



October 24, 2011

TO: COUNTY AUDITORS

SUBJECT: GAS & ELECTRIC UTILITY VALUATIONS

There are three files located on the website for each county relating to the gas and electric utility valuations. Please review the instructions for each item below.

#### **CERTIFICATE OF ASSESSMENT**

This report is titled '2011 Assessed Values for Gas and Electric Utilities'. Please make sure that the values are allocated to the correct taxing districts. If there are any errors, notify the Department of Revenue using the taxing district change form (Form 2). This form is located on the Utility Company Contact Information web page.

The Department of Revenue provides you with both **assessed** and **taxable** gas and electric utility valuations. The assessed valuations should be entered in the "100%" valuation column and the taxable valuations in the "taxable" valuation column on your computer system. It is possible for the taxable values to be greater than the assessed values. Do not apply any rollback adjustment to this property.

#### **DATA FILE**

The data file contains the exact same values as the '2011 Assessed Values for Gas and Electric Utilities' report. This file will allow you to import the data directly into your computer system only if your software provider has written a program for you to read the data. Otherwise, you will simply have to key the data in by hand.

#### **RECONCILIATION REPORT**

After loading gas & electric utility valuations into your computer system and then importing valuations into the Department of Management's Property Valuation System (DOM PVS), compare the taxing districts totals on this report to the taxing district totals printed on the DOM PVS 'Gas and Electric Utility Reconciliation' report. Make sure that you compare the totals for each taxing district, for both the assessed (100%) and taxable valuations, prior to submitting your valuation reports to the local levying authorities and officially filing with the Department of Management. If the two reports are not exactly in balance on a taxing district by taxing district basis, please take the necessary steps to bring the two systems into balance.

If you have any questions, please contact the Property Tax Division at (515) 281-4040 or [IDR-PropTax@iowa.gov](mailto:IDR-PropTax@iowa.gov).