

Jean Seidl, Treasurer

Carroll County, Iowa

114 E 6th St • PO Box 68 • Carroll IA 51401
Ph: 712-792-1200 • Fax: 712-792-9493
cctreas@co.carroll.ia.us



To: Prospective Tax Sale Certificate Purchasers

RE: 2016 Carroll County Tax Sale

The following information is regarding the 2016 Tax Sale that will be held on Monday, June 20, 2016. The Carroll County Treasurer's Office will be open at 8:00 AM. The sale will begin at 10:00 AM in the Carroll County Courthouse Lower Level Meeting Room.

Registration must be completed and in the Carroll County Treasurer's Office by Thursday, June 16, 2016, at 4:30 PM. There is a \$20 non-refundable registration fee which must accompany the registration documents. The documents necessary to register for the tax sale are:

1. Bidder Registration Form
2. W-9
3. Authorization to Represent Bidder – A registrant may, through a completed "Authorization to Represent Bidder" form filed with the County Treasurer, designate one agent to bid on his or her behalf during the 2016 annual and adjourned tax sales. The authorization form must be signed by the same individual who signed the "Bidder Registration Form" and W-9 forms. Legislation passed in 2009 (HF265) requires us to receive proof of filing with the Secretary of State OR county recorder if you are not an individual. Errors, omissions, or misrepresentation by a tax sale bidder may disqualify the bidder from the sale and all certificates purchased by the disqualified bidder during the sale may be cancelled and re-offered to other properly registered bidders. (HF265 and forms at end of document.)

The delinquent tax list for Carroll County will be published on Thursday, June 2, 2016, in the Daily Times Herald, 508 N Court St, Carroll IA 51401 (Ph: 712-792-3573).

Parcels on the published list will also be available for review on or before June 2, 2016 at the following link: <https://www.iowatreasurers.org/treshome.php?idCounty=14>.

A handwritten signature in black ink that reads "Jean Seidl". The signature is written in a cursive, flowing style.

Jean Seidl
Carroll County Treasurer

**NOTICE TO TAX SALE PURCHASERS OF THE TERMS AND CONDITIONS
GOVERNING THE TAX SALE – JUNE 20, 2016**

The annual tax sale is held by the Carroll County Treasurer on the third Monday in June at 10:00 AM for as long as purchasers are present. Adjourned Tax Sale will be reconvened any day there are bidders present and there are parcels still available for sale. The following information is provided to assist you in purchasing delinquent taxes at sale.

1. Registering for the Tax Sale

All prospective bidders must have the completed required registration documents and the \$20 registration fee in the Carroll County Treasurer's Office by 4:30 PM on Thursday, June 16, 2016. You may, through written notice to the Treasurer, designate an appointee to bid for you in your absence. Mail-in bids will be considered at an Adjourned Sale immediately following the Public Bidder Sale with the earliest postmark receiving the Tax Sale Certificate.

You or the party for which you represent may not be entitled to bid at tax sale and become a tax sale purchaser by reason of having a vested interest in the parcel. A Tax Sale Certificate of Purchase and/or a Treasurer's Deed can be set aside by the courts if it is determined that the tax sale purchaser was ineligible to bid at tax sale. The general rule is that a tax sale purchaser should never have an interest or lien in the parcel offered for sale. All bidders/buyers must be 18 years or older as of June 20, 2016. The Treasurer may require proof of age.

You should consult with your legal counsel to determine your right to bid and become a tax sale purchaser. It is the bidder's responsibility to be prepared for the sale and to know the parcels within each district in which you intend to bid.

Electronic devices including, but not limited to, cellular phones, pagers, and tape recorders are to be turned off during the sale. A violation of this may result in the disqualification of the bidder.

2. Bidding at the Tax Sale

All parcels will be offered or sold in the manner they were published, alphabetical by taxing district. All parcels shown in the publication are offered for sale except those that (1) have been paid subsequent to the publication; (2) those withheld due to bankruptcy laws prohibiting the sale. Each parcel will be offered for sale beginning with an opening bid of 100% undivided interest. After the item has been announced an active bidder may bid

downward a percentage of undivided interest. Bid down will range in whole percentage points from 99% to 1%. When it is determined that there are no further bids and the bid is a tie, the successful bidder will be selected by a random drawing. One representative per bidder will be allowed.

3. Purchasing Tax Sale Certificates

Payment is required at the conclusion of the sale. The amount collected will include all delinquent taxes, special assessments, interest, special assessment collection fees, publishing cost, and a \$20 certificate fee for each certificate issued. Payment must be in the form of a personal check, money order, or cash. Two party checks will not be accepted for payment. **A separate payment is required for each buyer number.** If a check does not clear the bank account the buyer will have five (5) business days following notification from the Treasurer to repay with guaranteed funds or the tax sale certificate(s) will be cancelled. If repaid with guaranteed funds, a \$30 service fee will be added for each check returned unpaid. The County Treasurer reserves the right to require guaranteed funds for any future payments from the tax sale buyer.

