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Dear Taxpayer:

Please take the attached form to your fire department to request the fire fee be removed from your tax notice. Once this form is completed, retain a copy for future reference and return the original to this office.

This form is intended to remove the fire fee for one year only, for the current tax notice; it does not remove the fire fee permanently. The fire fee can only be removed permanently by the assessor's office using the list provided once a year to the fire department by the county. Note that the attached form asks both you and the fire department retain a copy for future reference. Please insist that the fire department retain a copy and use it for the purpose of updating their records for following tax years.

It is the fire department's responsibility to, once a year, review a computer list and verify those parcels that are required to pay a fire fee and those parcels that are not required to pay a fire fee. The updated list is returned to the assessor's office and the information entered into the assessor's database. Tax notices (with or without fire fees) are then generated from this database. Ask your fire department to please correct and return the list supplied by the assessor in order to correctly update this permanent file. (This is the only way your fire fee can be removed permanently.) If everyone does his or her part, this should not be a problem in future years.

Thank you for your time and effort to correct this problem.

Cyrus Spradley
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