



Integrity • Innovation
Janice A. Warren, C.F.C.
Citrus County Tax Collector

Dear Taxpayer:

As your Tax Collector, my responsibilities include the collection and distribution of ad valorem taxes levied by the taxing authorities, local Business Tax Receipts, and hunting and fishing licenses and permits. I act as a statutory agent for the Department of Highway Safety and Motor Vehicles, issuing motor vehicle, mobile home and vessel registrations, as well as issuing Florida Driver Licenses and Identification Cards.

As a property owner in Citrus County I would like to provide you with information that will be beneficial to you when visiting our office.

No matter when you purchase your property, as the owner, you are responsible for paying the entire bill which is mailed in November. For instance, if you buy your home in June, you will be mailed a tax bill which will reflect taxes for the entire year. Taxes are usually pro-rated on the closing statement and the seller gives credit for the time during the year that you were not the owner. You should verify your closing statement to ensure you received the proper credit, which is a transaction between the buyer and the seller. No money is actually paid to the Tax Collector as a partial payment of that year's taxes.

If you purchased a property after the Property Appraiser has prepared the tax roll for certification, your tax bill will not reflect this information. If you haven't received a tax bill by November 15th, please contact our office at (352) 341-6500, or email taxes@citrustc.us to request a duplicate bill. By Florida law, the discount periods **cannot** be extended even though a taxpayer may not have received their bill.

If you receive a tax bill and you have only purchased a portion of the property, contact the tax collector's office to have the tax notice separated.

With Kind Regards,

Janice A. Warren

Hon. Janice A. Warren
Citrus County Tax Collector
State of Florida

TWO LOCATIONS TO SERVE YOU

Main Office—Inverness
Courthouse Annex
210 N Apopka Ave, Ste 100
Inverness, FL 34450



Branch Office—Meadowcrest
West Citrus Center
1540 N Meadowcrest Blvd
Crystal River, FL 34429



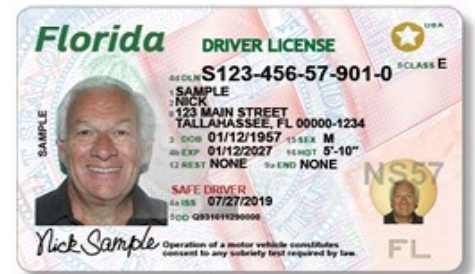
(352) 341-6500

www.citrustc.us

Please visit our website for service hours

Services Provided at Both Locations:

- Birth Certificates (Florida)
- Business Tax Receipts
- Concealed Weapons License Intake
- Driver License/ID Card
- Hunting and Fishing Licenses/Permits
- Mobile Home registrations, real property decals, and titles
- Motor Vehicle and Vessel titling and registration
- Parking Permit/Placard
- Re-entry passes
- Sun Pass
- Tax Payments (Property/Tangible)
- Voter Registration



GENERAL TAX INFORMATION

The Citrus County Real Estate tax bills are mailed out each year around the first of November, therefore, taxpayers are advised if they do not receive their tax bills(s) by the middle of November to please contact our office. To receive your tax notice(s) by email please visit our website at www.citrustc.us. We encourage our taxpayers to become acquainted with the County's billing system, in which they own property, so if they do not receive their tax bill when they should, they know to contact the Collector's Office.

Taxes become payable November the first each year and become delinquent the following April 1st, at which time 3% interest is added to all unpaid Real Estate taxes. It is state law and is mandatory that all delinquent taxes are advertised if taxes have not been paid by advertising date which is usually mid April. The advertising cost is added to the tax and interest due.

On or before the first day of June a tax certificate sale is held, at which time tax certificates are sold at public auction on all delinquent Real Estate taxes. If a tax certificate is issued against a parcel of property the owner may redeem the tax certificate for an additional cost. If the tax certificate is not redeemed within two years, the holder of the tax certificate may apply for a tax deed. The lifetime of the certificate is seven years, after which it becomes null and void.

Five months are allowed in which to pay taxes without penalty, from November 1 to March 31 of the following year. Payment is not due for each month that is listed on the tax notice. The months and amounts are listed on your tax notice so that you may take advantage of a 4% discount if you pay your taxes in November, 3% discount if paid in December, 2% discount if paid in January, 1% discount if paid in February and the March amount is the actual amount of your annual taxes with no discount allowed. The monthly amounts have been discounted on your tax notice and you pay only the amount shown under the month for which you are mailing your payment.

