

**SHERIDAN COUNTY PROPERTY TAX  
A GUIDE FOR THE TAXPAYER**

**PREPARED BY THE  
SHERIDAN COUNTY TREASURER'S OFFICE**

**PETER C. CARROLL  
TREASURER**

The process of taxing and collecting taxes is not a simple one. The Sheridan County Treasurer's Office has compiled the following information to provide Sheridan County taxpayers with a complete understanding of the taxation process.

**WHAT IS A PROPERTY TAX**

A property tax is an ad valorem tax. That is, it is a tax imposed according to the value of the property. In this state, the County Assessor is charged with the responsibility to value property at fair market value. This value is then applied to the level of assessment, determined by the Wyoming State Legislature. Currently, the level of assessment is 11.5% for industrial use property and 9.5% for residential property. The result is assessed value. The assessed value is then applied to the mill levy (set by the Board of County Commissioners) to come up with the tax dollar due. Once the tax dollar is determined, it is the duty of the County Treasurer to collect taxes. Take a look at the following example for clarification.

This example illustrates a home with a fair market value of \$100,000.00 located in the City of Sheridan with a levy of 73.00 mills.

**FORMULA**

Fair Market Value x Level of Assessment=Assessed Value

Assessed Value x Mill Levy=Tax Dollar

Fair Market Value = \$100,000.00 Type of Use = Residential

\$100,000.00 x 9.5% = \$9,500.00

Assessed Value: \$9,500.00 Mill Levy: 73.00

\$9,500.00 x .07300 = \$693.50

**WHAT IS A MILL LEVY**

A mill is 1/10 of \$.01 or \$.001 (one thousandth). A mill levy is the number of dollars a taxpayer must pay for every \$1,000.00 of assessed value. The taxing entity determines the amount of dollars based on its budget request to the county commissioners. The property owner in the above example was located in the geographic area within the city limits of Sheridan with a mill levy of 73.00 mills.

**TAX NOTICES**

Property tax notices are mailed annually from this office during the month of September.

The bill shows the total tax due, when the tax is due and payable, and how your tax dollar will be distributed to the taxing entities. A taxpayer is responsible for payment of taxes regardless of billing. In other words, if you do not receive a bill for any reason, taxes are still due and if paid late, interest must be collected. **(IF YOU DO NOT RECEIVE YOUR TAX BILL BY THE END OF SEPTEMBER, CONTACT THE TREASURER'S OFFICE TO REQUEST A COPY).**

#### **WHEN ARE TAXES DUE**

Fifty percent of the tax is due Sept. 1 and payable on Nov. 10 of the current year. The remaining 50 percent is due March 1 and payable on May 10 of the following year. Any taxes not paid on the payable date become delinquent on the day after that date and are subject to interest at 18% per annum. Or as an early pay option, the taxpayer can elect to pay the entire tax by December 31st of the current year without paying any interest.

#### **WHO RECEIVES THE TAX BILL**

W.S. 39-13-103 (b)(i)(A) provides; All taxable property shall be annually listed, valued and assessed for taxation in the county in which located and **IN THE NAME OF THE OWNER OF THE PROPERTY ON JANUARY 1**. If you are the record owner of the property on January 1, you will receive the tax notice. Many taxpayers have an escrow account from which their taxes are paid. As a courtesy, this office dedicates considerable time working with mortgage companies so they have all the necessary information to make payments. The property owner however is always sent a tax notice regardless of an escrow.

#### **PROPERTY TRANSFERS**

The property tax notice is mailed to the record property owner as of January 1. This remains true even in the event the property is transferred to a new owner after January 1. The payment of taxes is between the buyer and seller. Many transfers of property take place when taxes are not yet due, for instance, June 1. Upon closing the sale, the taxes are prorated based on the previous year's billing. The seller's proceeds are decreased by the amount of taxes the seller owes for the period he still owned the property (Jan. 1 - June 1). The buyer, therefore has use of the seller's funds to pay the seller's share of taxes when the taxes become due. The problem arises in Sept. when the bill is mailed. It will be mailed to the seller, as he was the record owner on January 1. The seller has two options. The bill can be forwarded to the new owner, if known, or mailed back to this office. The treasurer's office will then research the public records for the new owner and send notification of taxes due. Remember, interest will be charged for untimely payments even though the new owner did not receive a bill. **(IF YOU PURCHASED PROPERTY DURING THE CALENDAR YEAR AND DID NOT RECEIVE A BILL BY THE END OF SEPT. CONTACT THE TREASURER'S OFFICE TO REQUEST A COPY).**

#### **MOBILE HOMES**

Ad valorem taxes on Mobile Homes that are not on a permanent foundation are classified as personal property. The current years taxes on Mobile Homes must be paid to the Treasurer's Office before the title can be changed or a moving permit issued. The current years tax estimate is obtained from the County Assessor's Office and paid to the County

Treasurer.

### **DELINQUENT NOTICES**

All real property taxes due represent a lien against the taxpayer. The county holds the lien. When taxes remain unpaid on May 11, the treasurer must certify a list of delinquent taxes and taxpayers, followed by a demand for payment of these taxes plus interest of 18% per annum. The delinquent notice (demand for payment) is mailed from this office shortly after the 11<sup>th</sup> of May. The delinquent notice is sent to the same property owner as reflected on the original tax notice, however this office goes one step further. We do another record search to check for new owners, and we also send them a delinquent notice. The notice informs the taxpayer of delinquency and if unpaid will be published three times and the lien subsequently sold at the tax sale. The notice contains the publication dates and the tax sale date.

