

PLEASE ATTACH A COPY OF YOUR VALUATION

NOTICE YOU RECEIVED TO THE PROTEST FORM

PLEASE LEAVE THIS LETTER ATTACHED

The following will assist you in filing your property valuation protest.

Burt County Clerk
111 N. 13th ST., Ste. 8
PO Box 87
Tekamah, NE 68061
clerk@burtcountyne.gov

- The burden of proof is on the property owner to prove their property has not been *correctly assessed*.

Prior to filing this protest, we ask that you discuss the valuation with a representative in the County Assessor's Office; this could very possibly eliminate the need for protest.

If after consultation with the Assessor's office, you still wish to file a protest, please read carefully, and follow instructions below and as well as those on the back of the Form 422:

1. Protests must be limited to valuation only; this is not and cannot be a protest of taxes.
2. **Reasons for change in value and the amount of the requested change must be explained on the form.*** (Note: The completion of each protest and the notice of the decision must meet requirements of §77-1502. "In a protest of valuation of real property, the assessed valuation of property is presumed to be correct unless the person protesting can rebut the presumption and show through introduction of competent evidence that the assessed value is incorrect by more than a mere difference of opinion.")
***ON THE FORM 422, YOU MUST COMPLETE ALL BOXES IN THE TOP ONE-THIRD PART, ENDING AT YOUR SIGNATURE LINE; EXCEPT THE FOLLOWING TWO (2) BOXES: (1) PROTEST NUMBER (2) FILED DATE.** This required information can all be found on the valuation notice you received.

3. File **June 1st - June 30th** in the Burt County Clerk's office.
Early or late filings will cause the protest to become invalid.

- SUBMISSIONS SHOULD INCLUDE (3) ITEMS:** (1) THIS LETTER
(2) PROTEST FORM
(3) COPY OF THE VALUATION NOTICE YOU RECEIVED

Once filed, the County Board of Equalization will hold a hearing to review the protest and all information submitted. No decision will be rendered at the hearing, and you are not required to appear. However, should you have additional relative information you wish to convey to the board, other than what is submitted on the form, please indicate below.

- YES, I would like an appointment;** *(we will email the time & place of the hearing.)*
please provide a valid e-mail: _____

- NO, I do not wish to appear.**

Signature: _____ Date: _____

At the hearing be sure to have all relevant information with you.
At this hearing, the board will listen to your testimony and will look over your document(s).
TESTIMONY NOT TO EXCEED FIVE MINUTES.

No decision will be rendered at the hearing.
The County Board of Equalization will render a decision on or before July 25th.

File with the
County Clerk
(See Instructions)

Property Valuation Protest and Report of County Board of Equalization Action

County Name _____

FORM
422

Complete a separate protest form for each parcel.

Name and Mailing Address of Person Filing Protest		Protest Number _____	Filed _____, 20____
Name _____		Protested Valuation 20____	Requested Valuation (Required)
The person filing this protest is the owner of the property or authorized to protest on behalf of the owner. If the protest is being filed on behalf of the owner, authorization to do so must be provided with the protest. <input type="checkbox"/> Yes <input type="checkbox"/> No		Land \$ _____	Land \$ _____
Street or Other Mailing Address _____		Buildings \$ _____	Buildings \$ _____
City, Town, or Post Office _____	State _____	Zip Code _____	Total Land and Buildings \$ _____
Property Identification Number _____	Phone Number _____	Personal Property \$ _____	Personal Property \$ _____
Email Address _____		Reasons for requested valuation change (Required) (Attach additional pages if needed.)	
Real Property Description (Include Lot, Block, Addition, Location Address, Section, Township, Range, and County) and/or Personal Property Description (Required)			

**sign
here**

Signature of Person Filing Protest _____

Date _____

County Assessor's Recommendation	Referee's Recommendation (If applicable)

Decision of County Board of Equalization for Assessment Year 20____

Basis for Action Taken (County Board of Equalization Chairperson)	Land \$ _____
	Buildings \$ _____
	Total Land and Buildings \$ _____
	Personal Property \$ _____

Check One:

The county assessor has certified to the county board of equalization that a copy of that portion of the property record file which substantiates the calculation of the protested value is maintained in the county assessor's office in electronic or paper form. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.

