



Neil Combee

Polk County Property Appraiser

2025 TAX ROLL / TRIM CALENDAR

ADA Compliant
Revised 06/2025

DAY	DATE	WHO	EVENT DESCRIPTION
JANUARY 2025			
Wednesday	January 1, 2025	PCPA	ASSESSMENT DATE FOR REAL PROPERTY
Wednesday	January 1, 2025	HOLIDAY	NEW YEAR'S DAY
Wednesday	January 15, 2025	DOR	PUBLISH CPI, PROPERTY VALUATION AND INCOME LIMITATION RATES
Monday	January 20, 2025	HOLIDAY	MARTIN LUTHER KING, JR., DAY
FEBRUARY 2025			
Saturday	February 1, 2025	PCPA	DEADLINE FOR PCPA TO MAIL (002-TOTAL & PERMANENT DISABILITY) RENEWALS FOR EXEMPTIONS [196.011(7)(a)]
Saturday	February 1, 2025	PCPA	DEADLINE FOR PCPA TO MAIL NOTICE TO TAXPAYER WHOSE TPP RETURN WAS WAIVED IN THE PREVIOUS YEAR [FS 196.183]
Monday	February 3, 2025	PCPA	PCPA MAILES SENIOR INCOME LIMIT RENEWALS FOR EXEMPTIONS [196.075(3)] - DEADLINE 05/01
Monday	February 3, 2025	PCPA	PCPA MAILES NOTICE TO TAXPAYER TO FILE TANGIBLE RETURN - DEADLINE 4/01
Monday	February 3, 2025	PCPA	PCPA MAILES NOTICE TO TAXPAYER FOR TANGIBLE PERSONAL PROPERTY DECREASE IN PRODUCTION OR MANUFACTURING
Monday	February 3, 2025	PCPA	PCPA APPRAISAL DEPARTMENT CHECK PRIOR YEAR SALES TRENDS AND TIME ADJUSTMENT RATE
Friday	February 28, 2025	GIS	DEADLINE TO SUBMIT RAILROAD DATA TO DOR
MARCH 2025			
Monday	March 3, 2025	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE EXEMPTION (EX) AND AGRICULTURAL (AG) APPLICATIONS
Friday	March 7, 2025	PCPA	PCPA MAILES INCOME AND EXPENSE LETTERS (TENTATIVE)
Thursday	March 27, 2025	GIS	DEADLINE FOR PRIOR YEAR SALES TO BE ENTERED IN THE CAMA APPLICATION
Thursday	March 27, 2025	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - GIS/SALES DATA*
Monday	March 31, 2025	CAMA	CURRENT YEAR DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE) (8 AM)
APRIL 2025			
Tuesday	April 1, 2025	PCPA	PCPA PROVIDES GIS AND SALES DATA TO DOR (DEADLINE IS 04/01)
Tuesday	April 1, 2025	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE TPP RETURN OR FILE TPP EXTENSION
Friday	April 18, 2025	HOLIDAY	GOOD FRIDAY
Monday	April 28, 2025	VAB	FINAL VAB MEETING (TENTATIVE)
Tuesday	April 29, 2025	CAMA	PCPA OFFICE WIDE PRIOR YEAR CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - VAB* (TENTATIVE)
MAY 2025			
Thursday	May 1, 2025	TAXPAYER	DEADLINE FOR TAXPAYER WITH TPP EXTENSION TO FILE TPP RETURN
Tuesday	May 6, 2025	PCPA	PCPA CERTIFIES VAB FINAL TAX ROLL TO TAX COLLECTOR AND DOR (DR-403/408/408A) (TENTATIVE)
Tuesday	May 6, 2025	PCPA	POST VAB NOTICE OF CERTIFICATION OF TAX ROLLS ON PCPA WEBSITE - WITHIN 7 DAYS AFTER PCPA CERTIFICATION (TENTATIVE)
Thursday	May 8, 2025	CAMA	PRIOR YEAR DATABASES AVAILABLE FOR FULL EDITING ** (TENTATIVE BASED ON DOR APPROVAL)
Thursday	May 8, 2025	PCPA	PROVIDE TRIM FORM MATERIAL DESIGN/CONFIRM VOLUMES TO MAIL VENDOR
Wednesday	May 21, 2025	PCPA	APPRAISAL DEPARTMENT BASE RATE DATA SUBMISSION CUT-OFF (5 PM) - JUNE 1ST ESTIMATES
Monday	May 26, 2025	HOLIDAY	MEMORIAL DAY
Wednesday	May 28, 2025	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - JUNE 1ST ESTIMATES*
Wednesday	May 28, 2025	PCPA	PCPA MAILES AG CLASSIFICATION DENIAL NOTICE IF AG APPLICATION FILED BY MARCH 1 AND DENIED
Friday	May 30, 2025	CAMA	DATABASES AVAILABLE FOR FULL EDITING (11 AM)
JUNE 2025			
Sunday	June 1, 2025	PCPA	DEADLINE FOR PCPA TO PROVIDE NAL/SDF DATA FILES TO DOR (IN-DEPTH REVIEW - ONLY EVEN YEARS)
