

Understanding the Property Tax Process

Assessment Valuation and Tax Bill Cycle

Supervisor of Assessments

- Determines market value on taxable real estate properties
- Equalizes within townships.
- Collects Homestead Exemptions
- Accepts Property Appeals
- Publishes and Mails Notice of Assessment Changes
- Clerk to the Board of Review



Board of Review

- Reviews and equalizes assessors values.
- Holds assessment appeal hearings.
- Certifies assessments to County Clerk.



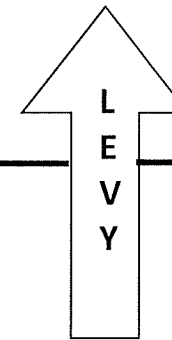
County Clerk

- Calculates tax rate based upon budget requests.
- Applies state equalization factor.



County Treasurer

- Prepares and mails tax bills, collects and distributes tax revenues for all taxing districts in the county.



The property tax and taxing district cycles run independent of one another until the 2nd year of the property tax cycle when the county clerk extends taxes.

Taxing Districts Budget and Tax Levy Cycle

Taxing District

Prepares tentative budget.



Taxing District

Publishes notice and conducts public hearing.



Taxing District

Approves budget ordinance.



Taxing District

Publishes tax levy request and holds public hearing.



Taxing District

Certifies tax levy to County Clerk in December.