|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| TAX PRORATION REQUEST | | | | | | | |
|  | | | | | | | |
| DATE: | | |  | | |
| TIP/PARCEL NO: | | |  | | |
| WBS ELEMENT: | | |  | | |
| COUNTY: | | |  | | |
| DESCRIPTION: | | |  | | | | |
|  | | | | | | | |
| CLAIM OF: | | |  | | | | |
|  | | | | | | | |
| MEMORANDUM TO: | | | | RALEIGH R/W OFFICE | | |
| FROM: | | | | DIVISION RW AGENT | | |
|  | | | | | | | |
| To process this request: (1) Permanent Right of Way must be acquired and (2) If the claim was settled, the claim must be closed and all closing documents must be on the S Drive.  Please check all of the following that apply: | | | | | | | |
|  | | | | | | | |
| |  | | --- | |  | | Claim is closed and all closing documents are located in the Parcel Closing folder on the S Drive | | | | | | |
| |  | | --- | |  | | Claim condemned | | | | | | |
| |  | | --- | |  | | Taxes collected at closing by the closing attorney and check submitted to Raleigh for escrow | | | | | | |
| |  | | --- | |  | | Taxes paid in full at closing by closing attorney  Taxes Prorated at closing by closing attorney | | | | | | |
| |  | | --- | |  | | Tax Receipts attached and reviewed by Agent or Supervisor | | | | | | |
| |  | | --- | |  | | Tax Notices attached and reviewed by Agent or Supervisor | | | | | | |
| |  | | --- | |  | | More than one tax parcel is involved in this parcel. Receipts/notices for all tax parcels attached. | | | | | | |
| |  | | --- | |  | | The parcel is subject to both City/Town and County taxes. Notices/Receipts for both are attached. | | | | | | |
| |  | | --- | |  | | The Parcel is subject to County taxes only. Notices/Receipts for County taxes attached. | | | | | | |
| |  | | --- | |  | | Entire Parcel was acquired | | | | | | |
| |  | | --- | |  | | Structures Acquired: | | | | | | |
|  | | | | | | | |
| Payee(s) Name: | |  | | | | | |
| Payee(s) Current Mailing Address: | | | | |  | | |
|  | | | | | | | |
| |  | | --- | |  | | Tax ID Form (FRM4-M) for this Payee is within the Final Report folder on the S drive | | | | | | |
| |  | | --- | |  | | Payee has moved – new FRM4-M for this payee is located in Tax Proration folder on S Drive | | | | | | |
| |  | | --- | |  | | Tax Notices/Receipts only cover the area shown in the appraisal, If no, explain below | | | | | | |
|  | | | | | | | |
| Deferred Taxes | | | | | | | |
| |  | | --- | |  | | This parcel affected by deferred/recapture taxes. | | | | | | |
| |  | | --- | |  | | Itemized Bill for current year and 3 former years attached | | | | | | |
| |  | | --- | |  | | According to the Tax Office, the remaining parcel is no longer eligible for deferred tax status, tax office documentation attached | | | | | | |
|  | | | | | | | |
| Remarks: | | | | | | | |