



2016

TO: Chancery Clerks

Enclosed you will find a copy of the Order of the Department of Revenue approving the real and personal rolls of your county for the roll year of 2016. Under provisions of section §27-35-127 Miss. Code Ann., the order, or certificate, shall be entered on the minutes of the Board of Supervisors.

Please do not overlook this important step. It is necessary to the validity of your assessment.

The Board is to enter the order of the Department of Revenue and an order of its own finally approving the rolls. This is necessary in order to give the taxpayer the right to appeal as provided by Section §27-35-119 Miss. Code Ann.

When the Board enters its order of approval, you then officially deliver to the tax collector his/her copy of the rolls. One copy of the order of the Department of Revenue is to be pasted in the copy of the rolls which are delivered to the tax collector. The other copy is your original. (See distribution instructions printed on lower left corner of order). The MS Department of Revenue will provide a copy of the order to the auditor's office.

When the Board enters this order on its minutes, please complete the enclosed form and return it to the Department of Revenue notifying the rolls have been finally approved by the Board. This will complete the records in our office and enable the auditor of public accounts to make the correct charge against your tax collectors.

Sincerely,

Jennifer Williams
Office of Property Tax

Enclosures



ASSESSMENT ROLLS – 2016

RETURN TO: Jennifer Williams
DEPARTMENT OF REVENUE
OFFICE OF PROPERTY TAX
P. O. BOX 1033
JACKSON, MS 39215

STATE OF MISSISSIPPI TOWN OF Canton

COUNTY OF Madison DATE _____

This is to certify that the **Department of Revenue's** Order approving the Real and Personal Assessment Rolls of _____ County for 2016, was entered on the minutes of the Board of Supervisors of said county, the meeting being held on the ____ day of _____, _____, and appears on Page _____ Minute Book Number _____, and that said meeting was adjourned on the ____ day of _____, _____.

Board of Supervisors, Clerk