Volusia County
FLORIDA

Value Adjustment Board

ONLINE PETITION FILING TUTORIAL

Contact Information
Value Adjustment Board
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Deland, FL 32720
Office: 386-740-5164
Fax: 386-626-6628
www.volusia.org/vab

Welcome!

A Value Adjustment Board (VAB) petition may now be filed online from the convenience of your home, office, or the local public library. All you will need is access to the internet and approx 10 minutes of your time. If you do not have access to the internet you may file a petition with your local VAB Office, Property Appraiser's Office or contact the clerk to have a petition mailed to you directly.

GETTING STARTED

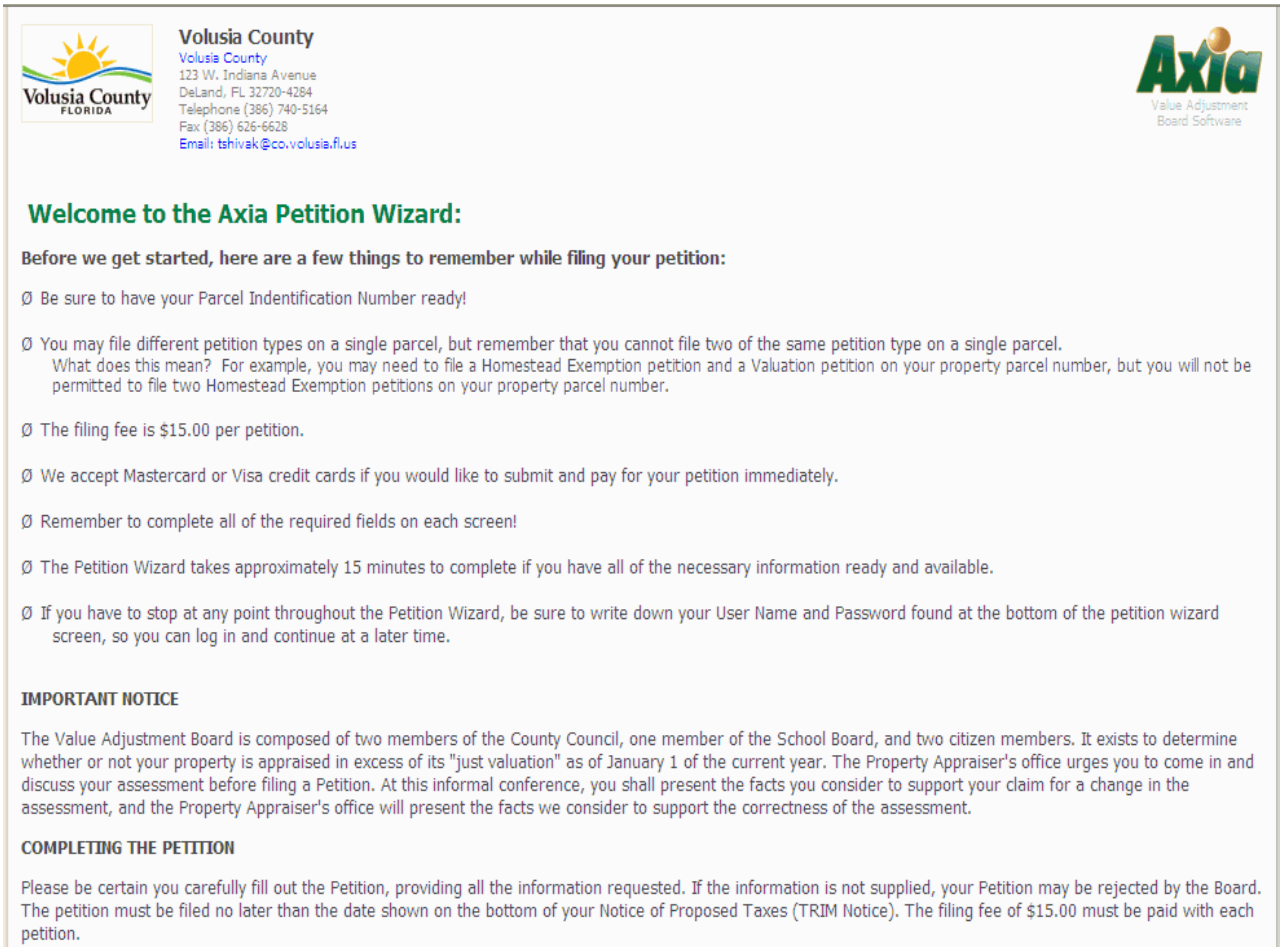
Log on to https://vab.vcgov.org/axia2016 and select "Begin filing a Petition Now".



