

# **Electronic Truth in Millage (eTRIM)**

## **User Guide**



**Florida Department of Revenue  
Property Tax Oversight  
Truth in Millage (TRIM)**

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## Introduction

Welcome to eTRIM, the Department of Revenue's (Department) internet-based system for completing and submitting documents for Florida's Truth-in-Millage (TRIM) and maximum millage oversight process. Using this system, property appraisers will be able to electronically certify value data to principal authorities in their counties. Principal authorities will be able to complete and return their TRIM forms to the property appraiser for inclusion in the Notice of Proposed Property Taxes (TRIM notice). Principal authorities will also be able to complete and certify their final TRIM and maximum millage forms to the Department for review.

For general information about TRIM and maximum millage requirements, visit the Department's website at <https://floridarevenue.com/property/Pages/TRIM.aspx>. For information about eTRIM, contact the eTRIM administrator at [eTRIM@floridarevenue.com](mailto:eTRIM@floridarevenue.com), 850-617-8921, or 850-617-8920.

## Terms Used

Principal authority:	A county, municipality, school district, or independent special district. All principal authorities levying taxes report information for their dependent districts, MSTUs, and voted debt service.
Taxing authority:	Any principal authority, dependent district, or MSTU that can levy taxes in Florida
Levy:	The millage levied by a county, municipality, school district, independent special district, dependent district, or MSTU or used for voted debt service
Department:	Florida Department of Revenue, Property Tax Oversight
DR-420 Series:	Forms DR-420, DR-420DEBT, DR-420MM-P, DR-420TIF, and DR-420S
DR-422 Series:	Forms DR-422 and DR-422DEBT

# Flow Diagram of eTRIM Steps



R. 3/2017

## Summary of eTRIM Process

The eTRIM process has six required steps and one optional step in which either the **property appraiser** or the **principal authority** enters data. At the end of each step, users should send an email to the next participant with a notification to begin the next step. Below is a preview of the steps and processes. Further detail on each step is provided on later pages.

### Step 1

#### **PROPERTY APPRAISER, DR-420 Series Initiation**

The property appraiser initiates the process by completing the top portion of the DR-420, DR-420TIF, DR-420S, and DR-420DEBT forms for all levies in the county.

*DR-420 Series Status*

*Status 1: DR-420 Series Assigned to Property Appraiser*

*Status 2: DR-420 Series in Progress*

*Status 3: DR-420 Series Ready for Certification*

*Status 4: DR-420 Series Assigned to Principal Authority*

### Step 2

#### **PRINCIPAL AUTHORITY, DR-420 Series Completion (including the preliminary DR-420MM-P)**

Each principal authority completes the bottom portion of the applicable DR-420, DR-420TIF, DR-420S, and DR-420DEBT forms for all taxing authority levies of the principal authority and its dependent districts and MSTUs. The principal authority must report the date, time, and place of the preliminary public hearing (final hearing for school districts). Non-school principal authorities also complete the DR-420MM-P.

*DR-420 Series Status*

*Status 4: DR-420 Series Assigned to Principal Authority*

*Status 5: DR-420 Series in Progress*

*Status 6: DR-420 Series Ready for Certification*

*Status 7: DR-420 Series Returned to Property Appraiser*

### Step 3

#### **PROPERTY APPRAISER, DR-420 Series Acceptance**

When the principal authorities have completed the bottom portions of the required DR-420 series and the DR-420MM-P and notified the property appraiser, the property appraiser will notify the principal authority of the forms' acceptance and certification to the Department. The property appraiser can then prepare the Notice of Proposed Property Taxes.

*DR-420 Series Status*

*Status 7: DR-420 Series Returned to Property Appraiser*

*Status 8: DR-420 Series Property Appraiser Accepted*

### Step 4

#### **PRINCIPAL AUTHORITY, Certification of Final Millage/Maximum Millage**

Each taxing authority should complete the DR-487V and DR-420MM when it has completed its final budget and millage hearing then certify these forms to the Department.

*DR-420 Series Status*

*Status 8: DR-420 Series Accepted*

*Status 9: DR-420MM and DR-487V in Progress*

*Status 10: DR-420MM Ready for Certification to Department*

*Status 11: DR-420MM Adopted Millage Certified*

## Step 5

### **PROPERTY APPRAISER, DR-422 Series Initiation**

Before extending the roll to the tax collector, the property appraiser will complete the top portion of the DR-422 and certify it to the principal authorities.

*DR-422 Series Status*

*Status 1: DR-422 Series Assigned to Property Appraiser*

*Status 2: DR-422 Series in Progress*

*Status 3: DR-422 Series Ready for Certification*

*Status 4: DR-422 Series Assigned to Principal Authorities*

## Step 6

### **PRINCIPAL AUTHORITY, Return of DR-422 Series**

The principal authorities have three days to complete the bottom portion of the DR-422 and return it to the property appraiser.

*DR-422 Series Status*

*Status 4: DR-422 Assigned to Principal Authorities*

*Status 5: DR-422 in Progress*

*Status 6: DR-422 Ready for Certification*

*Status 7: DR-422 Certified*

*Status 8: All Forms Submitted and Accepted by Property Appraiser*

## Step 7

### **PROPERTY APPRAISER, DR-422 Series Process Post-VAB (OPTIONAL)**

After the VAB has concluded its hearings, the property appraiser will complete the top portion of the DR-422 and certify the post-VAB final values to the principal authorities. This step is for informational purposes only; the principal authorities will not need to return information back to the property appraiser.

*DR-422 Series Post-VAB Status*

*Status 8: Initial DR-422 Accepted by Property Appraiser*

*Status 9: Post-VAB DR-422 in Progress*

*Status 10: Post-VAB DR-422 Ready for Certification*


*Status 11: Post-VAB DR-422 Certified*

## Getting Started

Use the link <https://ptportal.floridarevenue.com/etrim/logon.aspx> to access the eTRIM system. Log in with the user ID and password the Department provided to you by email.

The screenshot shows the login interface for the eTRIM system. At the top, there is a navigation bar with 'Home', 'Property', and 'Taxes' tabs. The main heading is 'Production Region'. A central form prompts the user to 'Please enter your User ID and Password'. It includes input fields for 'User ID' and 'Password', and 'Clear' and 'Logon' buttons. A yellow callout box on the left says 'Enter User ID and Password' with an arrow pointing to the User ID field. Below the login form is a 'Welcome' section with a privacy notice: 'Protecting your Privacy. Access to personal information about you is limited to individuals authorized by law to have access to that information. Physical, electronic, and procedural safeguards are in place to protect personal information.'

