

CHURCH PROPERTY TAX GUIDE

Seventh-day Adventist® Church
FLORIDA CONFERENCE



This guide helps church treasurers understand, review, and pay property taxes with clarity and confidence.



WELCOME

As a treasurer, you play an important role in managing property taxes. This guide is designed to make your responsibilities clear and simple.

You are not expected to be a tax expert. This guide focuses on what you need to know and what actions you need to take.



OUR OFFICE

Handles property tax exemption applications.



YOU ARE

Responsible for reviewing and paying taxes.



MOST PAYMENTS

Most payments can be completed online.



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Thank you for your faithful service and attention to this important responsibility.

YOUR KEY RESPONSIBILITIES

As a treasurer, you are responsible for ensuring property taxes are paid on time and records are accurate.

Your main responsibilities include:



KNOW THE DUE DATES

- August 1: TRIM notice (proposed taxes)
- Nov - Feb: Official tax bill issued with discount payment
- March 31: Last day to pay taxes
- April 1st: Delinquent if unpaid



REVIEW YOUR TAX NOTICES

- Check all details for accuracy.
- Contact our office if you have questions.



PAY ON TIME

- Pay by the due date to avoid penalties.
- Most payments can be made online.



KEEP GOOD RECORDS

- Save all tax notices, payment confirmations, and related documents.
- Maintain records for at least 3 years.



IMPORTANT REMINDER

Late payments may result in penalties and interest. If you have questions, contact Property Development right away.



UNDERSTANDING PROPERTY TAXES

Florida property taxes are divided into two categories: Ad Valorem and Non-Ad Valorem.

AD VALOREM TAXES



- Based on property value
- Often reduced or removed through exemption
- Includes county and school taxes

NON-AD VALOREM TAXES



- Not based on value
- Charged for services or assessments
- Examples include waste, fire, and drainage



KEY REMINDER: Exemptions do not remove Non-Ad Valorem taxes.

QUICK COMPARISON

FEATURE	AD VALOREM	NON-AD VALOREM	EXAMPLES
Based on value	Yes	No	Property tax (county, school)
Eligible for exemption	Yes	No	Service fees (waste, fire, drainage)
Must be paid	Sometimes	Always	—
Examples	Property tax (county, school, library tax, voted debt service tax, mosquito control (ad valorem), water management district tax	Solid waste collection, fire assessment, street lighting, stormwater/drainage fees, road maintenance, special assessments	Service fees (waste, fire, drainage), assessments, utilities and maintenance fees



Most churches will still pay Non-Ad Valorem charges each year.

HOW TO FIND PROPERTY TAXES

You can look up property taxes online using either the property address or the parcel ID (also called a folio number).



OPTION 1: SEARCH BY ADDRESS

- Enter the property address.
- Select the correct result.



OPTION 2: SEARCH BY PARCEL ID / FOLIO

- Faster and more accurate.
- Found on prior tax bills.

STEPS:

1



Go to your county Tax Collector website.

2



Search for the property.

3



Review the balance.

4



Pay online.



IMPORTANT NOTE:

Always verify that you are using the official county website. Links and systems may change.

IMPORTANT TAX DEADLINES



AUGUST

TRIM notice is issued showing proposed taxes.



NOVEMBER – FEBRUARY

Official tax bill is issued with early payment discounts.



MARCH 31

Last day to pay property taxes.



APRIL 1

Taxes become delinquent if unpaid.



REMINDER:

Pay early to receive available discounts.