Please read over the “Welcome to the Axia Petition Wizard” page.

This is information has been designed to provide you an overview of the online petition filing process. Once you have finished reading this information and choose to file online, select the “I Agree and Wish to Continue” link, 

located at the bottom of the page.



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Axia
Value Adjustment Board Software

Welcome to the Axia Petition Wizard:

Before we get started, here are a few things to remember while filing your petition:

Ø Be sure to have your Parcel Indentification Number ready!

Ø You may file different petition types on a single parcel, but remember that you cannot file two of the same petition type on a single parcel.
What does this mean? For example, you may need to file a Homestead Exemption petition and a Valuation petition on your property parcel number, but you will not be permitted to file two Homestead Exemption petitions on your property parcel number.

Ø The filing fee is $15.00 per petition.

Ø We accept Mastercard or Visa credit cards if you would like to submit and pay for your petition immediately.

Ø Remember to complete all of the required fields on each screen!

Ø The Petition Wizard takes approximately 15 minutes to complete if you have all of the necessary information ready and available.

Ø If you have to stop at any point throughout the Petition Wizard, be sure to write down your User Name and Password found at the bottom of the petition wizard screen, so you can log in and continue at a later time.

IMPORTANT NOTICE

The Value Adjustment Board is composed of two members of the County Council, one member of the School Board, and two citizen members. It exists to determine whether or not your property is appraised in excess of its "just valuation" as of January 1 of the current year. The Property Appraiser's office urges you to come in and discuss your assessment before filing a Petition. At this informal conference, you shall present the facts you consider to support your claim for a change in the assessment, and the Property Appraiser's office will present the facts we consider to support the correctness of the assessment.

COMPLETING THE PETITION

Please be certain you carefully fill out the Petition, providing all the information requested. If the information is not supplied, your Petition may be rejected by the Board. The petition must be filed no later than the date shown on the bottom of your Notice of Proposed Taxes (TRIM Notice). The filing fee of $15.00 must be paid with each petition.