### Important Tips

- Fields that allow you to enter data will appear in black font. Fields that others complete or that are prepopulated from entered data appear in gray font.
- Be sure to click the **Save** button or you will lose your data. 
- The system cannot progress from one step to the next until you complete all relevant forms and click the **Certification** button. For the property appraiser, this means that the forms for all principal authorities (and their related dependent districts and MSTUs) must be complete and certified before any principal authority can begin the next step.
- For principal authorities, all forms for the principal authority and its dependent districts and MSTUs must be complete before the authority can certify the form to the property appraiser.

### Special Notes to School Districts and Multi-county Authorities

#### SCHOOL DISTRICTS



- **You can skip Step 4.** When the property appraiser completes Step 3, you will go to Step 5: Return of the DR-422 Series.
- You do not have to complete the DR-420MM or DR-487V.

## MULTI-COUNTY AUTHORITIES

- The rolled-back rate on the DR-420 should be the rolled-back rate calculated for the entire district, not just the county for which you are completing the form. Likewise, you should complete the information on lines 22–27 of the DR-420 relating to the calculation of the aggregate rolled-back and proposed millage rates for the district as a whole, not just one county. The rolled-back rate and aggregate millage rate information should match the information on the authority’s district-wide form.
- When multi-county principal authorities enter the eTRIM system, they will see their levies separately displayed for each county in which they levy a property tax. Your DR-420 Series forms are certified directly to the property appraiser from the form for the particular county rather than from the **Return to Levies** summary page.
- Typically, when a principal authority completes a form in Step 2, clicking the **Ready for Certification** button moves the form from Status 5: DR-420 Series in Progress to Status 6: DR-420 Series Ready for Certification.
- For multi-county authorities, however, different counties may be at different stages in the process. The button that will appear on the DR-420 will be the **Certify to Property Appraiser** instead of the **Ready for Certification** button.
- Clicking the button will change the status directly from Status 5 to Status 7: Certifying the Form to the Property Appraiser. You will not be able to reopen the form without contacting the Department’s eTRIM administrator.



## Step 1 in Detail: Property Appraiser, DR-420 Series Initiation

When you log on, you will see the **Return to Levies** summary page. From here, you can:

- Access the individual forms for your levies for data entry and editing
- Upload the required TRIM data
- View each levy's data entry status
- Download data into an Excel spreadsheet
- Certify the completed forms to each principal authority in the county

When you are finished, certify the forms to the respective principal authorities for completion of their portions of the forms.



### **Status 1: DR-420 Series Assigned**

*This is the initial status before a form has had any modifications.*

When you first access the page, it will list all principal authorities' levies. To see a single principal authority's levies, use the drop-down menu above the levy list.

The **Return to Levies** summary page and the top of Form DR-420 display the status for each levy.

Year	CountyCode	PA_Name	EmailAddress
Edit 2011	44	LAFAYETTE COUNTY PROPERTY APPRAISER	

When you save your first modification of a form, the status will change to **Status 2**.

If a new levy is required, contact the eTRIM administrator at [eTRIM@floridarevenue.com](mailto:eTRIM@floridarevenue.com), 850-617-8921, or 850-617-8920.



### **Status 2: DR-420 Series in Progress**

*In this status, the property appraiser has made changes to the forms, but they are not ready for certification.*

Complete the top part (Section I) of Forms DR-420, DR-420S, and DR-420DEBT. If there are tax levies that contribute to tax increment finance (TIF) districts, complete the top part (Section I) of the DR-420TIF worksheets.

The property appraiser completes the following lines on each form for each required levy.

Form	Required for	Lines to Complete
DR-420	All	1, 2, 3, 5, 7
DR-420TIF	Tax increment financing	1, 2, 4
DR-420DEBT	Voted debt millage	1, 2, 3
DR-420S	Schools	1, 2, 3, 5, 7

**Form Pages**

Production Region (Role=...) Year=2011 (County=44)

Form: DR-420.aspx County: LAFAYETTE Principal Authority ID: 335 Taxing Authority ID: 335 Levy ID: 417 MultiCounty ID: 0

Entity	Description	Type	County
Principal Authority	LAFAYETTE COUNTY BCC	County	44
	LAFAYETTE COUNTY BCC	Principal Authority	44
	GENE	Local	44

Form DR-420: (1) Property Appraiser 422 Assigned

1.	Current year taxable value of personal property for operating purposes	\$	0
2.	Current year taxable value of personal property for operating purposes	\$	0
3.	Current year taxable value of centrally assessed property for operating purposes	\$	0
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	\$	0
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	\$	0
6.	Current year adjusted taxable value (Line 4 minus Line 5)	\$	0
7.	Prior year FINAL gross taxable value (From prior year applicable Form DR-403 series)	\$	0
8.	Number of TIF Work Sheets		0
9.	Number of DEBT Work Sheets		0

**Option 1. Enter/Edit Data:** To enter or edit data for your part of the DR-420 series, click the **Edit** button to the left of the levy. The forms associated with that levy appear.

Complete the data fields that appear in black font. Fields that will be calculated from entered data or that the principal authority will complete appear in gray font.

**Option 2. Upload Data:** Property appraisers can create a comma delimited file (CSV) and upload the TRIM data into the system by clicking the Utilities tab. Contact the eTRIM administrator for the current record layout.



To save your data entries, click the **Save** button. If you forget to save, you will lose the data you entered.

Line 8 on the DR-420 shows the number of TIF forms associated with the levy. For non-school principal authorities that make tax increment finance payments, a tab at the top to the right of the DR-420 tab will access the DR-420TIF worksheets. You can add or delete TIF worksheets. To create a new TIF form, click the **New** button in the first column below the list of current TIF forms.

4 1  Property Appraiser  Principal Authority  Tax Collector PTO Update Status PTO Edit Fields Enabled

Save Print PDF

Community Redevelopment Area CRA 101 Base Year 2011

**Save TIF**

Community Redevelopment Area

**TAX INCREMENT ADJUSTMENT WORKSHEET DR-420 TIF Form Section I**

**SECTION I: COMPLETED BY PROPERTY APPRAISER**

1.	Current year taxable value in the tax increment area	1.	\$	0
2.	Base year taxable value in the tax increment area	2.	\$	0
3.	Current year tax increment value (Line 1 minus Line 2)	3.	\$	0
4.	Prior year Final taxable value	4.	\$	0
5.	Prior year tax increment value (Line 4 minus Line 2)	5.	\$	0

**DR-420 TIF Section II**

The amount to be paid to the redevelopment trust fund is based on a specific proportion of the tax increment value

Enter the Proportion on which the payment is based

6a.	%	0.00
6b.	\$	0
6c.	\$	0
7.	If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:	
7a.	\$	0
7b.		0.0000
7c.	\$	0
7d.	%	0.00
7e.	\$	0

**Add or delete TIFs**

New Delete

DR-420\_TIF.aspx Local intranet | Protected Mode: Off 150%

Line 8 on the DR-420 shows the number of TIF forms associated with the levy. For non-school principal authorities that make tax increment finance payments, a tab at the top to the right of the DR-420 tab will access the DR-420TIF worksheets. You can add or delete TIF worksheets. To create a new TIF form, click the **New** button in the first column below the list of current TIF forms.