INSTALLMENT PLAN

You can pay taxes by the installment method.

The application for installment must be filed with the tax collector's office on or before April 30th each year. In order to qualify, your taxes from the previous year must be more than \$100.00.

Applications may be obtained by writing or calling the Tax Collector's Office. You may also complete the application online at www.citrustc.us. Remember, applications must be returned before April 30th each year and is for the following year's taxes.

MORTGAGE COMPANIES/ESCROW

If you pay your taxes through an escrow account, the mortgage company needs to request your tax bill from our office.

The mortgage company will receive the bill to be paid while you will receive an informational only copy.

The mortgage company is required by law to pay taxes during the 4% discount period.

When your mortgage is satisfied, the mortgage company will need to remove your account from its list of requested bills.

Please Contact:

Property Appraiser (352-341-6600) www.citruspa.org - for tax exemptions (i.e. homestead, widows/widowers), value assessment, and address changes on your tax bill.

Clerk of Court (352-341-6424) www.citrusclerk.org - for the recording of a deed, death certificate, or marriage certificate, special assessment payoffs, passports, and payment of traffic citations.

REAL ID ACT

Due to the Federal REAL ID Act, proof of citizenship, proof of social security number, and proof of residency is required in order to renew, replace, or make changes to your driver license or ID card. The REAL ID Act is a nationwide effort to improve the integrity and security of State-issued driver licenses and ID cards which in turn will help fight terrorism and reduce identity fraud.



Requirements
are provided in
your folder



Certificate of Birth





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210 N. Apopka Ave., Ste. 100 | Inverness, FL 34450
 Office Hours: 8:30 a.m. – 4:00 p.m.

Telephone: (352) 341-6500

Fax: (352)

Website: www.citrustc.us

CSR:

Date:

Applicant:



Driver License & Identification Card Checklist



Do you have a gold star on your Florida driver license or ID card?

NO - Please read the checklist thoroughly to make sure you have the documentation necessary to replace, make changes to, or obtain a Florida license or ID card.

YES - If you are making changes, you must bring the documents proving that change. If no changes are being made, documentation is not required.

Please Note: No photocopies of any documents will be accepted!

If you must return to process your transaction, ALL documents must be presented again.

Required Documentation:

#1 - Primary Identification – Choose One

- Permanent Resident Card/I-551 (must be in current name)
- U.S. Passport or U.S. Passport Card
- Certified U.S. or U.S. Territories Birth Certificate (Hospital birth certificates cannot be accepted)
- Certificate of Citizenship/Naturalization issued by Department of Homeland Security

#2 - Is your current name different than your birth or maiden name?

- NO** - You will not need to provide proof if you are using your birth or maiden name
- YES** - You must submit the certified copy of your marriage certificate or court order. **If your name has changed more than one time**, you must show all certified copies of your marriage certificate or court order to show the trail of names to your current name.
 *Not needed if U.S. Passport/Card has current name.

#3 – Proof of Social Security – Choose One

(Proof must have your FULL social security number)

***Note* If you have had a recent name change you must go to the social security office before you come to the Tax Collector.**

- Social Security Card
- W-2 (cannot accept handwritten W-2s)
- Pay Check Stub (cannot accept handwritten stubs)
- Any 1099 (cannot accept handwritten 1099s)

#4 – Proof of Residence – Choose Two

- Deed, mortgage statement, rental/lease agreement
- Florida vehicle/boat registration or title
- Current homeowner's or auto insurance policy, bill, or payment booklet
- Voter ID Card
- Mail from government agencies
- Mail from bank/financial institutions
- Utility hook-up, work order, or bill
- Education institution transcript from current year

If you cannot obtain two proofs of residence in your name, see requirements below:

- Residing with a relative:** provide two proofs of relative's address and document(s) demonstrating family relationship, and Certification of Address signed by relative in our office or before a notary
- Residing with a non-relative:** provide two proofs of non-relative's address and Certification of Address signed by the individual the customer lives with in our office or before a notary

If Applicable:

Military Veterans -

Please Note: If you are an honorably discharged military veteran, you now have the ability to add a "V" to your driver license showing that you are an honorably discharged military veteran. The proof must contain the word "Honorable" as your discharge type.