IMPORTANT INFORMATION FOR FILING YOUR PETITION

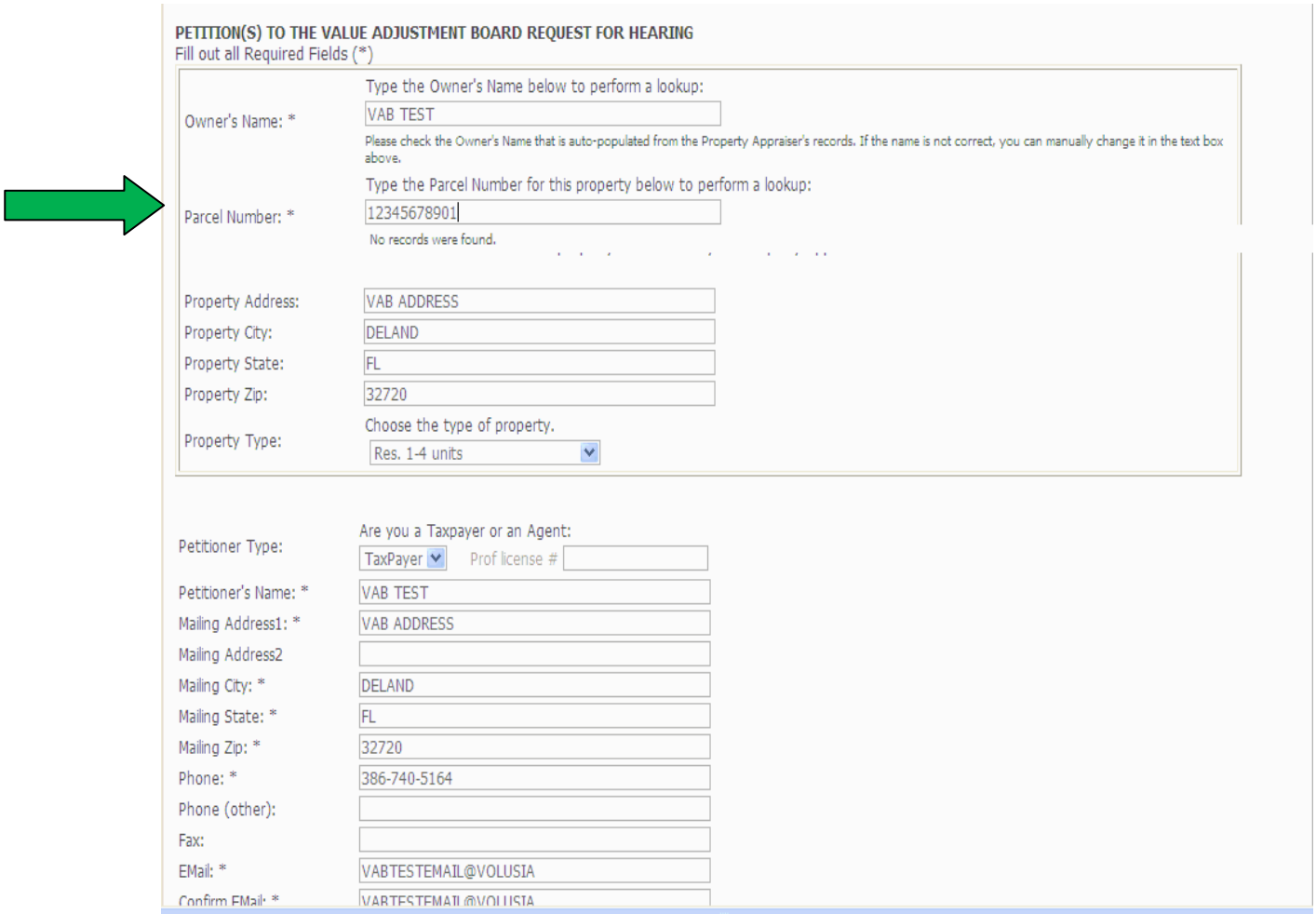
If you wish to file an exemption or classification petition it may be in your best interest to also contact the Property Appraiser’s office; they may need additional information from you in conjunction with the filing of a petition (such as an application). If you do not know the associated Parcel ID it may be obtained from your tax notice, visiting the Property Appraiser’s website at http://webserver.vcgov.org/index.html or calling their office directly at 386-736-5901.

You are now ready to file your petition!

