

Date: December 2, 2011

Number: 11-36

Subject: Mandatory Modifications to Equalization Study Data Output

Dear County Assessor:

The Ad Valorem Division notified you of new Equalization Study data output requirements for 2012 in Bulletin 11-22 dated September 15, 2011 (Copy Attached). Due to State Board of Equalization action at its December 1 meeting, OTC audit procedures are changing for 2012, and these modifications become even more critical.

The required changes must be completed and ready for testing by no later than January 2, 2012. Failure to provide the data output in this new file layout may result in non-compliance actions in 2012 if these modifications are not made in a timely manner.

IF YOU HAVE NOT ALREADY DONE SO, PLEASE NOTIFY YOUR CAMA SOFTWARE VENDOR IMMEDIATELY TO AUTHORIZE THIS WORK SO THAT THE REQUIRED MODIFICATIONS ARE IN PLACE FOR THE 2012 AUDIT YEAR.

The Ad Valorem Division appreciates the efforts of your staff and your software vendor to implement the steps necessary to provide this information to us. If you do not have or maintain certain fields such as a breakout for mobile homes as an example, we would request that you include a corresponding length blank to match the overall fixed length file layout.

For any questions, or to coordinate with our office for testing and implementation of this request, please contact Troy Frazier at 405-319-8200.

Sincerely,

Jeff Spelman, CAE, Director
Ad Valorem Division

Attachment: Bulletin 11-22

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