### Status 3: DR-420 Series Ready for Certification

In this status, all required data are correctly entered, and TIF worksheets are ready for certification on the DR-420.

When you are satisfied that the data you have entered on the main form and any associated TIF forms are complete, check the **OK** box and click the **Ready for Certification** button. Status 3 will appear under the “Principal Authority ID” table at the top of the screen and on the **Return to Levies** summary page. If you need to make further edits, you can access the form again by clicking the **Re-Open Form** button. These buttons appear only on the DR-420 form page. Before clicking **Ready for Certification**, please be sure you have completed all associated TIF forms.

**Excel Download:** At any time, the property appraiser can download the data from all levies into an Excel spreadsheet. The **Download Data** button is in the center of the **Return to Levies** summary page, just above the list of levies.

**Certify to Principal Authorities:** The property appraiser can certify to the principal authorities and move to Step 2 by checking the **OK** box, entering the electronic signature code, and clicking the **Certify to Principal Authorities** button near the top of the **Return to Levies** summary page. The status of all forms DOES NOT have to be Status 3. However, it is the property appraiser’s responsibility to make sure the data are correct and complete before certification.



To certify the forms to the principal authorities, you must enter the property appraiser’s electronic signature code, which you received from the Department by email. Check the **OK** box. You must certify the forms for all levies together. You cannot certify individual forms or the forms of a single principal authority separately.

Clicking the **Certify to Principal Authorities** button will change the status of all levies to Status 4 and notify the principal authorities that their forms are available for data entry.

The screenshot shows the 'Return to Levies Summary Page' in the eTRIM system. At the top, there are navigation tabs for Home, Property, and Taxes. Below the navigation, there are buttons for TRIM, Return To Levies, Utilities, and Log Off. A yellow box highlights the 'Return to Levies Summary Page' title. Below the navigation, there is a welcome message and a progress bar with six steps: 1 Property Appraiser Certified Initial Values, 2 Principal Authority Certified Proposed Millage, 3 Principal Authority Certified Maximum Millage, 4 Property Appraiser Certified Final Values, 5 Principal Authority Certified Final Millage, and 6 Status Placeholder. A yellow box highlights the 'Download Excel file' button. Below the progress bar, there is a form with a dropdown menu for 'Please Select a Principal Authority: -- ALL --', a 'Certify to Principal Authorities' button, an 'OK' checkbox, and a 'Download Data' button. A yellow box highlights the 'Property appraiser certifies ALL forms' text. At the bottom, there is a table with columns: TA Name, PA Type, TA Type, Description, Category, Status\_420X, Status\_422, and PA-TA-Levy ID. The table contains three rows of data for LAFAYETTE COUNTY BCC, LAFAYETTE CO SCHOOL DIST, and TOWN OF MAYO.

	TA Name	PA Type	TA Type	Description	Category	Status_420X	Status_422	PA-TA-Levy ID
Edit	LAFAYETTE COUNTY BCC	County	Principal Authority	GENERAL FUND*	Local	3	1	335-335-417
Edit	LAFAYETTE CO SCHOOL DIST	School	Principal Authority	LOCAL BOARD	School	3	1	336-336-418
Edit	TOWN OF MAYO	City	Principal Authority	GENERAL FUND	Local	3	1	337-337-420



**Status 4: DR-420 Series Assigned to Principal Authority**

*In this status, the property appraiser certifies the DR-420 Series forms to the principal authorities. This is also the first status in Step 2.*

When the property appraiser has certified the forms and they have changed to Status 4, only the Department can return the forms to the property appraiser for further modification. If you discover an error, contact the eTRIM administrator at [etrim@floridarevenue.com](mailto:etrim@floridarevenue.com), 850-617-8921, or 850-617-8920 and notify the principal authority.

**Suggested Email:**

The Department recommends that you promptly notify each principal authority by email that their TRIM forms are available for completion and advise them of any requested completion dates. A suggested email is below.

To: Each Principal Authority  
From: Property Appraiser  
Subject: Certification of DR-420 Series

The property appraiser's office has completed Step 1 in the TRIM process on eTRIM, the Department of Revenue's Internet-based system for completing and submitting documents for Florida's Truth-in-Millage (TRIM) and maximum millage oversight processes. The DR-420, DR-420TIF, DR-420DEBT, DR-420S, and DR-420MM-P are available online for principal authorities to complete and return to the property appraiser's office. These forms are available at <https://floridarevenue.com/property/Pages/TRIM.aspx>.

You should have received your user IDs and passwords from the Department. If not, please contact the Department at [etrim@floridarevenue.com](mailto:etrim@floridarevenue.com). Instructions for eTRIM are available at <https://floridarevenue.com/property/Documents/etriminstructions.pdf>.

For questions about the eTRIM system's operation, contact the Department of Revenue. For questions about value information on the forms, contact the property appraiser's office at \_\_\_\_\_.

For the TRIM process to operate on schedule, please complete and certify these forms back to the property appraiser's office by \_\_\_\_\_ [date].

## Step 2 in Detail: Principal Authority, DR-420 Series Completion

After the property appraiser has filled in the top portions of Form DR-420, Form DR-420S, and any DR-420DEBT forms, each principal authority in the county completes the bottom portion of the forms, any DR-420TIF worksheets, and a DR-420MM-P. At the end of the series of actions for Step 2, the principal authority certifies them back to the property appraiser.

When the principal authority logs on, the first page to appear is the **Return to Levies** summary page. From this page, the principal authority can:

- Enter or edit data on the individual forms required for each of its levies
- View the data entry status of each levy
- Enter the date, time, and location of the preliminary hearing (final hearing for school districts)
- Certify the completed forms back to the property appraiser

For multi-county authorities, note that your DR-420 Series forms are certified directly to the property appraiser from the form for the particular county rather than from the **Return to Levies** summary page.



### Status 4: DR-420 Series Assigned to Principal Authority

This is the initial status for the principal authority to begin its data entry.

The **Return to Levies** summary page lists all levies for your authority. This page and the top of the DR-420 Series forms display the status of each levy.

The screenshot displays the 'Return to Levies' summary page. At the top, there is a navigation bar with 'Home', 'Property', and 'Taxes' tabs. Below this, a breadcrumb trail reads 'Test Region (Role= Principal Authority) > (County=44)'. A 'Return to Levies summary page' box highlights the main heading. The page content includes a welcome message and instructions for completing the DR-420 forms. A table below shows the status of various levies. A 'Click Edit button' box points to the 'Edit' link in the first row of the table. A 'Status' box points to the 'Status 420X' and 'Status 422' columns.