Step #1

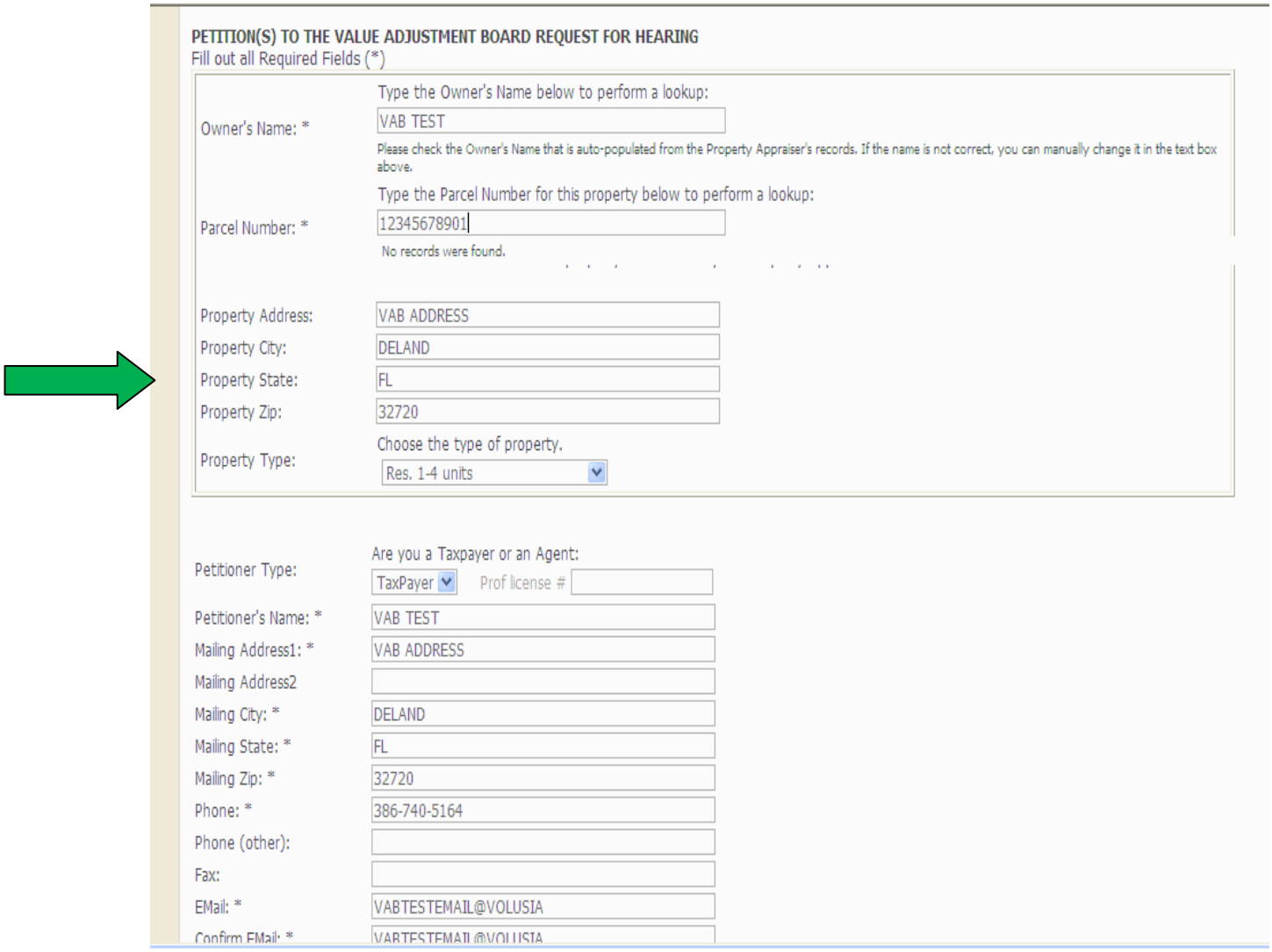
To initiate online filing simply begin by entering the property owner's last name (or parcel number without dashes (as shown below). As you begin typing similar records will appear on the screen; simply select the correct record. Once you complete this step most of the petition information will automatically update; please review this information to ensure you have selected the correct property for which you are filing a petition.

NOTE: If the correct record does not appear on the list you may need to verify your entry for accuracy. Should you find the data entered to be correct; the parcel data may not have been yet finalized. The exception would be to simply override the data by manually completing your entry and proceeding to the next step.