- DD-214
- Retired Military ID Card
- A military issued document containing "Honorable" as your discharge type

Other Documentation -

- CDL Medical Card (if required to carry one)
- Clearance form from Clerk's office – Original
- See Sanction Report
- Other:

Estimated Fees/Forms of Payment - Forms of payment accepted:

- Cash
- Check (with driver license of check signer)
- Debit (convenience fee of \$2.50)
- Credit (convenience fee of 2.5% of total due - \$2.50 min)

Estimated Fees:

License/ID Card	\$
Endorsements/Veteran's Designation	\$
Clearance Fee	\$
Late Fee	\$
Estimated Total	\$

The information contained in this checklist is believed to be correct; however, it is subject to change.



Commercial Driver License Checklist



Do you have a gold star on your Florida driver license or ID card?

NO - Please read the checklist thoroughly to make sure you have the documentation necessary to replace, make changes to, or obtain a Florida license or ID card.

YES - If you are making changes, you must bring the documents proving that change. If no changes are being made, documentation is not required.

Please Note: No photocopies of any documents will be accepted!

If you must return to process your transaction, ALL documents must be presented again.

Required Documentation:

#1 - Primary Identification – Choose One

- Permanent Resident Card/I-551 (must be in current name)
- U.S. Passport or U.S. Passport Card
- Certified U.S. or U.S. Territories Birth Certificate (Hospital birth certificates cannot be accepted)
- Certificate of Citizenship/Naturalization issued by Department of Homeland Security

#2 - Is your current name different than your birth or maiden name?

- NO** - You will not need to provide proof if you are using your birth or maiden name
- YES** - You must submit the certified copy of your marriage certificate or court order. **If your name has changed more than one time, you must show all certified copies of your marriage certificate or court order to show the trail of names to your current name.**
***Not needed if U.S. Passport/Card has current name.**

#3 – Proof of Social Security – Choose One

(Proof must have your FULL social security number)

***Note* If you have had a recent name change you must go to the social security office before you come to the Tax Collector.**

- Social Security Card
- W-2 (cannot accept handwritten W-2s)
- Pay Check Stub (cannot accept handwritten stubs)
- Any 1099 (cannot accept handwritten 1099s)

#4 – Proof of Residence – Choose One from List A AND One from List B

List A - Choose One

- Lease or rental agreement for the residence with a term 6 months or greater Current
- Florida voter registration card Florida
- vehicle registration or title
- Current homeowner's insurance policy or bill
- Florida vessel registration or title
- Current electricity or water bill
- Cellphone or landline phone bill
- Internet service provider bill
- Latest property tax bill
- Declaration of Domicile filed with The Clerk of Circuit Court (F.S. 222.17)

If Applicable:

Military Veterans -

Please Note: If you are an honorably discharged military veteran, you now have the ability to add a "V" to your driver license showing that you are an honorably discharged military veteran. The proof must contain the word "Honorable" as your discharge type.

- DD-214
- Retired Military ID Card
- A military issued document containing "Honorable" as your discharge type

Other Documentation -

- CDL Medical Card (if required to carry one)
- Clearance form from Clerk's office – Original
- See Sanction Report
- Other:

Estimated Fees/Forms of Payment -

Forms of payment accepted:

- Cash
- Check (with driver license of check signer)
- Debit (convenience fee of \$2.50)
- Credit (convenience fee of 2.5% of total due - \$2.50 min)

Estimated Fees:

License/ID Card	\$
Endorsements/Veteran's Designation	\$
Clearance Fee	\$
Late Fee	\$
Estimated Total	\$

List B - Choose One

- Latest W-2 or 1099
- Credit Card Statement
- Latest military orders
- Recent pay stub
- Recent official government documents

Please Note: Proof of residence from List A and List B must be in the applicant's name.



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Telephone: (352) 341-6500

Fax: (352)

Website: www.citrustc.us

CSR:

Date:

Applicant:

Motor Vehicle & Vessel Checklist

Please present this checklist when the transaction is resubmitted.

The following items are necessary in order to complete your transaction:

- Current identification for **ALL** owners in the form of a photo ID card or driver license issued from any U.S. state, U.S. territory, or Canada; U.S. or foreign passport – **All owners must be present**
- Proof of Florida Insurance – **Out of state insurance cannot be accepted**
- Original Certificate of Title or Original Manufacturer's Certificate/Statement of Origin
- Transfer Plate:
- Power of Attorney (**Must be original or certified**):
- Application for Florida Title Certificate with original signatures – Form 82040
- VIN and Odometer Verification – A courtesy done by our office, weather permitting. **Vehicle must be present.**
- Lease Agreement
- Sales Tax Information
- Bill of Sale
- Legal Document:
- Affidavit for:
- Lien Holder Information
- Weight Slip
- Previous Registration / Out of State Registration
- Replacement Application with Original Signatures – Form 83146