Step	1 Property Appraiser Certified Initial Values	2 Principal Authority Certified Proposed Millage	3 Principal Authority Certified Maximum Millage	4 Property Appraiser Certified Final Values	5 Principal Authority Certified Final Values	6 Status Placeholder
2	4/17/2015 1:34:38 PM					Status

TA Name	PA Type	TA Type	Description	Category	Status 420X	Status 422	PA-TA-Levy ID
<a href="#">Edit</a> LAFAYETTE COUNTY BCC	County	Principal Authority	GENERAL FUND*	Local	4	1	335-335-417

Year	CountyCode	PA_Name	EmailAddress
<a href="#">Edit</a> 2013	44	LAFAYETTE COUNTY PROPERTY APPRAISER	



### Status 5: DR-420 Series in Progress

In this status, modifications are in progress, but the forms are not ready for certification. The first time you save a modification, the status will change from Status 4 to Status 5.

Fields already filled, calculated, or picked up from other entries are in gray type, and you cannot edit them. Some forms have relatively few fields that require data. When you enter your data and save the form, the system will calculate the remaining fields.

Complete the following lines on each form that applies to your authority. [Directions for multi-county authorities]

Form	Required for	Lines to Complete
DR-420	All	10, 17
DR-420DEBT	Voted debt millage	5, 6
DR-420MM-P	Non-school	1, 15
DR-420S	Schools	9, 10, 16, 17, and local board millage detail
DR-420TIF	Tax increment financing	Either 6a and 6c or 7a

Production Region (Role= Principal Authority) (User= rumlinm) (Year=2011) (County=44)

TRIM Return To Levies Utilities Log Off DR-420 DR-420 TIF DR-420 MMP

Form: DR-420.aspx County: LAFAYETTE Principal Authority ID: 335 Taxing Authority ID: 335 Levy ID: 417 MultiCounty ID: 0

Entity	Description	Type	County
Principal Authority	LAFAYETTE COUNTY BCC	County	44
Taxing Authority	LAFAYETTE COUNTY BCC	Principal Authority	44
Levy	GENERAL FUND	Local	44

Status 420: (4) Principal Authority 420 Assigned Status 422: (1) Property Appraiser 422 Assigned

Don't forget to complete the DR-420TIF and DR-420MMP forms.

DR-420 Form Section I			
1.	Current year taxable value of real property	1.	\$ <input type="text" value="0"/>
2.	Current year taxable value of personal property	2.	\$ <input type="text" value="0"/>
3.	Current year taxable value of central business district property	3.	\$ <input type="text" value="0"/>
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	4.	\$ <input type="text" value="0"/>
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	5.	\$ <input type="text" value="0"/>
6.	Current year adjusted taxable value (Line 4 minus Line 5)	6.	\$ <input type="text" value="0"/>
7.	Prior year FINAL gross taxable value (From prior year applicable Form DR-403 series)	7.	\$ <input type="text" value="0"/>
8.	Number of TIF Work Sheets	8.	<input type="text" value="0"/>
9.	Number of DEBT Work Sheets	9.	<input type="text" value="0"/>
DR-420 Form Section II			
10.	Prior year operating millage lev (if prior year millage was adjusted then use adjusted millage from Form DR-422.)	10.	<input type="text" value="0.0000"/>

Internet | Protected Mode: On 150%

**Principal authorities:**  
Complete editable fields on each form that applies to your authority.

**Enter/Edit Data:** To enter or edit data for your part of the DR-420 Series, click the **Edit** button to the left of the levy on the **Return to Levies** summary page. The forms associated with that levy will appear. Complete the fields that are in black font. Fields that are either calculated or that the property appraiser completed are in gray font.



To save the data, click the **Save** button. If you forget to save, you will lose the data you entered.

For tax levies that contribute to tax increment finance (TIF) districts, also complete the bottom part of the DR-420TIF worksheet. Line 8 on the DR-420 form shows the number of TIF forms associated with your levy. For non-school principal authorities required to make tax increment finance payments, a tab to the right of the DR-420 form will access the DR-420TIF worksheet.

Non-school principal authorities must also complete the DR-420MM-P and any necessary DR-420DEBT forms. Tabs at the top right of the DR-420 form will access the associated forms.

After entering data, the principal authority can return to the summary page by clicking the **Return to Levies** tab at the top.





**Status 6: DR-420 Series Ready for Certification**

To attain this status, all required data must be correctly entered and ready for certification. Hearing information also must be added.

When you are satisfied that the forms for your levy are complete, check the **OK** box and click the **Ready for Certification** button on the DR-420, -420S, or -420DEBT form. Status 5 will still appear under the Principal Authority ID table at the top of the screen and on the **Return to Levies** summary page. If you need to make further edits, you can access the form by clicking the **Re-Open Form** button.

**MULTI-COUNTIES**

For **multi-county taxing authorities**, the DR-420MM and DR-487V forms should be certified directly to the Department. The button that will appear on the DR-420 will be the **Certify to Property Appraiser** instead of the **Ready for Certification** button. Clicking the button will change the status directly from Status 5 to Status 7: **Certifying the Form to the Property Appraiser**. You will not be able to reopen the form without contacting the Department's eTRIM administrator.

**Date, Time, and Location of Public Hearing:** Before certifying the completed forms back to the property appraiser, provide the date, time, and location of the preliminary budget hearing (or the final hearing for school districts). Drop-down menus for entering this data are at the top of the **Return to Levies** summary page.

The **Certify to Property Appraiser** button will appear when all the principal authority's levies are marked as Status 6 and you have entered the budget hearing's date, time, and location.