Step #2

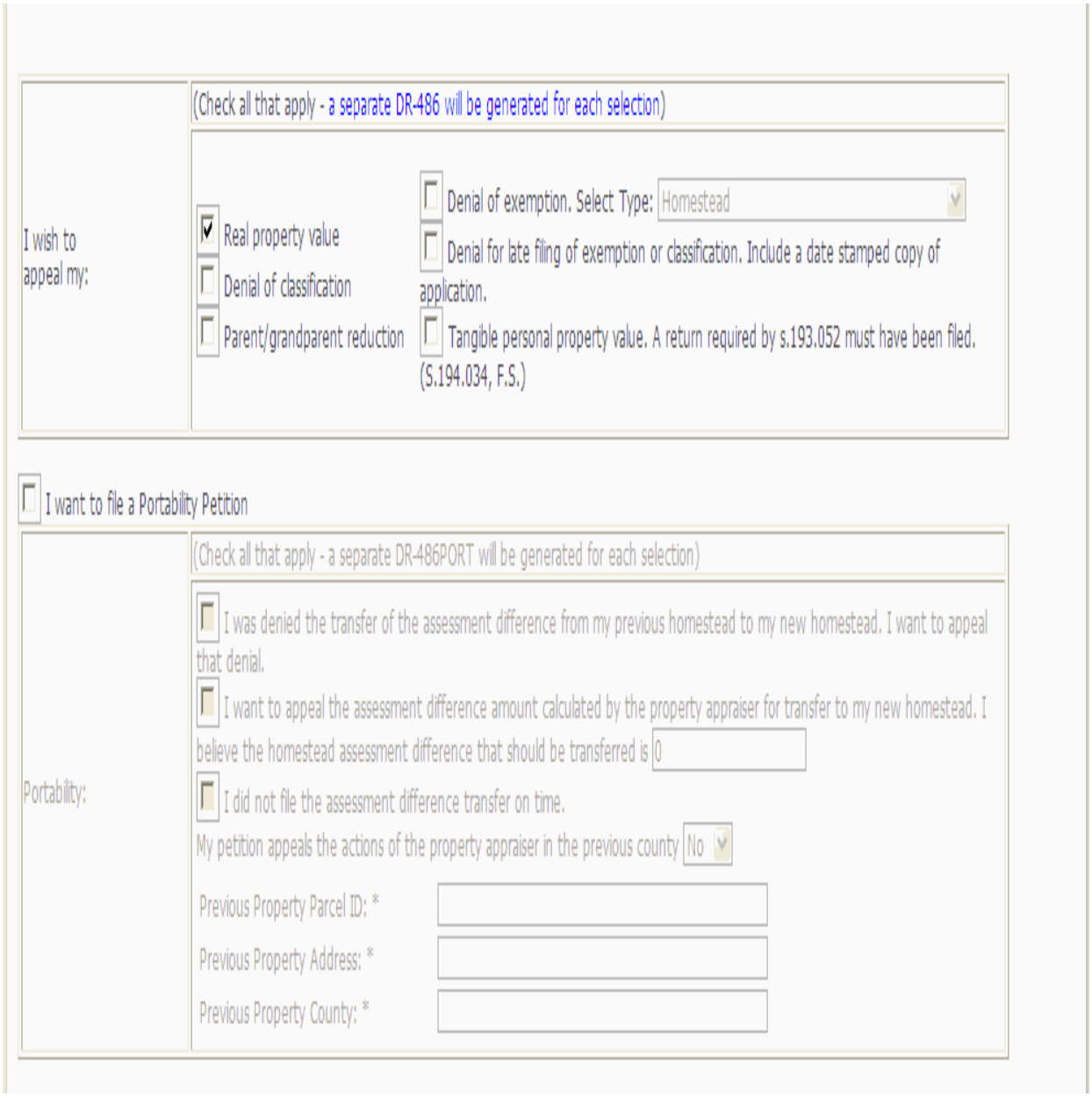
The remaining fields contain information needed for a petition filing. It is pertinent to make certain you provide an accurate mailing address, a phone number where you may be reached and a valid email address in order to complete the petition filing. Be sure to choose one preferred contact method; this will become the single source of communication to you from our office.



Step #3

Next, select the correct box as to which type of appeal you are filing, located in the "I wish to Appeal" section. If filing a portability petition, move forward to the portability section. If you are not filing for portability, skip the portability section.

NOTE: Selecting multiple boxes in the "I wish to appeal" field will result in multiple petitions being filed for you and will increase the associated filing fees.