### **STATUTORY AUTHORITY**

Tax collection procedures, including the tax sale, redemption procedures, and deeding procedures that will be referred to in this letter are under the authority of Wyoming Statutes 39-13-107 thru 39-13-109. The treasurer does not sell property at the tax sale, but sells the county's tax lien on the property.

### **TAXES AND DUE DATES**

Fifty percent (50%) of the taxes are due on and after September 1 and payable on and after November 10 in each year and the remaining fifty percent (50%) of the taxes are due on and after March 1 and payable on and after May 10 of the succeeding calendar year. W.S. 39-13-107 contains a provision that if entire tax is paid on or before December 31<sup>st</sup>, no interest or penalty is chargeable. State statute provides a tax lien purchaser interest at 15% per annum in addition to a 3% penalty the day of purchase. Subsequent year taxes may be paid by the purchaser and also earn 15% interest. Any person buying or taking assignment of a certificate of purchase may pay taxes for all subsequent years prior to redemption based on those dates. Should the taxes not be paid by those dates, interest at a rate of 18% will accrue.

### **TAX SALE**

Property subject to sale will be advertised in the Sheridan Press, every other Friday, three times prior to the sale date which is the third Friday in August. The first publication is usually five weeks prior to the tax sale date. Separate mailing lists are not available. The sale is held at the Sheridan County Courthouse, 224 S. Main, Sheridan, Wyoming. Registration begins at 8:00 a.m. and the tax sale begins promptly at 9:00 a.m. Late arrivals will not be entitled to participate. All Private Purchasers must register and provide a Taxpayer Identification Number; they will then be assigned a number. A matching number will be put in a box for the drawings. Only individuals who are present may participate, neither representatives nor anyone under the age of eighteen (18), are allowed. The first round of drawings each investor will get a chance to pay taxes on a property. The numbers will be drawn out one at a time and the investors with the matching number will choose the property they wish to pay taxes on. This procedure will be followed until all

numbers have been drawn and each investor has a chance to purchase the taxes on one property. The remainder of the sale will be strictly by lottery and will go in the order of the tax sale listing, and all numbers will remain in the box for each drawing. The procedure will be followed until all properties have been sold. Payment for purchase must be made the day of the sale. Cash, certified funds and personal checks will be accepted. A certificate of purchase is issued to the purchaser of a tax lien the day of the tax sale. Sheridan County maintains custody of the certificate of purchase. As redemption occurs, this office will send payment directly to the purchaser.

### **PROCEDURES SUBSEQUENT TO SALE**

After a purchaser acquires a certificate at the sale, he shall have the option to keep that certificate in force from year to year by paying the subsequent taxes after the delinquent date. If a purchaser chooses not to pay the subsequent taxes, the parcel will again be advertised and resold at the next tax sale. That will not invalidate the current certificate, but will make it necessary for the first purchaser to redeem any subsequent purchase in case the property goes to deed. If the first purchaser does not redeem, the subsequent purchaser (s) will be entitled to the deed, which will override the first deed. If you choose to keep the certificate in force, we suggest you pay the taxes in installments to maximize your return. We can collect interest from the taxpayer only after an installment is delinquent. Therefore, if you prepay any tax, interest will not begin until the delinquent date.

### **REDEMPTION AND DEEDING PROCEDURES**

The owner of the property has four years from the date of the original sale to redeem his property. At the time of redemption the following is collected; the CP amount, a 3% penalty on the CP amount, interest on the CP amount at 15% per year, any subsequent taxes paid by the CP holder, and interest on the subsequent taxes at 15% per year. If you are holding a certificate that is approaching that age, we strongly suggest you retain an attorney to help you with the deeding process. It is important to take notice that Sheridan County does not warrant the property when selling the tax lien. It is a buyer beware market. Owner redemption and other specific statutory provisions relating to the overall tax sale process can be found under Wyoming Statutes 39-13-108. Office personnel are not authorized to provide legal advice, nor answer questions pertaining to legal issues.

### **PROPERTY TAX EXEMPTIONS, DEFERRAL OR RELIEF**

Veteran's Exemption-Wyoming Statute 39-13-105

For Information on veteran's exemption contact the County Assessor's Office:

Sheridan County Assessor  
224 S. main, Suite B4  
Sheridan, WY 82801  
(307) 674-2535

Veteran's must apply after January 1<sup>st</sup> and before the 4<sup>th</sup> Monday in May  
Property Tax Relief Program-Wyoming Statute 39-13-109(c)(iii)

For information on property tax relief program, contact the County Treasurer's Office or the Wyoming Department of Revenue at:

Sheridan County Treasurer  
224 S. Main, Suite B3  
Sheridan, WY 82801  
(307) 674-2520

Wyoming Department of Revenue  
Herschler Building 2<sup>nd</sup> Floor W  
Cheyenne, WY 82002  
(307) 777-7320

Deadline for application is on or before the first Monday of June of each year.

Property Tax Deferral Program-Wyoming Statute 39-13-107(b)(iii)

For information on the property tax deferral program contact the Assessor's Office

Sheridan County Assessor  
224 S. Main, Suite B4  
Sheridan, WY 82801  
(307) 674-2535

Deadline is November 10<sup>th</sup> of the year taxes are levied.

**I hope this synopsis has helped you with our procedures. We realize this is brief and has probably not covered all questions that may come up. If you still have any questions or comments, please feel free to call our office at 307-674-2520, E-mail to [treasurer@sheridancounty.com](mailto:treasurer@sheridancounty.com) or fax 307-674-2529.**

Sincerely,

**Peter C. Carroll**  
**Sheridan County Treasurer**