Attached is a copy of that portion of the property record file which substantiates the calculation of the protested value. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.

Signature of County Board of Equalization Chairperson _____

Date _____

County Clerk Certification

Date the Protest was Heard _____	Date of the Decision _____	Date Notice of Decision was Mailed to Protestor _____
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The undersigned certifies that a copy of this protest and report of the action of the county board of equalization, which has been accepted by the assessor, has been mailed to the protestor at the above-shown address on _____, 20____.

Signature of County Clerk _____

Date _____

Instructions

Dismissal. Failure to adequately identify the property that is being protested, not stating a reason for the protest, and not including a requested valuation will result in dismissal of the protest.

Where to File. This form is required to be filed with the county clerk in the county where the property is located. This form is used to protest the valuation and any penalties assessed on real and/or personal property, unless the county where the protest is to be filed has its own form, which may include an electronic version of this form. When completed, this form must be signed either in writing or electronically, dated, and filed with the county clerk in which the property is located.

Who Can File. The owner of the property can file this form for each property being protested. If the person is filing this form on behalf of the owner of the property, authorization to do so must be provided with the protest.

If the person filing the protest is not the owner of the property or authorized to protest on behalf of the owner, the county clerk must mail a copy of the protest to the owner of the property. **Complete one protest form for each property being protested.**

Real Property Protest Filing Deadlines. If additional space is needed, attach the additional information to this form.

1. If protesting the valuation of real property as determined by the county assessor, the protest must be filed after the county assessor's completion of the real property assessment roll required by [Neb. Rev. Stat. § 77-1315](#) and on or before June 30.
2. If protesting a notice of valuation change received between June 1 and July 25 from the county board of equalization because the real property was undervalued, overvalued, or omitted for the current year's assessment, the protest must be filed within 30 days of the mailing of the notice.
3. If protesting a notice of omitted property valuation change and penalty received between January 1 and December 31 from the county board of equalization because the real property was not reported for assessment or because of a clerical error, the protest must be filed within 30 days of the mailing of the notice.
4. If protesting a notice of valuation change received after June 1 from the county board of equalization because the real property was denied an exemption from real property taxes, the protest must be filed within 30 days of the mailing of the notice.

When applicable, this form may be used for the protest of special valuation for agricultural and horticultural land.

Personal Property Protest Filing Deadlines. If additional space is needed, attach the additional information to this form.

1. If protesting the valuation as filed with the county assessor between January 1 and May 1, the protest must be filed by June 30.
2. If protesting the county assessor's notice of an additional assessment, notice of failure to file a personal property return, or the imposition of a penalty, the protest must be filed within 30 days of the mailing of the notice.

Special Filing Provisions. If a filing deadline falls on a weekend or holiday, the filing deadline is the next business day.

If this protest is sent to the county board of equalization through the U.S. mail, the protest is considered filed on the date of the postmark. If this protest is sent through the U.S. mail and either registered or certified, the date of registration or certification shall be deemed the postmarked date.

Notice. For protests of Real Property, subpart (1), or Personal Property, subpart (1), as stated above, the county clerk shall notify the protester by August 2 of the county board of equalization's decision regarding the protest. If the person filing the protest is not the owner of the property or authorized to protest on behalf of the owner, the county clerk must send written notice of the county board of equalization's decision to the owner of the property.

For all other protests, the county clerk shall notify the protester within seven days of the county board of equalization's decision regarding the protest.

Appeals. The time allowed to the county clerk to issue notice does not extend the time to file an appeal.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (1), or Personal Property, subpart (1), as stated above, may be appealed to the Tax Equalization and Review Commission on or after July 26 and on or before August 24.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (2), as stated above, may be appealed to the Tax Equalization and Review Commission on or after September 16 and October 15.

All other decisions of the county board of equalization regarding protests may be appealed within 30 days of the final decision to the Tax Equalization and Review Commission.

The report of the county board of equalization decision is available at the office of the county clerk or county assessor, whichever is appropriate.