



County Board of Appeal and Equalization

Step by Step Record Form Guide

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Before you Begin

Read through “Working with Interactive Forms” document prior to opening the form.

To start, you must be connected to the internet to do steps 1 – 4, then you can continue to fill out the form offline if a Wi-Fi connection isn’t available. To submit the form once it is completed, you will need to connect to the internet. Microsoft Edge **will not work**, be sure to use Internet Explorer or a different form of a web browser.



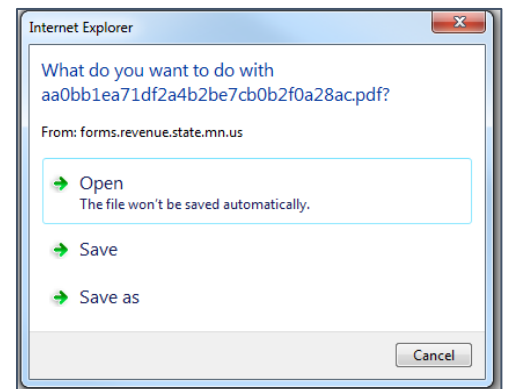
Accessing the Form

1. Click the following link to open form:
http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/cbae.aspx
2. Click the “CBAE Record Form.” In the pop up select “open”

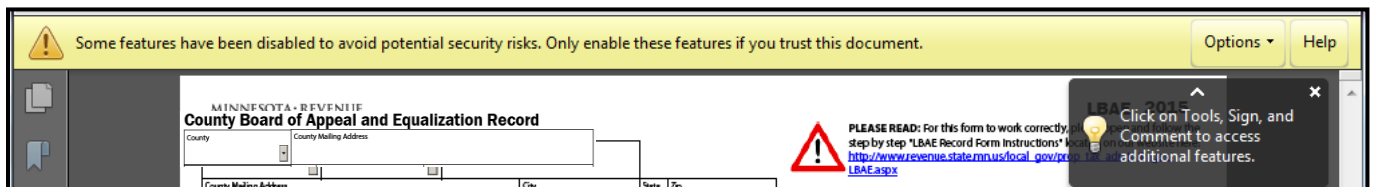
Getting through Security

If the form is opened in a web browser:

If a yellow bar appears at the top of the form, you must trust the document to use it. This yellow bar might not appear for everyone. When the yellow bar turns to purple/green, the form is now “live” on your desktop and you can use the form online or offline and enter the data.



Complete the following steps to successfully submit the form:

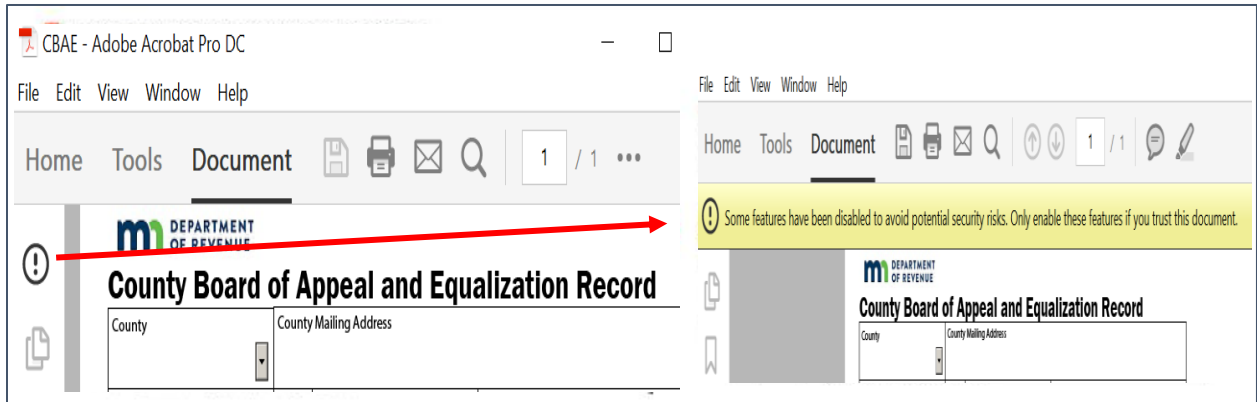


1. Select “options:
 - a. From the drop down menu click, “**trust this document always.**”

If the form is opened in Adobe Reader DC Version:

If you are using Adobe Reader DC Version Users and the colored trust bar isn’t present, you can click on the Security Symbol (exclamation point) located under the save button to reveal the trust banner

2. Select “!” explanation point in Adobe user tools bar
 - a. From the drop down menu click, “**trust this document always.**”



Note: If you want to see which fields are required on the form, click on “highlight existing fields” in the bar at the top.



