



OFFICE OF THE  
TREASURER

**THOMAS MALZAHN**  
CHIEF DEPUTY TREASURER

KOOTENAI COUNTY COURTHOUSE  
501 GOVERNMENT WAY  
P.O. BOX 9000  
COEUR D'ALENE, IDAHO 83816-9000

(208) 666-8145  
FAX (208) 667-8534

From the Desk of...

**Tom Malzahn**

Kootenai County Courthouse

Allan -

A copy of the certification letter  
and the three turnover  
reports for June. You did  
receive payment in batches  
636-672 for year 1994.  
I highlighted the area.

RECEIVED

JUL 09 1997

NORTHERN REGION  
IDWR

VOICE 208-769-4400  
FAX 208-667-8534  
EMAIL kctr@co.kootenai.id.us

OFFICE OF

TREASURER  
TAX COLLECTOR  
PUBLIC ADMINISTRATOR

**Jeannine L. Ashcraft**  
KOOTENAI COUNTY TREASURER  
501 GOVERNMENT WAY  
P.O. BOX 9000  
COEUR D'ALENE, IDAHO 83816-9000

RECEIVED

JUL 09 1997

NORTHERN REGION  
IDAHO

July 7, 1997

Taxing District

RE: Certification to Tax Roll

The Staff at the Kootenai County Treasurer's Office is again here to help you in the collection of unpaid Special Assessments that you as a taxing district have issued.

Over the last couple of years there has been an ever-increasing volume of both taxing districts requesting certification and parcels within those taxing districts to be certified. In order for us to efficiently and correctly post the requested certifications, we are requesting that information be provided in a standardized format. This format will consist of four columns of information and will include the name and address of the owner of record, the parcel number as identified by the County Assessor, and the tax bill number. We need this information to accurately post to the accounts. Additionally, column 4 will indicate the amount due. Instructions are provided on page 2 and an example on page 3.

If you do not have access to correct parcel numbers and/or bill numbers, we will offer access and training of the County computer system to your staff at your convenience.

This office is committed to provide excellent service to all the citizens of Kootenai County. If you have any questions please do not hesitate to call Tom Malzahn at 666-8145 or me at 769-4445. Thank you for your cooperation.

  
Jeannine L. Ashcraft

INSTRUCTIONS ON CERTIFYING DELINQUENT ASSESSMENTS  
TO THE TAX ROLL

1. Certifications must be submitted to the County Commissioners Office by August 1, 1997.
  - A. Cover letter to the Board of County Commissioners with notarized signature requesting the parcels be certified to the tax roll
  - B. Information to be provided (see sample)
    - 1) Name and address of owner of record
    - 2) Parcel Number
    - 3) Tax Bill Number
    - 4) Full amount owing including late charges (penalty) and interest. The amount must be an even number
2. Continue to collect the delinquent amount in your office UNTIL you submit the request to be certified by August 1, 1997.
3. Once you send the request to certify to the Commissioners, DO NOT collect any payments on those accounts. If a payment is accepted inadvertently, please submit a Cancellation Letter by September 30, 1997 to have the certification removed from the parcel. Cancellations can not be accepted after September 30. Payments after September 30, 1997 must be made to the Treasurer's Office with collection of taxes.

SAMPLE FORM FOR CERTIFYING

Name of Taxing District  
Address

Telephone  
Number

Name and Address	Parcel Number	Tax Bill Number	Amount
Robert Smith 1628 Lake Street Coeur d'Alene	C-4567-004-002-A	123456	122.58
James Brown 2851 Pine Road Coeur d'Alene	51N04W-07-3400	187654	86.22
Susan Jones 113 Wall Coeur d'Alene	0-0010-006-023	153421	523.34