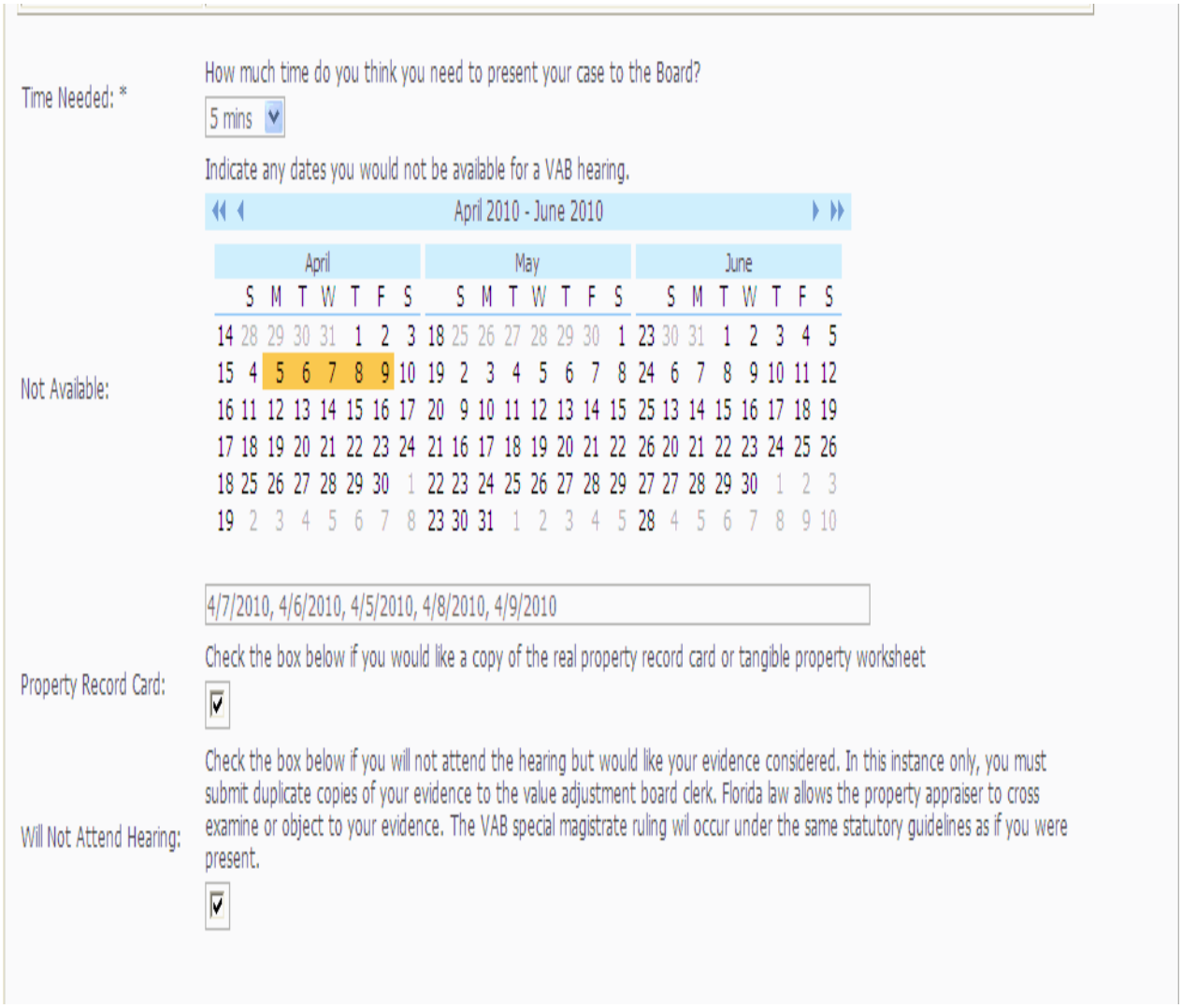


Step #4

Next, designate how much time you think is needed to present your case. Most hearings take 15 minutes. For multiple parcel petitions provide the time needed for the entire group. The VAB will take into consideration the time selected; however, is not bound by the requested time selected.

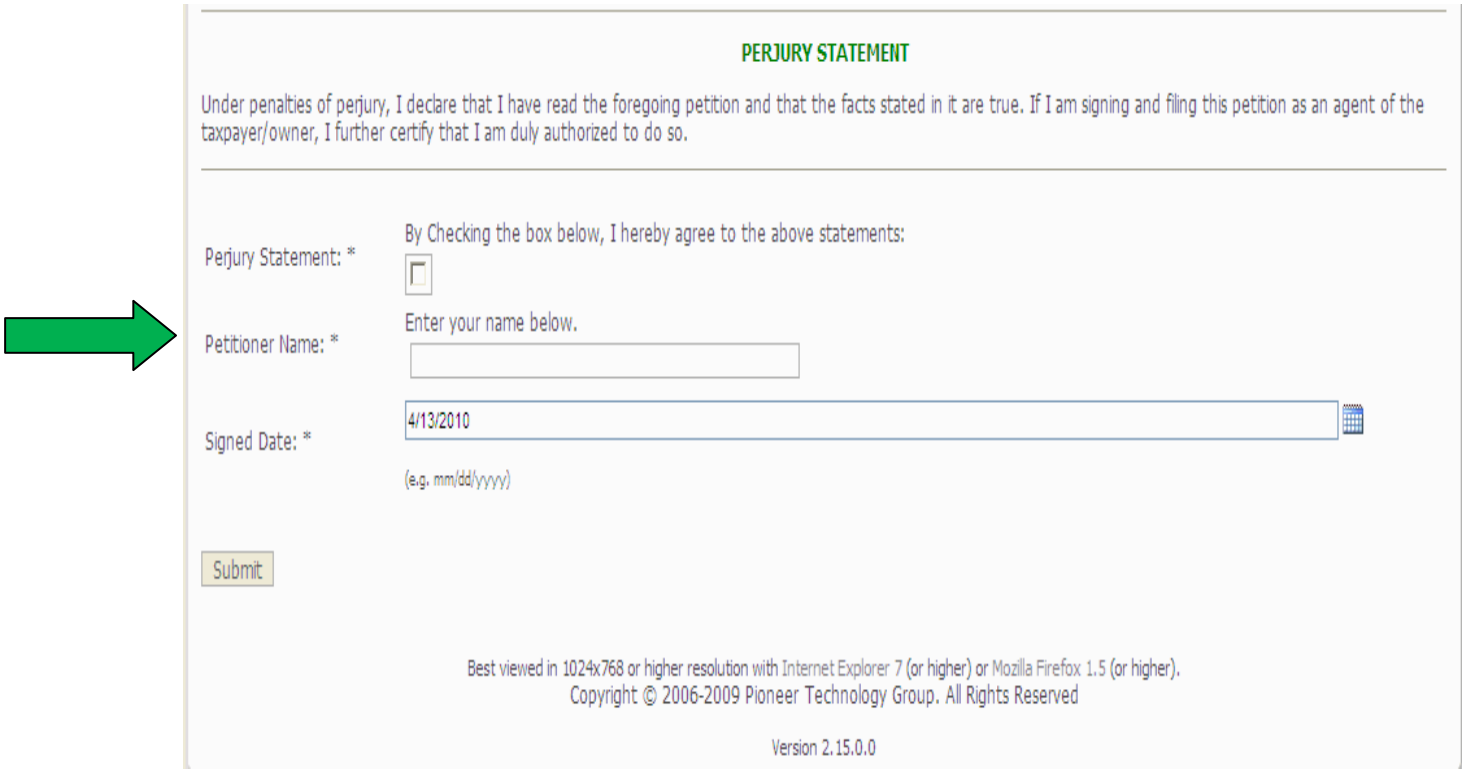
Next, indicate the dates **NOT AVAILABLE** to attend VAB hearings.