Sunday	June 1, 2025	PCPA	DEADLINE FOR PCPA TO PROVIDE JUNE 1ST ESTIMATES TO (TAXING AUTHORITIES)
Saturday	June 1, 2025	GIS	DEADLINE FOR GIS TO DELIVER JUNE 1ST NAL FILES TO NAV (SPECIAL DISTRICTS)
Wednesday	June 18, 2025	PCPA	APPRAISAL/MAPPING DEPARTMENT DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL
Wednesday	June 25, 2025	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - PRELIMINARY TAX ROLL*
Friday	June 27, 2025	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED AG APPLICATION - (WITHIN 30 DAYS AFTER MAILING)
JULY 2025			
Tuesday	July 1, 2025	PCPA	CERTIFICATION DATE FOR PRELIMINARY TAX ROLL/ UPLOAD VALUES TO ETRIM - (1ST DAY OF TRIM TIME TABLE)
Tuesday	July 1, 2025	PCPA	DEADLINE FOR PCPA TO MAIL EXEMPTION DENIAL NOTICES FOR TIMELY FILED EXEMPTION APPLICATIONS
Tuesday	July 1, 2025	PCPA	DEADLINE TO SUBMIT SPLIT OR COMBINE PROPERTY REQUESTS FOR CURRENT TAX ROLL
Tuesday	July 1, 2025	CAMA	DATABASES AVAILABLE FOR FULL EDITING (11 AM) ** (TENTATIVE BASED ON DOR APPROVAL)
Friday	July 4, 2025	HOLIDAY	INDEPENDENCE DAY
Monday	July 7, 2025	PCPA	BEGIN REVIEW OF IN-HOUSE TRIM FORMS
Thursday	July 10, 2025	PCPA	PCPA PROVIDES TEST DATA TO MAIL VENDOR (UPLOAD DATA TO MAIL VENDOR FTP SITE)
Friday	July 11, 2025	SPECIAL DIST	DEADLINE FOR NAV DISTRICTS TO PROVIDE TRIM DATA TO PCPA (5PM)
Monday	July 14, 2025	BOCC	TRIM MAIL VENDOR WILL INVOICE FOR TRIM POSTAGE
Thursday	July 17, 2025	PCPA	MAPPING DEPARTMENT DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE
Friday	July 18, 2025	MAIL VENDOR	TRIM MAIL VENDOR PROVIDES TEST SAMPLES TO PCPA
Wednesday	July 23, 2025	PCPA	PROVIDE TRIM TEST SAMPLES TO BOCC / SCHOOL BOARD (4:30 PM)
Thursday	July 24, 2025	PCPA	APPRAISAL/LAND SPLIT & COMBINE DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE
Friday	July 25, 2025	BOCC / PCSB	PROVIDE APPROVAL FOR TRIM TEST SAMPLES TO PCPA (4:30 PM)
Tuesday	July 29, 2025	PCSB	SCHOOL BOARD TENTATIVE BUDGET PUBLIC HEARING (5:01 PM)
Thursday	July 31, 2025	GIS	NAV PROCESSING MUST BE COMPLETED BY 5PM
Thursday	July 31, 2025	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - TRIM NOTICE *
AUGUST 2025			
Friday	August 1, 2025	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITION FOR DENIED EXEMPTION APPLICATION
Friday	August 1, 2025	PCPA	SIGN OFF ON TRIM TEST SAMPLES PROVIDED BY MAIL VENDOR (9:30 AM) ***
Monday	August 4, 2025	TAXING AUTH	ETRIM DEADLINE: PROP/ROLLBACK MILLAGE (DR-420) SUBMITTED (2 PM) - (35TH DAY OF TRIM TIME TABLE)
Tuesday	August 5, 2025	PCPA	PCPA PROVIDES FINAL LIVE DATA TO TRIM MAIL VENDOR (10 AM)
Tuesday	August 5, 2025	BOCC	POSTAGE FOR TRIM MAILING DUE (4:30 PM)
Friday	August 8, 2025	MAIL VENDOR	TRIM MAIL VENDOR PROVIDES PCPA WITH LIVE TRIM SAMPLES
Friday	August 8, 2025	PCPA	PCPA PROVIDES LIVE TRIM SAMPLES TO BOCC / SCHOOL BOARD
Friday	August 8, 2025	PCPA	PCPA PROVIDES VAB DATABASE VIEW (V_PCPA_VAB_AXIA_IMPORT_CNTY) TO VALUE ADJUSTMENT BOARD
Monday	August 11, 2025	BOCC / PCSB	PROVIDE APPROVAL FOR TRIM LIVE SAMPLES TO PCPA (9 AM)
Monday	August 11, 2025	PCPA	PCPA PROVIDE LIVE DATA SIGN OFF TO TRIM MAIL VENDOR (4 PM)
Tuesday	August 12, 2025	CAMA	DATABASES AVAILABLE FOR FULL EDITING (TENTATIVE)(8 AM) // RECALC TRIM AVAILABLE TO CORRECTIONS GROUP

