

**2022 PROPERTY VALUATION
PROTEST INSTRUCTIONS**

RETURN COMPLETED FORMS TO:

Gerri Draper - Cass County Clerk

346 Main Street - Room 202

Plattsmouth, NE 68048-1957

Business Hours Mon-Fri 8am - 12pm & 1pm - 4:30pm

**READ THESE INSTRUCTION CAREFULLY- DO NOT
DETACH THE INSTRUCTIONS FROM YOUR PROTEST FORM**

NOTE: The County Clerk's Office can only assist with scheduling of protest hearings!

Before proceeding with this protest we recommend that you contact the Cass County Assessor's office to discuss the valuation of your property. The Assessor's phone number is 402-296-9310

- Protest(s) must be limited to **VALUATION ONLY**
- Each property/parcel being protested **MUST** have a **SEPARATE** protest form completed
- **PROTESTOR IS REQUIRED TO COMPLETE THE ENTIRE TOP SECTION OF THE FORM 422 BEFORE FILING:**
 - * Name, select "The person filing this protest is the owner... Y or N" and Address sections
 - * Property Identification Number (Found on Valuation notice from Assessor's office (parcel ID or Location ID)
 - * Real Property Description and/or Personal Property Description
 - * Protested Valuation **20- Land, Buildings, Total Land and Buildings, Personal Property** must be listed separately
 - * Requested Valuation- **Land, Buildings, Total Land and Buildings, Personal Property** must be listed separatelyFailure to state the reason(s) for the "requested valuation" shall be grounds for dismissal of the protest
- Protest(s) **MUST BE SIGNED AND DATED** by **owner or person authorize (if using)** to file protest

COMPLETED FORM(S) MUST BE POSTMARKED AND RECEIVED BY THE COUNTY CLERK NO LATER THAN JUNE 30th

Return Completed Protest Forms and supporting documents to the Cass County Clerk:

- Mail: Cass County Clerk, 346 Main Street-RM 202, Plattsmouth, NE 68048
- Placed **sealed envelopes** labeled **ATTN: Cass County Clerk- Valuation Protest** in the **DROP BOX** located on the west side of the Courthouse.

All documents supporting your request for valuation change **MUST** be attached to your protest(s) when filed with the County Clerk. Supporting documents will not be returned.

**** Note: All supporting documents & photos MUST be in hard copy format - no CD's or other computer devices will be accepted.**

*****IT IS THE RESONSIBILITY OF THE PROTESTER TO ENSURE FORMS ARE LEGIBLE AND SIGNED WHERE INDIATED WHEN COMPLETED!**

SELECT BELOW: Each person protesting will have their protest reviewed by the County Assessor and may choose to be present at an informal hearing with the contracted referee (JULY 5th- JULY 8th). Recommendation(s) will be presented to the Cass County Board of Equalization (BOE) for their final action. **Both the property owner and authorized person (if using) must sign the authorization below - before filing with the County Clerk:**

I will attend the informal hearing

I will not attend the informal hearing

Property Owner Signature: _____ Date: _____

Printed Name of owner(S): _____

Email: Phone: _____

I authorize the following person to sign protest on behalf of the owner(s) _____
Printed Name of Authorized Person

Authorized Person Signature: _____ Date: _____

Email: Phone: _____

As per Nebr. State Statute, the Cass County Board of Equalization (BOE) has to take formal action on your protest(s) no later than July 25. The County Clerk will notify you (protester) of the action taken by the Board.

Appeals may be taken to the Tax Equalization and Review Commission **ON OR AFTER JULY 26** and **ON OR BEFORE AUGUST 24**

File with the
County Clerk
(See Instructions)

Property Valuation Protest and Report of County Board of Equalization Action

County Name
CASS

FORM
422

Complete a separate protest form for each parcel.

Name and Mailing Address of Person Filing Protest		Protest Number	Filed _____, 20____
Name		Protested Valuation 20	Requested Valuation (Required)
The person filing this protest is the owner of the property or authorized to protest on behalf of the owner. If the protest is being filed on behalf of the owner, authorization to do so must be provided with the protest. <input type="checkbox"/> Yes <input type="checkbox"/> No		Land	Land
Street or Other Mailing Address		\$	\$
City, Town, or Post Office		Buildings	Buildings
State	Zip Code	\$	\$
Property Identification Number		Total Land and Buildings	Total Land and Buildings
Phone Number		\$	\$
Email Address		Personal Property	Personal Property
Real Property Description (Include Lot, Block, Addition, Location Address, Section, Township, Range, and County) and/or Personal Property Description (Required)		\$	\$
		Reasons for requested valuation change (Required) (Attach additional pages if needed.)	