**Return to Levies summary page**

Home Property Taxes (Year=2011) (County=44)

TRIM Return To Levies Utilities Log Off

Welcome PRINCIPAL AUTHORITY to the eTRIM System.  
The system is currently at: STEP 2 - Principal Authority DR-420 Completion.  
To return the DR-420 forms to the property appraiser, you must complete the bottom portions of the relevant DR-420, DR-420TIF, DR-420S and DR-420DEBT forms for each levy of your principal authority. Non-school authorities must also complete the DR-420MMP for each levy. All principal authorities must also complete the date, time and place for their preliminary hearing (final hearing for school districts). Once the forms are complete they must be certified back to the property appraiser.  
For full instructions for completing STEP 2, click the button at right. [Click for Help](#)

Step	1 Property Appraiser Certified Initial Values	2 Principal Authority Certified Proposed Millage	3 Principal Authority Certified Maximum Millage	4 Property Appraiser Certified Final Values	5 Principal Authority Certified Final Millage
2	5/25/2011 12:25:10 PM				

First Public Budget Hearing (Final Public Budget Hearing for Schools):  
Date:  Add/Update Hearing  
Place:

(Principal Authority=LAFAYETTE COUNTY BCC) [Download Data](#)

TA Name	PA Type	TA Type	Description	Category	Status_420X	Status_422	PA-TA-Levy ID
LAFAYETTE COUNTY BCC	County	Principal Authority	GENERAL FUND*	Local	4	1	335-335-417



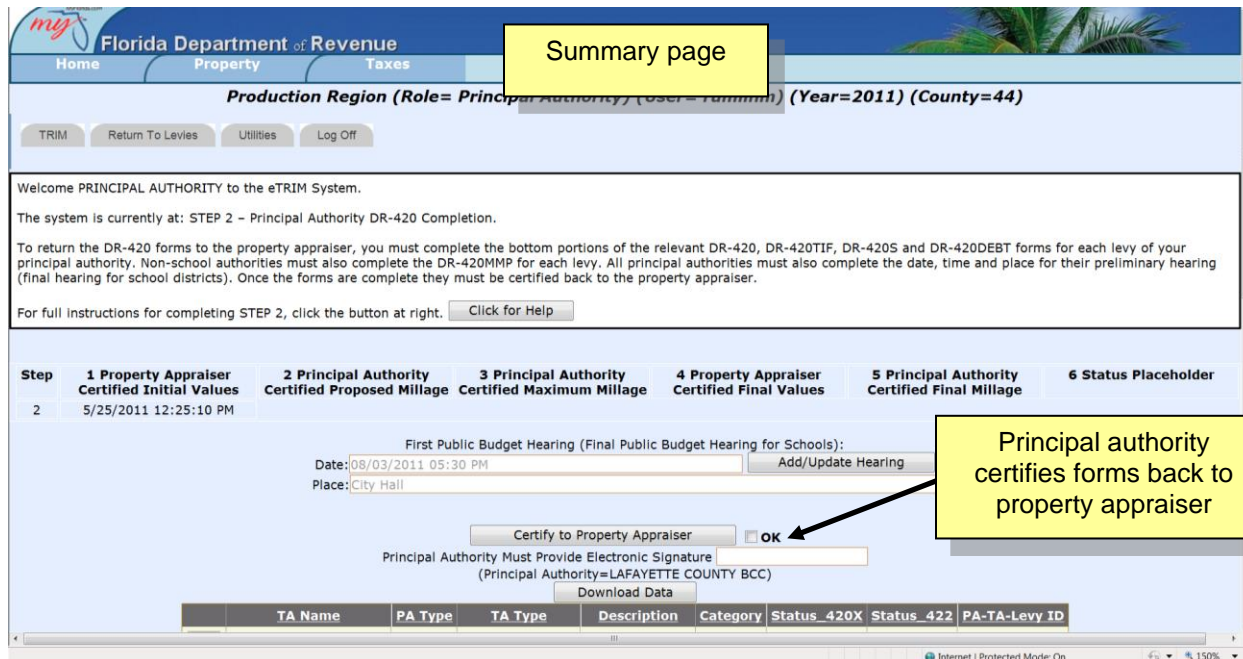
### Status 7: DR-420 Series Returned to Property Appraiser

At this stage, the DR-420 Series forms are certified back to the property appraiser. This is also the first status in Step 3.

When the forms are complete, the principal authority can electronically certify the forms back to the property appraiser. After you have marked all levies as ready for certification and entered budget hearing information, the **Certify to Property Appraiser** button will appear near the top of the **Return to Levies** summary page. Check the **OK** box and enter your principal authority's electronic signature code, which you received from the Department by email.

You must certify the DR-420 Series forms for all the principal authority's levies together. You cannot certify an individual levy form separately.

Once the principal authority has certified the forms and they have changed to Status 7, only the Department can return the forms to the principal authority for modification. If you discover an error, contact the eTRIM administrator at [eTRIM@floridarevenue.com](mailto:eTRIM@floridarevenue.com), 850-617-8921, or 850-617-8920 and notify your property appraiser.



### Suggested Email:

The Department recommends that each principal authority email the property appraiser to notify him or her that the principal authority has completed and certified the bottom portions of the DR-420 Series. A suggested email is below.

To: Property Appraiser's Office  
From: [Principal Authority Name]  
Subject: Certification of DR-420 Series Forms

[Principal authority name] has completed Step 2 in the TRIM process on eTRIM, completing the bottom portion of Forms DR-420, DR-420TIF, DR-420S, DR-420DEBT, and DR-420MM-P, as appropriate. [Principal authority name] has certified these forms to the property appraiser's office, and they are available for review on the eTRIM system. Please let us know if you have any questions or concerns.

### Step 3 in Detail: Property Appraiser, DR-420 Series Acceptance

After the principal authorities have completed and certified the DR-420 Series, the property appraiser can log onto eTRIM to complete Step 3. You will see the **Return to Levies** summary page. From this page, you can:

- Review the forms the principal authorities submitted
- Accept the submitted data, if complete (this notifies the Department that the forms are ready for review)
- Download the data into an Excel file for your use

To prepare the DR-474, TRIM Notice of Proposed Property Taxes, you will need the forms below from your principal authorities.

Form	Required from
DR-420	All
DR-420DEBT	Authorities with voted debt millage
DR-420MM-P	Non-school
DR-420S	Schools
DR-420TIF	Authorities with tax increment financing

Property appraisers also receive the completed Form DR-420MM-P which is certified to the Department with the other DR-420 Series forms.



#### Status 7: DR-420 Series Returned to Property Appraiser

At this stage, the DR-420 Series forms are certified back to the property appraiser.

The screenshot shows the 'Return to Levies Summary Page' in the eTRIM system. A yellow callout box points to the 'Property Appraiser Accepted' button, stating 'Property appraiser accepts ALL forms'. Below the button is a table with columns: TA Name, PA Type, TA Type, Description, Category, Status\_420X, Status\_422, and PA-TA-Levy ID. The first row shows 'LAFAYETTE COUNTY BCC' with a 'GENERAL FUND' category.

**Review Data:** Click the **Edit** button to the left of each levy to review the data or review the data in Excel format by clicking the **Download Data** button (above the list of levies). You can download data from the certified forms into an Excel file at any time during this step.

If you discover an error on a certified form, please contact the eTRIM administrator at [eTRIM@floridarevenue.com](mailto:eTRIM@floridarevenue.com), 850-617-8921, or 850-617-8920 and notify the principal authority.

