

PMA Financial Network, Inc.

Levy Worksheet Instructions

Please note that you need to start on the INPUT worksheet, then go to the CALCULATIONS worksheet, and then finally print the Certificate of Tax Levy and the Explanation page at the end.

INPUT worksheet

Start on this worksheet. Enter the information requested in the white boxes. The majority of the information can be found on your most recent tax extension from your county clerk(s). You will need to estimate your current EAV and new construction value (if you are tax capped). Make sure the totals at the bottom of the INPUT worksheet equal your most recent tax extension.

CALCULATIONS worksheet

You only have access to enter information in the white boxes. Use the Manual Override and/or Balloon % Input columns to adjust your levy, if needed. Typically you would enter a number that is larger than the estimated extension column to make sure you capture all available funds. Any number entered in either of these columns will override and/or increase the estimated extension column.

Non-tax capped districts must enter a levy value for the Municipal Retirement, Social Security, and Tort funds in the Manual Override column.

Enter a dollar amount to be levied for SEDOL (Lake County only) and Bond & Interest in the appropriate box.

The Levy Amount column on the far right is what will carry over to the Certificate of Tax Levy worksheet.

Review the box labeled Levy in excess of estimated extension. This is your "cushion." This number should not be negative.

Use the percentages at the bottom right for your truth in taxation notice, if applicable.

Certificate of Tax Levy worksheet

Print this page. All data on this worksheet comes from the INPUT or CALCULATIONS worksheets.