Miscellaneous Information:

	Yes	No
Out of State Title	<input type="checkbox"/>	<input type="checkbox"/>
Documents Seen	<input type="checkbox"/>	<input type="checkbox"/>
Owned More than 6 months	<input type="checkbox"/>	<input type="checkbox"/>
More than 1 name on title	<input type="checkbox"/>	<input type="checkbox"/>
Owner Deceased	<input type="checkbox"/>	<input type="checkbox"/>
Need Duplicate	<input type="checkbox"/>	<input type="checkbox"/>
Most Current Title	<input type="checkbox"/>	<input type="checkbox"/>

**Estimated Fees/Forms of Payment -
Forms of payment accepted:**

Cash

Check (with driver license of check signer)

Debit (convenience fee of \$2.50)

Credit (convenience fee of 2.5% of total due - \$2.50 min.)

Estimated Fees:

Title	\$
Initial Registration Fee	\$
Lien	\$
Sales Tax	\$
Tag/Registration Fee	\$
Late Fee	\$
Mobile Home Decal	\$
Vessel Decal	\$
Estimated Total	\$

Important Information - Please Read:

A \$20.00 penalty is charged for failing to transfer title within 30 days from the date of sale. **All persons** applying for title must sign required forms and show proper identification. Any form signed outside our office must be notarized prior to return, if applicable. State issued I.D. required for forms completed in our office.

This information is believed to be correct; however, it is subject to change

Other/Notes:

To expedite your visit, review the information below. This serves as a guide and is not all inclusive.

FLORIDA TITLE TRANSFER

QUICK GUIDE

1. Have you looked at the sample title?

The "Transfer of Title by Seller" section must be completed prior to sitting with a representative. If this section is not completed, we must stamp/reject the title and a bill of sale will be required from the seller.

2. Do you have proof of Florida insurance for the vehicle you are titling?

Proof of **Florida** insurance is required if you are putting a plate on the vehicle. It can be faxed to:
 352-341-6562 (Inverness)
 352-564-7167 (Meadowcrest)

3. Are all the applicants here to sign or do you have Power of Attorney?

Anyone whose name is going on a title must be present to sign or sign a Power of Attorney.



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352-341-6500

Sample of the bottom section of your title:

***New* Title**

Executive Director

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

Federal and/or state law require that the seller state the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted to be free from any liens except as noted on the face of this certificate and the motor vehicle or vessel described is hereby transferred to:

Seller Must Enter Purchaser's Name: **Print purchaser(s) name(s)** Address: _____

Seller Must Enter Selling Price: **Purchase Price** Odometer Date: _____ Seller Must Enter Date Sold: **Purchase Date**

I/We state that this 5 or 6 digit odometer now reads: **M I L E A G E** (no tenths) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading:

Mileage is "Actual" **Mileage exceeds mechanical limit** **Mileage is "Not Actual"**

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SELLER Must Sign Here: **Signature of Seller** CO-SELLER Must Sign Here: **Signature of Co-Seller**

Print Here: **Printed Name of Seller** Print Here: **Printed name of Co-Seller**

Selling Dealer's License Number: _____ Tax No.: _____ Tax Collected: _____

Auction Name: _____ License Number: _____

PURCHASER Must Sign Here: **Signature of Purchaser** CO-PURCHASER Must Sign Here: **Signature of Co-Purchaser**

Print Here: **Printed Name of Purchaser** Print Here: **Printed Name of Co-Purchaser**

NOTICE: \$10.00 PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE

HSMV 82250 (REV. 12/05) **STATE OF FLORIDA**

***Old* Title**

Fred O. Dickinson, III
Executive Director

15 / 6 57562822

TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale.)

ODOMETER CERTIFICATION-Federal and state law require that you state the mileage in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment.

This title is warranted and certified to be free from any liens except as noted on the face of this certificate and the motor vehicle or vessel described is hereby transferred to:

Purchaser: **Print purchaser(s) name(s)** Address: _____

I/We state that this 5 or 6 digit odometer now reads: **M I L E A G E** (no tenths) miles, date read **Odometer Date** and to the best of my knowledge that it REFLECTS THE ACTUAL MILEAGE of the vehicle described herein, unless one of the odometer statement blocks is checked.

Do Not mark boxes if mileage is actual 1. I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage IN EXCESS OF ITS MECHANICAL LIMITS.