**Accept Data:** When all principal authorities have certified their levies, the **Property Appraiser Accepted** button will appear on the **Return to Levies** summary page. Before the button appears and you can accept the data, all levies must be at Status 7.



You must enter the electronic signature code, which you received from the Department by email, before you can click the **Accepted** button.



**Status 8: DR-420 Series Accepted**

*This is the final status for the DR-420 Series forms for property appraisers. This will be the first status for Step 4 for the principal authorities.*

Accepting the forms will change them to Status 8 and notify the Department that the forms are ready for review. The DR-420 Series forms should be at Status 8 when the final hearings occur. This status allows the principal authorities to begin preparing their DR-487V and DR-420MM forms after their final budget hearing.

**Suggested Email:**

When you have completed Step 3, the Department recommends that you notify the principal authorities that you have accepted the DR-420 Series forms and your office will prepare the DR-474, Notice of Proposed Property Taxes. A suggested email is below.

To: Each Principal Authority  
From: Property Appraiser  
Subject: Acceptance of DR-420 Series Forms

The property appraiser's office has reviewed and accepted all DR-420 Series forms as complete and certified on the eTRIM system. This office is preparing the DR-474, Notice of Proposed Property Taxes, for mailing. Thank you for your cooperation and assistance in preparing these forms.

## Step 4 in Detail: Principal Authority, Certification of Final Millage/Maximum Millage

### SCHOOL AUTHORITIES



**Skip this step.** You do not have to complete Forms DR-487V or DR-420MM. When the property appraiser has completed Step 3, you will go to Step 5: Return of DR-422 Form.

When the final hearings are complete and the principal authorities have adopted the final millage, all non-school authorities must complete Form DR-487V to record the governing board's vote and Form DR-420MM to certify compliance with the maximum millage statutes.

When you log on, you will see the **Return to Levies** summary page. From this page, you can:

- View previously submitted forms for reference
- Enter data into the DR-420MM and DR-487V
- Review the status of each levy
- Electronically certify the completed forms to the Department of Revenue



### **Status 8: DR-420 Series Accepted, Budgets Adopted**

*This is the initial status for Step 4. Ready for DR-420MM and DR-487V forms.*

The DR-420 Series forms should be at Status 8 when your final hearing takes place. The first time you save a modification of the DR-420MM form, the status will change from Status 8 to Status 9. The DR-422 forms will be at Status 1.

This page and the top of each form displays the status for each levy.

Entity	Description	Type	County
Principal Authority	LAFAYETTE COUNTY BCC	County	44
Taxing Authority	LAFAYETTE COUNTY BCC	Principal Authority	44
Levy	GENERAL FUND*	Local	44

**DR-420 Form Section I**

1.	Current year taxable value of real property for operating purposes	1.	\$ <input type="text" value="0"/>
2.	Current year taxable value of personal property for operating purposes	2.	\$ <input type="text" value="0"/>
3.	Current year taxable value of centrally assessed property for operating purposes	3.	\$ <input type="text" value="0"/>
4.	Current year gross taxable value for operating purposes (Line 1 plus Line 2 plus Line 3)	4.	\$ <input type="text" value="0"/>
5.	Current year net new taxable value (Add new construction, additions, rehabilitative improvements increasing assessed value by at least 100%, annexations, and tangible personal property value over 115% of the previous year's value. Subtract deletions.)	5.	\$ <input type="text" value="0"/>
6.	Current year adjusted taxable value (Line 4 minus Line 5)	6.	\$ <input type="text" value="0"/>
7.	Prior year FINAL gross taxable value (From prior year applicable Form DR-403 series)	7.	\$ <input type="text" value="0"/>

### MULTI-COUNTIES

When multi-county principal authorities enter the eTRIM system, they will see their levies separately displayed for each county in which they levy a property tax. Multi-county authorities will certify the DR-420MM and DR-487V forms directly to the Department rather than from the **Return to Levies** summary page. When a multi-county authority is ready to certify the DR-420MM and DR-487V forms directly to the Department, different counties may be at different stages in the process. The button that will appear on the DR-420MM will be the

Certify to Property Appraiser button. Clicking the button will change the form directly from Status 9 to Status 11: Certifying the Form to the Property Appraiser.



**Status 9: DR-420MM and DR-487V in Progress**

*At this stage, the principal authority has modified the DR-420MM, but it is not ready for certification.*

Complete the following lines on each form.

Form	Required for	Lines to Complete
DR-420MM	Non-school	1 and 15
DR-487V	Non-school	Name of each governing board member and indication of vote

**Enter/Edit Data:** To enter or edit data or text, click the **Edit** button to the left of the levy. The forms for that levy will appear. Click the tab for the DR-420MM and complete line 15. This should be the only data field in black font.



To save the data, click the **Save** button at the bottom of the form. If you don't, you will lose the data you entered.

Click the tab for the DR-487V. In the blank field, enter the name of the first governing board member, select his or her vote from the drop-down field, and click the **Add Vote** button. The name and vote will appear above. Continue to add the names and votes for all the members. When you have finished, you can return to any of the other tabs. The data is automatically saved.

After completing the forms, you can return to the **Return to Levies** summary page by clicking the Return to Levies tab at the top.

When you are satisfied that the data you have entered on the DR-420MM and DR-487V are complete, click the **Ready for Certification** button near the top of the form. The form will change to Status 10 under the "Principal Authority ID" table at the top of the screen and on the summary page. If you need to make further edits, you can access the form by clicking the **Re-Open Record** button.



**Status 10: DR-420MM Ready for Certification to Department of Revenue**

*In this status, lines 1 and 15 on DR-420MM are complete. Votes are entered on DR-487V. Both forms are ready for certification.*

After all levies' DR-420MM forms are marked Status 10, ready for certification, the **Certify Adopted Millage** button will appear near the top of the **Return to Levies** summary page.

To certify the adopted millage, click the **OK** box, enter the principal authority's electronic signature code, which you received from the Department by email and click the **Certify Adopted Millage** button. The DR-420MM forms will change to Status 11. You must certify all the principal authority's levies together. You cannot certify an individual levy separately.



**Status 11: DR-420MM Adopted Millage Certified**

*At this stage, DR-420MM and DR-487V are certified to the Department.*

When a levy is marked Status 11, only the Department can return the forms to the principal authority for modification. If you discover an error on a certified form, please contact the eTRIM administrator at [eTRIM@floridarevenue.com](mailto:eTRIM@floridarevenue.com), 850-617-8921, or 850-617-8920. Only the Department's eTRIM administrator can open the form at this point.

## Step 5 in Detail: Property Appraiser, DR-422 Series Process

When you log on, you will see the **Return to Levies** summary page. From here, you can:

- Access the individual forms for your levies for data entry and editing
- View each levy's data entry status
- Download data into an Excel spreadsheet
- Certify the completed forms to each principal authority

When you are finished, you will certify the forms to the respective principal authorities to complete their part of the DR-422 Series.