**sign
here**

Signature of Person Filing Protest _____ Date _____

County Assessor's Recommendation	Referee's Recommendation (If applicable)

Decision of County Board of Equalization for Assessment Year 20 _____	
Basis for Action Taken (County Board of Equalization Chairperson)	Land
	\$
	Buildings
	\$
	Total Land and Buildings
\$	
Personal Property	
\$	

Check One:

- The county assessor has certified to the county board of equalization that a copy of that portion of the property record file which substantiates the calculation of the protested value is maintained in the county assessor's office in electronic or paper form. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.
- Attached is a copy of that portion of the property record file which substantiates the calculation of the protested value. If dissatisfied with the board's decision, this report and the property record file may be used to complete an appeal to the Tax Equalization and Review Commission.

Signature of County Board of Equalization Chairperson _____ Date _____

County Clerk Certification

Date the Protest was Heard	Date of the Decision	Date Notice of Decision was Mailed to Protestor

The undersigned certifies that a copy of this protest and report of the action of the county board of equalization, which has been accepted by the assessor, has been mailed to the protestor at the above-shown address on _____, 20____.

Signature of County Clerk _____ Date _____

Instructions

Dismissal. Failure to adequately identify the property that is being protested, not stating a reason for the protest, and not including a requested valuation will result in dismissal of the protest.

Where to File. This form is required to be filed with the county clerk in the county where the property is located. This form is used to protest the valuation and any penalties assessed on real and/or personal property, unless the county where the protest is to be filed has its own form, which may include an electronic version of this form. When completed, this form must be signed either in writing or electronically, dated, and filed with the county clerk in which the property is located.

Who Can File. The owner of the property can file this form for each property being protested. If the person is filing this form on behalf of the owner of the property, authorization to do so must be provided with the protest.

If the person filing the protest is not the owner of the property or authorized to protest on behalf of the owner, the county clerk must mail a copy of the protest to the owner of the property. **Complete one protest form for each property** being protested.

Real Property Protest Filing Deadlines. If additional space is needed, attach the additional information to this form.

1. If protesting the valuation of real property as determined by the county assessor, the protest must be filed after the county assessor's completion of the real property assessment roll required by [Neb. Rev. Stat. § 77-1315](#) and on or before June 30.
2. If protesting a notice of valuation change received between June 1 and July 25 from the county board of equalization because the real property was undervalued, overvalued, or omitted for the current year's assessment, the protest must be filed within 30 days of the mailing of the notice.
3. If protesting a notice of omitted property valuation change and penalty received between January 1 and December 31 from the county board of equalization because the real property was not reported for assessment or because of a clerical error, the protest must be filed within 30 days of the mailing of the notice.
4. If protesting a notice of valuation change received after June 1 from the county board of equalization because the real property was denied an exemption from real property taxes, the protest must be filed within 30 days of the mailing of the notice.

When applicable, this form may be used for the protest of special valuation for agricultural and horticultural land.

Personal Property Protest Filing Deadlines. If additional space is needed, attach the additional information to this form.

1. If protesting the valuation as filed with the county assessor between January 1 and May 1, the protest must be filed by June 30.
2. If protesting the county assessor's notice of an additional assessment, notice of failure to file a personal property return, or the imposition of a penalty, the protest must be filed within 30 days of the mailing of the notice.

Special Filing Provisions. If a filing deadline falls on a weekend or holiday, the filing deadline is the next business day.

If this protest is sent to the county board of equalization through the U.S. mail, the protest is considered filed on the date of the postmark. If this protest is sent through the U.S. mail and either registered or certified, the date of registration or certification shall be deemed the postmarked date.

Notice. For protests of Real Property, subpart (1), or Personal Property, subpart (1), as stated above, the county clerk shall notify the protester by August 2 of the county board of equalization's decision regarding the protest. If the person filing the protest is not the owner of the property or authorized to protest on behalf of the owner, the county clerk must send written notice of the county board of equalization's decision to the owner of the property.

For all other protests, the county clerk shall notify the protester within seven days of the county board of equalization's decision regarding the protest.

Appeals. The time allowed to the county clerk to issue notice does not extend the time to file an appeal.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (1), or Personal Property, subpart (1), as stated above, may be appealed to the Tax Equalization and Review Commission on or after July 26 and on or before August 24.

Any decision of the county board of equalization regarding a protest filed pursuant to Real Property, subpart (2), as stated above, may be appealed to the Tax Equalization and Review Commission on or after September 16 and October 15.

All other decisions of the county board of equalization regarding protests may be appealed within 30 days of the final decision to the Tax Equalization and Review Commission.

The report of the county board of equalization decision is available at the office of the county clerk or county assessor, whichever is appropriate.