Also, indicate by selecting the box in front of each statement, if you would like a copy of the property record card or if you **WILL NOT** be attending your hearing.



Step #5

You are now ready to electronically sign your petition. The selection box located in the perjury statement area must be checked; in agreement to the information made in the petition filing. Next, type in your name and the applicable date.



Step #6

IMPORTANT NOTICE: You must select the "SUBMIT" button located at the bottom of the page in order to get to the payment screen. Once selected the payment screen will automatically appear. You are now ready to submit the filing fees and web-based convenience fee associated with your petition filing.

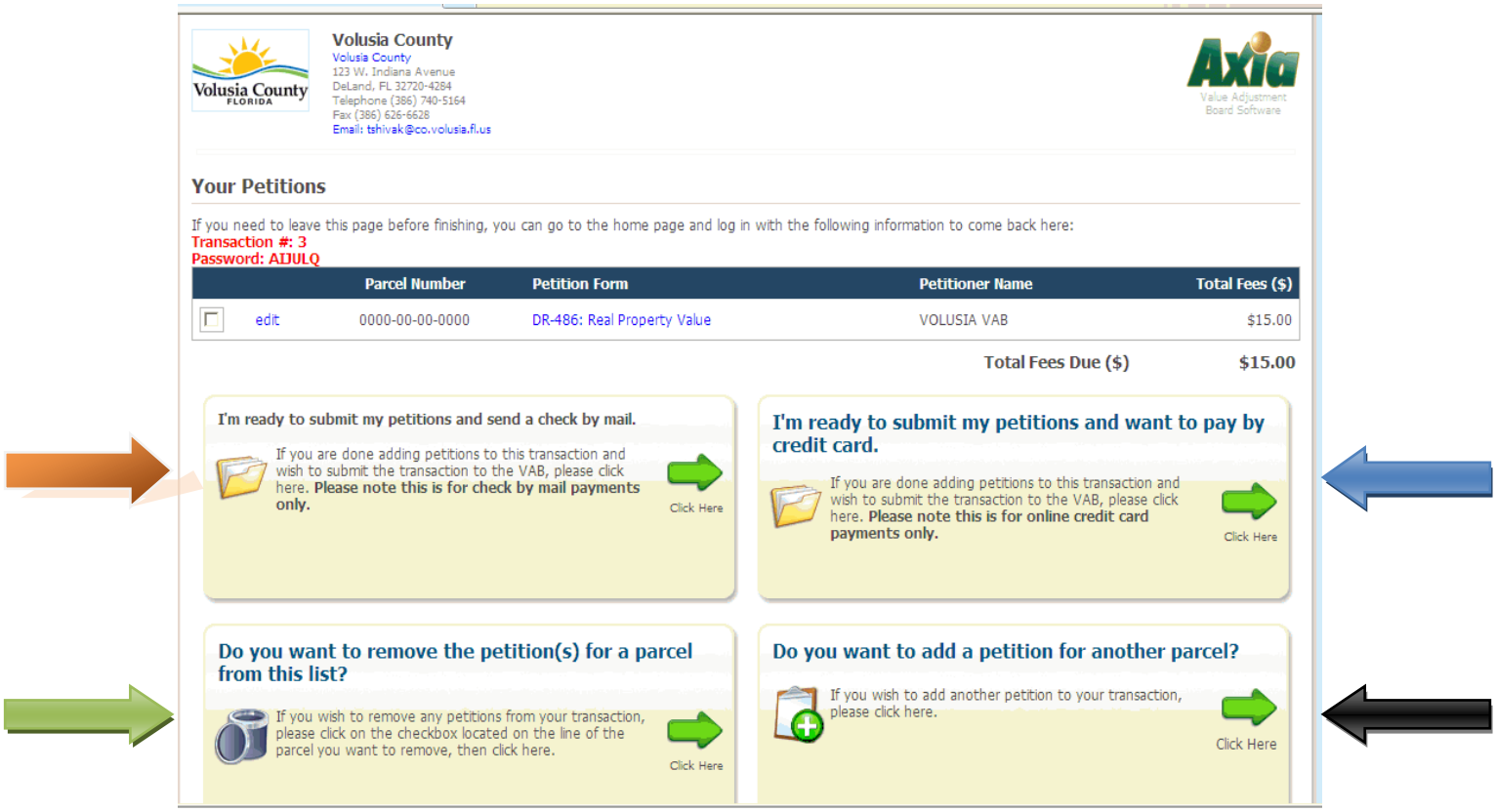
You will need to write down your TRANSACTION ID and PASSWORD provided or print the confirmation page. This information is required to log in at a later time.

