekend or legal holiday, the discount period will be extended for **walk-in payments only**
  - h. **Pre and post dated checks** are not accepted. If processed and not immediately honored by your bank, dishonored check charges will apply.
10. **If using your bank's online bill pay service**, or if you do not have our mailing envelope, please mail your payment to the DeLand address below.
11. **Do Not Mail Cash.** The County of Volusia **WILL NOT** be responsible for cash payments sent through the mail.
12. **Tax Payments** may be made at any one of the Revenue Division offices (Monday through Friday, 8 AM-5 PM).

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| <b>DeLand</b><br>123 W. Indiana Ave., RM 103<br>32720-4602<br>(386) 736-5938 | <b>Daytona Beach</b><br>250 N. Beach St., RM 101<br>32114-3379<br>(386) 254-4635 | <b>New Smyrna Beach</b><br>111 Canal St.<br>32168-7003<br>(386) 423-3325 | <b>Orange City</b><br>2744 Enterprise Rd.<br>32763<br>(386) 736-5938 |
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13. **Partial Payments can be made on current taxes only.** No discount is allowed and a fee applies to each partial payment. For additional information, or to obtain the application, please visit our website at [www.volusia.org/revenue/propertytax.htm](http://www.volusia.org/revenue/propertytax.htm), or contact one of the Revenue Division offices listed above. A completed application must be submitted each year. **We are unable to process partial payments for accounts that don't have an application on file.**
14. Taxes become **delinquent** April 1<sup>st</sup>. The date payment is **received in the County of Volusia Revenue Office** determines the delinquent amount due.

On **Real Estate** taxes, a 3% penalty is added on April 1st. Additional advertising and tax lien certificate sale fees are added during April. Tax Certificates will be sold on all unpaid accounts on or before June 1st and will include a 5% commission and 5% minimum return to the investor. Interest will accrue monthly until the certificate is redeemed. Payment of **Delinquent Real Estate** taxes once the Certificate Sale has started **must** be in **certified funds**.

On **Tangible Personal Property** taxes, interest accrues at 1 ½ % per month, plus advertising and fees. Tax warrants authorizing the levy on and seizure of assets will be issued on all unpaid tangible personal property taxes in August.

DO NOT WRITE ON VOUCHER.