Tuesday	August 12, 2025	PCPA	TRIM DATA AVAILABLE ON THE PROPERTY APPRAISER WEBSITE
Monday	August 18, 2025	PCPA	TRIM NOTICE MAIL OUT DATE - WITHIN 55 DAYS OF TRIM TIME TABLE
Wednesday	August 20, 2025	PCPA	PCPA PROVIDES TEST DATA TO TAX COLLECTOR

SEPTEMBER 2025

Monday	September 1, 2025	HOLIDAY	LABOR DAY
Monday	September 8, 2025	BOCC	BOCC TENTATIVE BUDGET PUBLIC HEARING (6 PM)
Monday	September 8, 2025	SPECIAL DIST	BOCC NAV PUBLIC HEARING (6PM)
Tuesday	September 9, 2025	PCSB	SCHOOL BOARD FINAL BUDGET PUBLIC HEARING (5:01 PM)
Friday	September 12, 2025	TAXPAYER	DEADLINE FOR TAXPAYER TO FILE PETITIONS WITH VAB - 25 DAYS AFTER TRIM MAIL OUT
Monday	September 15, 2025	SPECIAL DIST	DEADLINE FOR NAV DISTRICTS TO PROVIDE FINAL DATA TO PCPA (5 PM)
Monday	September 15, 2025	BOCC	BOCC FINAL BUDGET PUBLIC HEARING (6 PM)
Friday	September 19, 2025	PCPA	MAPPING DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL
Friday	September 26, 2025	PCPA	APPRAISAL/LAND/SPLIT/COMBINE DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL

OCTOBER 2025

Friday	October 3, 2025	CAMA	PCPA OFFICE WIDE CAMA APPLICATION DATA EDIT CUT-OFF (5 PM) - FINAL TAX ROLL*
Friday	October 3, 2025	GIS	NAV PROCESSING MUST BE COMPLETED BY 5PM
Wednesday	October 8, 2025	PCPA	ETRIM DEADLINE: PCPA CERTIFIES FINAL TAXABLE VALUE (DR 422) TO TAXING AUTHORITY (2 PM)
Monday	October 13, 2025	GIS	BALANCE NAV & CRA REPORTS AFTER (10 AM)
Monday	October 13, 2025	TAXING AUTH	ETRIM DEADLINE: TAX AUTH CERTIFY FINAL MILL (DOR 422) TO PCPA (2 PM)
Wednesday	October 15, 2025	PCPA	PCPA CERTIFIES FINAL TAX ROLL TO TAX COLLECTOR AND DOR (DR-403/408/408A)
Wednesday	October 15, 2025	PCPA	POST NOTICE OF CERTIFICATION OF TAX ROLLS ON PCPA WEBSITE - WITHIN 7 DAYS AFTER PCPA CERTIFICATION
Wednesday	October 15, 2025	CAMA	2025/2026 DBs AVAILABLE FOR DEPARTMENTAL REVIEW READ ONLY UNTIL 12 PM **
Wednesday	October 22, 2025	PCPA	DEADLINE TO PUBLISH NOTICE OF CERTIFICATION OF TAX ROLL (MEDIA, WEBSITE, OFFICE)
Tuesday	October 28, 2025	TAX COLLECTOR	TAX COLLECTOR MAILS TAX BILLS (TENTATIVE)

NOVEMBER & DECEMBER 2025

Tuesday	November 11, 2025	HOLIDAY	VETERANS DAY
Thur/Fri	November 27 & 28, 2025	HOLIDAY	THANKSGIVING HOLIDAYS
Thur/Fri	December 25 & 26, 2025	HOLIDAY	CHRISTMAS HOLIDAYS

* CAMA Apps in Restricted Edit Mode

** Pending DOR and/or Tax Collector's Approval

*** There should be no further changes to data/text after this date. Preparation for live production will begin.

Includes BoCC (Finance, Fire, Lighting, Waste Resource) and School Board.

Acronyms: DB - Database // NAL - Name, Address, Legal // NAV - Non Ad-Valorem // PCPA - Polk County Property Appraiser // OFC - Office
PCSB - Polk County School Board // TPP - Tangible Personal Property // VAB - Value Adjustment Board // GIS - Geographic Information System