### **Status 1: DR-422 Series Assigned**

*This is the initial status before the forms have had any modifications. When you save your first modification of a DR-422 form, the status will change to Status 2.*

Although the page displays all forms, at this step you can edit only the DR-422 Series forms. The page lists all principal authorities' levies when you initially log on. To see the levies of only a single principal authority, use the drop-down menu above the levy list.

The screenshot shows the 'Return to Levies' page for the Florida Department of Revenue. The page title is 'Production Region (Role= PTO) (User= rumlinm) (Year=2011) (County=44)'. There are navigation buttons for TRIM, Return To Levies, Utilities, and Log Off. A progress bar shows 6 steps, with Step 4 'Property Appraiser Certified Initial Values' selected. Below the progress bar is a form for 'First Public Budget Hearing (Final Public Budget Hearing for Schools)' with fields for Date, Place, County (44-LAFAYETTE), and Principal Authority (-- ALL --). A 'Download Data' button is present. The main table lists levies with columns for TA Name, PA Type, TA Type, Description, Category, Status\_420X, Status\_422, and PA-TA-Levy ID. A yellow callout box labeled 'DR-422 status' points to the Status\_422 column.

TA Name	PA Type	TA Type	Description	Category	Status_420X	Status_422	PA-TA-Levy ID
<a href="#">Edit</a> LAFAYETTE COUNTY BCC	County	Principal Authority	GENERAL FUND*	Local	8	1	335-335-417
<a href="#">Edit</a> LAFAYETTE CO SCHOOL DIST	School	Principal Authority	LOCAL BOARD	School	11	1	336-336-418
<a href="#">Edit</a> TOWN OF MAYO	City	Principal Authority	GENERAL FUND	Local	8	1	337-337-420
<a href="#">Edit</a> SUWANNEE RIVER WATER MGT DIS	WMD	Principal Authority	Lafayette SRWMD	Local	8	1	764-1554-1747

Year	CountyCode	PA_Name	EmailAddress
<a href="#">Edit</a> 2011	44	LAFAYETTE COUNTY PROPERTY APPRAISER	



**Status 2: DR-422 Series in Progress**

*At this stage, the forms have been modified, but they are not ready for certification.*

The property appraiser completes only line 2 on Form DR-422. The remaining fields have been entered earlier or calculated from other entries.

Form	Lines to Complete
DR-422	Line 2 on all DR-422 forms and check the VAB session status box

**Enter/Edit Data:** To enter or edit data for your part of the DR-422 Series forms, click the **Edit** button to the left of the levy. The forms for that levy will appear. Click the tab for the DR-422. The amount for line 2 is in black font. Fields that are calculated or picked up from previous forms are in gray font. Enter the number for line 2.



To save the data, click the **Save** button. If you forget to save, you will lose the data you entered.

After entering the data, return to the **Return to Levies** summary page by clicking the Return to Levies tab at the top. Repeat this process for all the levies in your county.



**Status 3: DR-422 Series Ready for Certification**

*In this status, all required data has been correctly entered for the DR-422 Series forms.*

When you are satisfied that the data you have entered is correct, click the **Ready for Certification** button near the top of each DR-422. Status 3 will appear under the “Principal Authority ID” table at the top of the screen and on the **Return to Levies** summary page.

To make changes after saving, click the **Re-Open Record** button near the top of each form.



**Status 4: DR-422 Series Assigned to Principal Authorities**

*DR-422 forms are now complete and ready to be certified to the principal authorities.*

When the DR-422 Series forms for all levies are at Status 3, the **Certify to Principal Authorities** button will appear near the top of the **Return to Levies** summary page.

To certify, check the **OK** box and enter your property appraiser’s electronic signature code, which you received from the Department by email. Click the **Certify to Principal Authorities** button. All levies will change to Status 4.



You must certify the forms for all levies together. You cannot certify a single principal authority’s form separately.

When you have certified the levies and they have changed to Status 4, only the Department can return them to the property appraiser for modification. If you discover an error on a certified form, please contact the eTRIM administrator at [eTRIM@floridarevenue.com](mailto:eTRIM@floridarevenue.com), 850-617-8921, or 850-617-8920 and notify the principal authority.



**Suggested Email:**

The Department recommends that the property appraiser notify each principal authority when its DR-422 Series forms are available for completion and provide the required completion date. A suggested email is below.

To: Each Principal Authority  
From: Property Appraiser  
Subject: Certification of DR-422 Form

The property appraiser's office has completed Step 5, its part of the DR-422 Series Certification of Final Taxable Value. The levies are available on eTRIM for principal authorities to complete and certify to the property appraiser's office. The form is available at <https://floridarevenue.com/property/Pages/TRIM.aspx>.

For any questions involving value information, please contact this office. Address questions regarding the eTRIM system to the Department of Revenue at [eTRIM@floridarevenue.com](mailto:eTRIM@floridarevenue.com).

The DR-422 must be completed and certified on the eTRIM system by close of business on   [date]  .

## Step 6 in Detail: Principal Authority, Return of DR-422 Series

After the property appraiser has completed his or her part of the DR-422 Series forms, each principal authority completes the bottom part of Form DR-422.

When the principal authority logs on, the first page to appear is the **Return to Levies** summary page. From this page, the principal authority can:

- Enter data in the bottom portion of the DR-422 Series forms
- Certify the completed forms back to the property appraiser

By selecting the tabs at the top, you can:

- Access each levy's forms
- View each levy's data entry status.

At Step 6, you can edit only the DR-422 Series forms. When you have completed this step, you will certify your DR-422 Series back to the property appraiser.



### **Status 4: DR-422 Series Assigned**

*This is the initial status for the principal authority to begin action.*

This page and the top of the form page display the status of the DR-422 form.