4. Certificates of Purchase

Please allow seven (7) to ten (10) days to receive your certificate(s). This allows the Treasurer's staff time to complete posting of records, editing of certificates, and balancing the proceeds received from the tax sale.

The Certificate of Purchase is assignable by endorsement and entry in the county system in the County Treasurer's office of the county from which the certificate was issued. For each assignment transaction, the Treasurer shall charge the assignee an assignment transaction fee of one hundred dollars (\$100) to be deposited to the county general fund. The assignment transaction fee shall not be added to the amount necessary to redeem. It is the purchaser's responsibility to verify that the tax sale certificates and redemption copies received are correct for the parcels purchased.

5. W-9 FORM/1099

A W-9 form must be completed and signed prior to the time of tax sale. This information is needed so that we can issue an accurate 1099-INT form with the appropriate social security number or taxpayer identification number.

At the end of the calendar year the Treasurer will issue a 1099-INT form to you and to the Internal Revenue Service if the accumulative interest paid to you during the calendar year is equal to or exceeds six hundred dollars (\$600). You will use this information when filing your Federal and State Income Tax Claims.

6. RIGHT OF REDEMPTION

The Tax Sale Certificate of Purchase does not convey title to the purchaser. The titleholder of record or other interested party retains the right to redeem within the specified period of time, depending on the type of tax sale. If the sale remains unredeemed after this period has expired, the purchaser may begin proceedings to obtain a Tax Deed to the parcel.

REGULAR TAX SALE

The 90-day Notice of Right of Redemption may be issued after one year and nine months from the date of tax sale. (Parcels eligible for regular tax sale have been advertised only once.)

PUBLIC BIDDER TAX SALE

The 90-day Notice of Right of Redemption may be issued nine months from the date of sale. (Parcels eligible for public bidder tax sale have been advertised twice.)

FAILURE TO OBTAIN DEED - CANCELLATION OF TAX SALE

After three (3) years have elapsed from the time of the sale, if action has not been completed which qualifies the holder of the certificate to obtain a deed, the Treasurer will cancel the tax sale certificate.

7. PAYMENT OF SUBSEQUENT TAXES

A tax sale purchaser may pay subsequent tax and special assessments on the same parcel on which s/he holds the tax sale certificate. Only items due in the current fiscal year or prior may be paid on a "sub-list". Subsequent payments may be made on the delinquent half tax payment one month and 14 days after it becomes delinquent. Only items due in the current fiscal year or prior may be paid on a sub-list. Special assessments due in future years cannot be paid until the fiscal year in which they become due. Subsequent tax payments must be received by 4:30 PM of the last business day in order to accrue interest for that month. Postmarks cannot be accepted. Failure to report sub-list payment may result in omission from the redemption calculations.

You may pay subsequent taxes online by registering as a Tax Sale Investor at www.iowatreasurers.org and selecting "Tax Sale Investor Registration" under the "ONLINE SERVICES" drop-down menu. After completion of the registration process you will be able to access a list of parcels in the 88 ICTEA-participating counties on which you hold tax sale certificates. You can select the parcels you want to pay and submit payment by ACH debit. There will be a charge of \$0.25 for each parcel paid.

8. REIMBURSEMENT OF TAX SALE REDEMPTION

Except for certificates held by a county, redemption is not valid unless received by the Treasurer prior to the close of business on the ninetieth (90th) day from the date of completed service. Service is completed when the certificate holder files the ninety-day (90-day) affidavit with the Treasurer.

A redeemed tax sale will include the following:

- The original tax sale amount, including the certificate fee paid by the purchaser at the time of the sale.
- Interest in the amount of 2% per month calculated against the amount for which the parcel was sold, including the amount paid for the certificate of purchase. Each fraction of a month is counted as a whole month. Subsequent tax payments paid by the purchaser and added to the amount of the sale, with interest in the amount of 2% per month. Each fraction of a month is counted as a whole month.
- Valid costs incurred are posted to the county system for action taken toward obtaining a tax deed. Costs not filed with the treasurer before redemption shall not be collected. Valid costs are defined in 447.13, Code of Iowa as amended and include the cost of a record search, serving the notice and cost of publication. A record search must be performed by an abstractor who participates in the title guaranty program or an attorney licensed to practice law in the State of Iowa. The amount of the cost of the record search that may be added to the amount necessary to redeem shall not exceed three hundred dollars (\$300). Attorney fees are not authorized costs.

THE BUYER IS RESPONSIBLE FOR CHECKING REDEMPTIONS FOR WHICH (S)/HE HOLDS THE CERTIFICATE OF PURCHASE.

9. REDEEMED TAX SALE CERTIFICATE

The tax sale certificate holder is responsible for checking redemptions for which they hold the certificate of purchase. Interest on any tax sale certificate being redeemed will be figured to the date of redemption only.