2. I hereby certify that the odometer reading IS NOT THE ACTUAL MILEAGE.

WARNING - ODOMETER DISCREPANCY - UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Printed Name of Purchaser: _____ **Printed Name of Purchaser**

Signature of Purchaser: _____ **Signature of Purchaser**

Printed Name of Co-Purchaser: _____ **Printed Name of Co-Purchaser**

Signature of Co-Purchaser: _____ **Signature of Co-Purchaser**

Printed Name of Seller: _____ **Printed Name of Seller**

Signature of Seller: _____ **Signature of Seller**

Printed Name of Co-Seller: _____ **Printed Name of Co-Seller**

Signature of Co-Seller: _____ **Signature of Co-Seller**

(When Applicable) Selling Dealer License Number: _____ Tax No.: _____ Tax Collected: \$ _____

HSMV 82250 (REV. 2/01) **STATE OF FLORIDA**

Basic Title Transfer Fees

FL Title Transfer	\$75.75
Mailed Title	Additional \$2.50
Fast Title	Additional \$10.00
Sales Tax	6% of purchase price
Plate Transfer Only	\$4.60
Initial Registration Fee— <i>due unless you are transferring a plate in which the fee was previously paid.</i>	\$225.00
Annual Registration Fee	Varies depending upon the type of transaction

To expedite your visit, review the information below. This serves as a guide and is not all inclusive.

OUT OF STATE TITLE TRANSFER

QUICK GUIDE

1. Have you verified all necessary information is completed on the title?

The transfer section must be completed prior to sitting with a representative.

2. Is the vehicle present?

The vehicle must be present in order for the representative to verify the VIN and odometer reading **OR** the VIN and Odometer Disclosure (Form 82042) must be completed by an authorized person.

3. Do you have proof of Florida insurance for the vehicle you are titling?

Proof of **Florida** insurance is required if you are putting a plate on the vehicle. It can be faxed to:
352-341-6562 (Inverness)
352-564-7167 (Meadowcrest)

4. Are all the applicants here to sign or do you have Power of Attorney?

Anyone whose name is going on a title must be present to sign or sign a Power of Attorney.



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352-341-6500

The following information must be completed on the title when transferring ownership:

1. Purchaser(s) Name(s)
2. Purchaser(s) Signature(s)
3. Purchase Price
4. Purchase Date
5. Odometer Reading
6. Odometer Date
7. Mileage (if applicable)
8. Mileage Indicator Box
Actual, in Excess of It's
Mechanical Limits, Not
Actual Mileage (if applicable)

Basic Out of State Title Transfer Fees

Out of State Title Transfer	\$87.75
Mailed Title	Additional \$2.50
Fast Title	Additional \$10.00
Sales Tax	6% of purchase price
Plate Transfer Only	\$4.60
Initial Registration Fee— <i>due unless you are transferring a plate in which the fee was previously paid.</i>	\$225.00
Annual Registration Fee	Varies depending upon the type of transaction

To expedite your visit, review the information below.
This serves as a guide and is not all inclusive.

OUT OF STATE TITLE WITH LIENHOLDER

QUICK GUIDE

1. Is the vehicle present?

The vehicle must be present in order for the representative to verify the VIN and odometer reading
OR The VIN and Odometer Disclosure (Form 82042) must be completed by an authorized person.

2. Do you have your out of state registration?

This will have important items necessary for registering your vehicle.

3. Are all the applicants here to sign or do you have Power of Attorney?

Anyone whose name is going on a title must be present to sign or sign a Power of Attorney.

4. Do you have proof of Florida insurance for the vehicle you are titling?

Proof of **Florida** insurance is required if you are putting a plate on the vehicle. It can be faxed to:
352-341-6562 (Inverness)
352-564-7167 (Meadowcrest)

5. Do you have your lienholder's information?

Please call your lienholder to obtain their proper name, address, phone number, account number, and fax number.

6. Is your vehicle a lease?

A lease agreement is necessary if the vehicle is leased.

7. Have you owned the vehicle less than 6 months?

Proof of sales tax paid is necessary if you have owned the vehicle less than 6 months.

Basic Out of State Title Fees

Out of State Title Transfer w/ Lien	\$87.75
Mailed Title	\$2.50
Fast Title	\$10.00
Metal license Plate	\$28.00
Initial Registration Fee— <i>due unless you are transferring a plate in which the fee was previously paid.</i>	\$225.00
Annual Registration Fee	Varies depending upon the type of transaction



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