**Florida Department of Revenue**  
 Home | **Property** | Taxes

**Test Region (Role= Property Appraiser) (User= rumlinm) (Year=2011) (County=44)**

TRIM | Return To Levies | Utilities | Log Off

DR-420 | DR-420 TIF | DR-420 MM | DR-422

Form: DR-422.aspxLOCAL County: LAFAYETTE Principal Authority ID: 335 Taxing Authority ID: 335 Levy ID: 417 MultiCounty ID: 0

Entity	Description	Type	County
Principal Authority	LAFAYETTE COUNTY BCC	County	44
Taxing Authority	LAFAYETTE COUNTY BCC	Principal Authority	44
Levy	GENERAL FUND*	Local	44

**Status 420:** (8) PropAppr Accepted/PrincAuth 487 Ready **Status 422:** (1) Property Appraiser 422 Assigned

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**DR-422**

Is VAB still in session?  Yes  No

1.	Current year gross taxable value (From Line 4, Form DR-420)	1.	\$ <input type="text" value="0"/>
2.	Final current year gross taxable value (From Form DR-403 Series)	2.	\$ <input type="text" value="0"/>
3.	Percentage of change in taxable value (Line 2 divided by Line 1, minus 1, multiplied by 100)	3.	% <input type="text" value="0.00"/>

The taxing authority must complete this form and return it to the property appraiser by (date time format: mm/dd/yyyy hh:mm PM)

**SECTION II: COMPLETED BY TAXING AUTHORITY**  
**Non-Voted Operating Millage Rate (from resolution or ordinance)**

4a.	County or municipal principal taxing authority	4a.	<input type="text" value="0.0000"/>
4b.	Dependent special district name	4b.	<input type="text" value="0.0000"/>
4c.	Municipal service taxing unit (MSTU) name	4c.	<input type="text" value="0.0000"/>

http://dor.myflorida.com/dor/property/ Local intranet | Protected Mode: Off 150%



**Status 5: DR-422 Series in Progress**

*At this stage, the principal authority has modified the DR-422 forms, but they are not ready for certification.*

Complete the lines below that apply to your taxing authority. The remaining fields have been entered earlier or calculated from other entries.

Form	Lines to Complete
DR-422	4a through 4f and 5 through 8, as applicable
If you choose not to adjust the millage rate administratively, leave lines 5 through 8 blank.	

**Enter/Edit Data:** To enter or edit data for your part of the DR-422 Series forms, click the **Edit** button to the left of the form. Enter data in the lines that are in black font. Fields that are calculated or picked up from previous forms are in gray font.



To save the data, click the **Save** button. If you forget to save, you will lose the data you entered.

Status 5 will appear under the “Principal Authority ID” table at the top of the screen. The **Ready for Certification** button will appear on the top of the DR-422.

Repeat this for all DR-422 Series forms for your authority. If the forms need further editing, you can access them by clicking the **Re-Open Record** button.



**Status 6: DR-422 Series Ready for Certification**

*Data on the DR-422 Series should now be correct and ready for certification.*

When you are satisfied that each DR-422 is correct and is marked Status 5, you can certify the levies. Check the **OK** box and click the **Ready for Certification** button on the top of the form to move to Status 6. The indicator under the “Principal Authority ID” table at the top of the screen will say “Status 422 (6).”

After completing a form, you can return to the summary page by clicking the **Return to Levies** tab.



**Status 7: DR-422 Series Certified**

*At Status 7, DR-422 forms are certified to the property appraiser.*

When the DR-422 forms for all your levies are marked Status 6, the **Certify to Property Appraiser** button will appear on the **Return to Levies** summary page.

To return the forms to the property appraiser, check the **OK** box and enter your principal authority’s electronic signature code, which you received from the Department by email. Click the **Certify to Property Appraiser** button. All levies will change to Status 7. You should notify the property appraiser that the forms are complete.



You must certify all your DR-422 forms together. You cannot certify an individual form for a single levy separately.

When you have certified the forms and they have changed to Status 7, only the Department can reopen the forms for further modification. If you discover an error on a certified form, please contact the eTRIM administrator at [eTRIM@floridarevenue.com](mailto:eTRIM@floridarevenue.com), 850-617-8921, or 850-617-8920 and notify the principal authority.

## MULTI-COUNTY AUTHORITIES

When multi-county principal authorities enter the eTRIM system, they will see their levies separately displayed for each county in which they levy a property tax. Your DR-422 forms are certified directly to the property appraiser from the levy for the particular county rather than from the **Return to Levies** summary page. Typically, when a principal authority completes a form, clicking the **Ready for Certification** button moves the status from a Status 5: DR-422 Series in Progress to a Status 6: DR 422 Series Ready for Certification.

For multi-county authorities, however, different counties may be at different stages in the process. Therefore, the button that will appear on the DR-422 Series will be the **Certify to Property Appraiser** instead of the **Ready for Certification** button. Clicking the button will change directly from Status 6 to Status 7: Certifying the Form to the Property Appraiser.

### Suggested Email:

The Department recommends that you promptly email the property appraiser to notify him or her that the principal authority has completed Step 6. A suggested email is below.

To: Property Appraiser's Office  
From: [Principal Authority Name]  
Subject: Certification of DR-422 Forms

[Principal authority name] has completed the bottom portion of the DR-422 Series, Certification of Final Taxable Value. [Principal authority name] has certified the form to the property appraiser's office, and it is available for review on the eTRIM system. Please let us know if you have any questions or concerns.



### **Status 8: All Forms Submitted and Accepted**

*All forms are correct and certified. This is the final step of the eTRIM process.*



All of your TRIM and maximum millage forms are complete except the DR-487. The last requirement for eTRIM participants to complete the TRIM process will be to submit your TRIM package within 30 days of your final hearing.

### The TRIM package should include:

- Form DR-487, Certification of Compliance.
- Ordinances or resolutions adopting the final millage rate and budget.
- Entire page(s) from the newspaper for all newspaper ads.
- Proof of publication for all newspaper ads.

### Mail the DR-487 package to:

Florida Department of Revenue  
Property Tax Oversight - TRIM Section  
P.O. Box 3000  
Tallahassee, Florida 32315-3000

## Step 7 in Detail: PROPERTY APPRAISER, DR-422 Series Process Post-VAB (Optional)



### **Status 9: “Post-VAB” DR-422 Series Assigned and in Progress**

*All DR-422 forms (pre-VAB) must have been accepted and at a status 8 before the post-VAB DR-422 forms can be assigned.*

If the forms are not at a status 8, the property appraiser should go to the **Return to Levies** summary page, enter the electronic signature code, then click the **Accepted** button.

At this step you can edit only the post-VAB DR-422 form. The property appraiser completes only line 2 on Form DR-422, then clicks save. The remaining fields were earlier entries or were calculated from other entries. Clicking save will change the status to 9.



### **Status 10: Post-VAB DR-422 Ready for Certification**

*In this status, post-VAB data is entered.*

When you are satisfied that the data you have entered is correct, click the **Ready for Certification** button near the top of each DR-422. Status 10 will appear under the “Principal Authority ID” table at the top of the screen and on the **Return to Levies** summary page.



### **Status 11: Post-VAB DR-422 Certified to Principal Authorities**

*When you have certified the post-VAB DR-422 forms, status 11 should appear.*

The post-VAB DR-422 is for informational purposes only. Taxing authorities do not need to return any information back to the property appraiser.

*The Department of Revenue hopes this system has made your submission of the forms easier and reduced errors. Thank you for using the Department of Revenue’s eTRIM system.*