PLEASE NOTE THAT YOUR PETITION IS NOT CONSIDERED FILED UNTIL YOUR PAYMENT HAS BEEN RECEIVED BY THE VAB CLERK.

Step #7 (Final Step)

Finally, select one of the following payment options to submit a petition online:

NOTICE: *If filing in person,* full payment must be received by the VAB OFFICE no later than 5 p.m. on the filing deadline. *If filing online,* full payment must be received by the VAB OFFICE no later than 11:59 p.m. on the filing deadline.



Option #1

I'm ready to submit my petition & send a check by mail:

This option is for a petitioner who has finished their filing and would like to send the applicable filing fees to the VAB Office by mail. All petitions remain pending until payment is received by the VAB Clerk. This option is time-sensitive; payments must be received within 10 calendar days but prior to any statutory deadline in place. The statutory deadline is 25 days past the mailing of the notice of proposed property taxes. Selecting this option does not permit a filing extension and all payments MUST be received by the clerk prior to the applicable deadline or the petition will be considered late.

Checks should be made payable to the County of Volusia and mailed to the VALUE ADJUSTMENT BOARD, 123 W. Indiana Ave., Suite 304, Deland, FL 32720. You must write your Transaction ID and Parcel Number on your check to ensure the VAB Office credits the correct petition account with the payment.

Option #2

I'm ready to submit my petition and pay by credit card:

This option is for a petitioner who has completed their filing and want to pay by Credit/Debit Card. Enter the applicable card information and submit payment.

Option #3

Do you want to remove a petition from the list?

This option is for a petitioner who has filed a petition in error or has changed their mind and would like to remove a petition from the list.

Option #4

Do you want to add another parcel?

This option is for a petitioner who wishes to file more than one petition. If you are filing a petition for more than one parcel, you may file the additional petition(s) here. You will not be able to discount contiguous parcels online.

CONGRATULATIONS, YOU HAVE FINISHED FILING A PETITION ONLINE!

If you have any questions or concerns regarding the Value Adjustment Board itself or the petition process please feel free to contact the VAB Deputy Clerk at 386-740-5164 for assistance with this matter.

Track the status of your petition online by logging on to https://vab.vcgov.org/axia2016/, enter your Transaction ID and Password; select log in. You will be able to view the entire petition file; including your petition, evidence, hearing dates, hearing notices, magistrate recommendations, hearing audio, and final decisions, etc.