

GENERAL INSTRUCTIONS FOR FILING A PAYMENT UNDER PROTEST
(Excluding Illegal Levy)

1. You may protest your taxes only if you did not file an equalization appeal on the valuation of the same property for the same tax year. If you have protested your first half payment of taxes, you may not protest your second half payment.
2. Complete the tax protest form and FILE A COPY WITH THE COUNTY TREASURER'S OFFICE ON OR BEFORE DECEMBER 20. (If at least one-half (1/2) of the taxes are paid by an escrow agent, a protest of the taxes must be filed no later than the following January 31.) If taxes are paid after these deadlines, any protest of the taxes must be filed at the time the taxes are paid.
3. The County Appraiser will contact you to schedule an informal meeting with that office.
4. When you receive notification of the results of the informal hearing, if you disagree with those results, you have 30 days from the mailing date of that notification within which to file an appeal with the Small Claims Division or the Regular Division of the State Board of Tax Appeals. The county will include a form and filing instructions for filing to the State Board of Tax Appeals with your notification of hearing results.

PAYMENT UNDER PROTEST APPLICATION
(Excluding Illegal Levy)

(K.S.A. 79-2005)

APPLICANT:

Applicant Name (Owner of Record)

Applicant Address (Street or Box No.)

City State Zip

Applicant Phone #:()

Applicant E-mail:

(For Official use only)

ATTORNEY OR REPRESENTATIVE: (If applicable)*

Representative Name Title

Representative Address

City State Zip

Atty/Rep Phone #:()

Representative E-mail:

*Note: If you are represented by an attorney or other individual, you must provide an Entry of Appearance or a current Declaration of Representative Form.

Taxing County:

Year/Years at issue:

Property at issue:

Real Property--Street address, city: _____

Personal Property--Description: _____

Parcel ID #/Personal Property ID#
or Vehicle ID #: _____

1. Taxes paid: 1st half _____ 2nd half _____ Full _____
2. Are taxes paid by a mortgage company, bank or savings & loan? Yes _____ No _____
3. What do you believe is the value and /or proper classification of this property for the year being protested? \$ _____
4. Explain why you are filing a protest and the statute, law, or facts on which your protest is based – please be specific:

(If more space is needed, attach additional sheets.)

I do solemnly swear or affirm that the information set forth herein attached hereto or hereafter by me is true and correct to the best of my knowledge and belief.

Signature of Applicant

Date

Printed Name and Title

THIS FORM MUST BE FILED WITH YOUR COUNTY TREASURER.

CAMA:

For County Treasurer's Official Use Only

Class %	County Appraised Value	County Assessed Value	Taxpayer's Assessed Value	Invalid Assessment	Total Mill Levy	Amount of Taxes Protested