Entering Information into the Form

Step one: Tab or select the following information from the drop down menu:

- a. County
- b. County Mailing Address
- c. City
- d. Zip
- e. Minnesota Tax ID (this is the MN Tax ID for your county)

Note: The Property Tax Division cannot help you find the MN Tax ID number.

<h3>County Board of Appeal and Equalization Record</h3>	
County <input type="text"/>	County Mailing Address <input type="text"/>
City <input type="text"/>	State MN
Zip Code <input type="text"/>	County MN Tax ID <input type="text"/>

Step two: Continue to tab through the form and fill in the information after you have completed the top section.

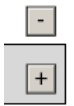
- a. Enter the EMV
- b. Enter the Date under Meeting

Summary of All Board Actions								Click to calculate EMV
Parcels Appealed	Parcels Reduced	Parcels Increased	Class Changes	Parcels Not Changed	Total Change In EMV	County Total EMV	% Change in Total EMV	
0	0	0	0		0			

Meeting	Add/Remove Rows
Date	+/-

Note: If the meeting is recessed and reconvened you **must add another meeting date row to enter the date for the second meeting.**

- c. Continue to tab until you get to the valuation activity, the tab order goes through the +/- signs



Step three: Enter the Valuation Activity information by tabbing in order.

Note: If there are **no appeals**, you must enter “none” in the property owner cell and then select no change in the “type of change” cell before you can submit the form.

- a. Property Owner
- b. Parcel ID
- c. Local Jurisdiction
 - If the drop down does not generate, change the county cell to a different county and then select your county again. This “resets” the form and the jurisdictions should then appear.
- d. Appeal Code
 - Select one of the appeal code options from the drop down box.

Property Owner	Parcel ID
Local Jurisdiction	Appeal Code

- e. Assessor Land EMV
- f. Assessor Improvements (if any)
- g. Assessor Class from dropdown
 - a. This cell is **required for all appeals**, regardless of the action of the board.
- h. Board Land EMV
- i. Board Improvements (if any)

- j. Board Class from dropdown (if class change was made)
 - a. If a class change was made, select the board classification. If no class change was made, select the same classification or leave the cell blank.

Assessor Land EMV	Assessor Improvements	Assessor Total EMV 0	Assessor Class
Board Land EMV	Board Improvements	Board Total EMV 0	Board Class

Note: If you need to document a class change from a single classification to a **split classification**, select the class that is most predominant on the property as the board class. Then list out the split classifications in the “explanation of change” cell and explain the split classification. If the property is currently split classified and changes to a different split classification, list the assessor and board class that are changing.

- k. Type of Change from the dropdown
- l. Explanation of Change
 - Be very **specific and thorough** with your explanation

Changes To EMV 0	Type Of Change
Explanation Of Change	

Valuation Activity	Add Rows	+
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Note: The rows will be inserted on the bottom of each entry. An “add rows” button will be added to the top of each page.

The form does allow you to copy and paste. In order to do so you will need to add multiple rows first and then copy and paste the information into the rows.

Step four: Certification

Note: Once you have entered all the appeals for the CBAE meeting you will need to check the box at the bottom of the form and fill out the information needed about the submitter.

Be sure to verify you have entered the email address accurately. This is the email address that a copy of the form will be sent to for your records. This is also the email address that will receive confirmation emails that the form was submitted correctly and approved/denied.

If the form is ready to submit, click submit. Follow the prompts that appear on the screen and the form will be submitted to the DOR.

- a. Name
- b. Email (valid)
- c. Phone Number
- d. Check the Certification Box
- e. Save or Print
- f. Submit

Once the form is submitted you will receive a confirmation email from the DOR with a dated copy of the submission.

Certification

I certify that I am authorized to submit this information and that it is true and correct to the best of my knowledge. I understand that anyone giving false information is subject to a fine of up to \$3,000 and/or up to one year in prison. (Minnesota Statutes, section 609.43)

Name	Email	Telephone Number
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Save or print, then "Submit" to transmit this form to the Department of Revenue