Upon surrender of the tax sale certificate of a redeemed parcel, the Treasurer will issue a check for the redemption amount. The earliest a reimbursement could occur would be on the first business day following the cashier-validated date of redemption, as shown on the county system. The purchaser will receive a check and a copy of the redemption certificate, with a breakdown of the total amount of the redemption, to be retained for income tax purposes.

If the original Certificate of Purchase has been lost or destroyed, a duplicate can be obtained from the Carroll County Treasurer at a cost of ten dollars (\$10).

In the event you have been reimbursed for redemption and the taxpayer's check does not clear the taxpayer's bank account for any reason, you will be required to return the funds to the Treasurer upon notification. We will return the tax sale certificate to you and cancel the redemption. The tax sale will be reinstated as of the original sale date with any subsequent redemption calculated according to the law in effect at the time of the sale.

For each parcel sold, the treasurer is required to notify the titleholder of record that the parcel was sold at tax sale.

10. TAX SALE DEED

The certificates of purchase, the twenty-five dollar (\$25) Treasurer's Tax Sale Deed issuance fee, and payment of the appropriate deed and recording fees shall be submitted by the purchaser to the Carroll County Treasurer within ninety (90) calendar days after the redemption period expires. The treasurer shall record the deed with the County Recorder prior to delivering the deed to the purchaser. The Treasurer shall cancel the certificate for any tax sale certificate holder who fails to comply.

If it is determined that any item was erroneously sold, the certificate of purchase will be cancelled. The certificate holder shall return the certificate of purchase and shall be reimbursed the principal amount of the investment. Interest will not be paid.

Iowa law permits a county or city to purchase parcels offered at the regular tax sale or to require that the certificate be assigned to the county/city if the county/city files a verified statement of abandonment with the County Treasurer. (See Iowa Code 446.19A)

This document has been prepared to provide general information and guidelines relative to tax sales, assignments and tax sale redemption. It is not an all-inclusive listing of statutory requirements, procedures or policy, nor is it to be construed as a legal opinion of the statutes governing tax sales. The provisions of this document are severable. If any provision of this document is determined to be contrary to the law, the remaining provision shall remain in full force and effect.

To protect your interest as a tax sale buyer and to determine your legal rights and remedies, we recommend that you consult with your legal counsel.

You may call the County Treasurer's Office (712) 792-1200 to obtain additional information.



Jean Seidl,
Carroll County Treasurer

Bidder Registration Form

June 20, 2016 Annual Tax Sale and Subsequent Adjournments or Assignments thereof

**ALL REGISTRATIONS AND FEES MUST BE IN THE TREASURER'S OFFICE
BY 4:30 PM ON THURSDAY, JUNE 16, 2016.
LATE REGISTRATIONS WILL NOT BE ACCEPTED**

The undersigned does hereby register as a bidder at the Carroll County Annual Tax Sale of June 20, 2016 and subsequent adjournments thereof, and does hereby acknowledge receipt of a copy of the NOTICE OF TAX SALE PURCHASES OF THE TERMS AND CONDITIONS GOVERNING THE TAX SALE, and does further hereby acknowledge and agree that by placing a bid at the Tax Sale and subsequent adjournments that s/he will comply with and be bound by the aforementioned tax sale terms and conditions. I further understand that modification of the preprinted content of this form is strictly prohibited.

By signing this registration form, I agree that all of the information I have provided on this form is true and correct. I certify that the bidder, if not an individual, has a federal tax identification number AND either a designation of agent for service of process on file with the Iowa Secretary of State OR a verified statement of trade name on file with the Carroll County Recorder.

Said NOTICE TO TAX SALE PURCHASERS FOR THE TERMS AND CONDITIONS GOVERNING THE TAX SALE is based, in part, on the Code of Iowa and amendatory acts thereof.

Bidder Name/Company SSN or Fed ID

Address/City/State/Zip

Telephone Email Address

Date Signature

Note: All tax sale certificates of purchase and tax sale deeds will be issued in the name or names as shown above. Any changes that require a reassignment will have an additional one hundred dollar (\$100) charge that is not reimbursable. Bidder registration fee of twenty dollars (\$20) is non-refundable.

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <i>Note.</i> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.)	Requestor's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Please print or type the following information, have your signature notarized, and return to:

Jean Seidl
Carroll County Treasurer
114 E 6th St • PO Box 68
Carroll IA 51401

AUTHORIZATION TO REPRESENT BIDDER

I/We, _____
(Bidder's Name, as it appears on the registration form)

Authorize _____
(Print authorized agent's name. Limit one name per bidder authorization form)

to act as my/our agent/personal representative at the June 20, 2016 tax sale and adjourned sales, thereof.

(Required bidder signature)

(Date)

Subscribed and sworn to be this _____ day of _____, 2016

Signature of Notary