

This information is intended for the use of professional service companies including tax service, mortgage companies, banks, or otherwise indicated as the taxpayer of record on behalf of individual property owners.

## **Parcel and Property Tax Research**

Parcel, Owner and Property Tax Information can be acquired 2 different ways:

### **1) Online as 'Public Access' (Free Service)**

#### ***How to Search - Owner, Parcel and Assessment Information:***

1. Go to [www.kcor.org](http://www.kcor.org)
2. Click 'Public Access'
3. Enter the jumbled code shown
4. Click 'PVA Real Estate Assessment'
5. Research each individual parcel by:
  - o Name
  - o Location
  - o PIDN
  - o DEED
  - o Subdivision

This search will provide parcel, assessment and owner name and address information. Please direct any questions regarding the owner and assessment data to the PVA Office (859)392-1750.

#### ***How to Search - Property Tax Information:***

1. Go to [www.kcor.org](http://www.kcor.org)
2. Click 'Public Access'
3. Enter the jumbled code shown
4. Click 'Tax Bills'
5. Research each tax bill by:
  - Parcel ID Number \*\*\* (Preferred Method)
  - Owner Name
  - Property Location
  - Account Number (Tangible Bills ONLY)
  - Bill Number

This search will provide you with:

- Owner Information
- Property Location
- Breakdown of property taxes amounts by entity
- Payment Amounts: Discount, Face Amount, Penalty, and fees.
- Recalculated Penalty and Interest Payment Amount given future date (user specified date.)

- Mortgage Code (M# next paid amount and paid date). Code indicator for bills paid electronically by tax service, bank or Mortgage Company.

Current Year Tax bills are available after October 1st of the current year.

Prior Year Tax bills are viewed by clicking on the "Previous Bill" button.

Delinquent Bills Only Search is available for subscribers to the "Clerk's Records Option" in the "Sign Up Now" screen. Payoff amounts for prior year bills are available by subscription only. Payment for prior year tax bill is handled by the County Clerk's Office (859)392-1650.

## **2) Sheriff's Office Research Staff**

If you need tax information researched by the Sheriff's staff, there will be a **\$5.00 per parcel charge**. Fax requests will no longer be accepted. Payment should be made payable to the Kenton County Sheriff and should be mailed to:

Kenton County Sheriff's Office  
Attn: Taxes  
303 Court St; Rm 409  
Covington, KY 41011

It should include: Your company name, mailing address, telephone number, and name of the person making the request.

Also include a list with each row containing the PIDN, owner's name, property address and tax years you want researched for each parcel.

Once we receive your request and payment, it will be addressed by the end of the next business day.

The return response will be faxed to you by the next business day. Payment for this service must be tendered to the Sheriff's Office at the time of your request.

The following Information can be provided:

- Parcel Information
- Assessment Amount
- Owner Name/Address
- Tax Payment Status
- Current Tax Amount Due

**Note:** *The same information is available using the "Free Access" function on [www.kcor.org](http://www.kcor.org).*

## Electronic Payments by Banks, Mortgage Companies and Tax Services

- 1) All tax services, mortgage companies and banks requesting electronic mortgage payment processing must register by calling the Kenton County Sheriff's Office at (859)392-1800, ask for a member of the "Tax Team".
- 2) Then, the tax service company must provide an electronic tax bill request for the parcels they intend to pay. The registration through the Sheriff's Office and the Tax Bill file request must be E-mailed through the Sheriff's Office no later than August 31st.

***The tax bill request must be in the approved record layout as defined below:***

### Record Layout for Tax Bill Request

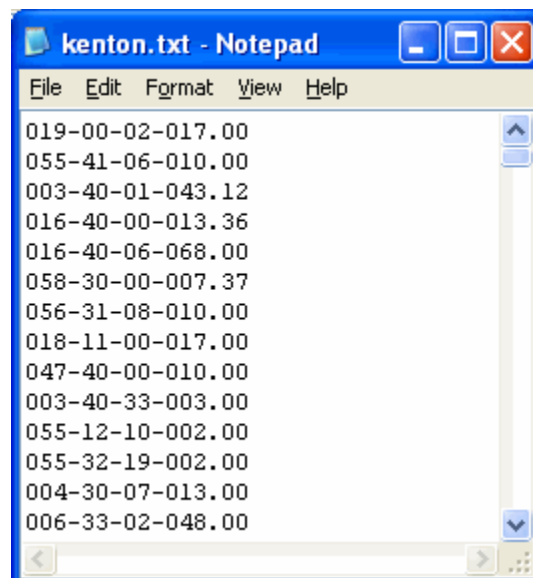
DOS ASCII Text File fixed length records sent through Email  
Record length 16 Characters  
Uncompressed  
File name '**kenton.txt**'

Bill Request Record:

Field Name	Type	Length
1 PIDN	alphanumeric	16 *(Edited)

\*Parcel ID Number Edit: 999-99-99-999.99

Record terminated with 'Carriage return' and 'Line feed' characters. HEX '0D','0A'.  
This file must include the leading and trailing zeroes of the PIDN. (See below.)



Please Email the request file to: [taxbills@kentoncounty.org](mailto:taxbills@kentoncounty.org)

- 3) The Sheriff's Office validates the file and provides an error list of parcels that are invalid or not found.
- 4) On or before October 1st, the new tax bills are generated and available for payment. The tax bills assigned to each tax service, bank or mortgage company are sent via E-mail. The record lay out of the bills are as described below.

### Mortgage Company Tax Bill Record Layout

DOS ASCII text file consisting of fixed length records and fixed length fields with no field / unit separators.

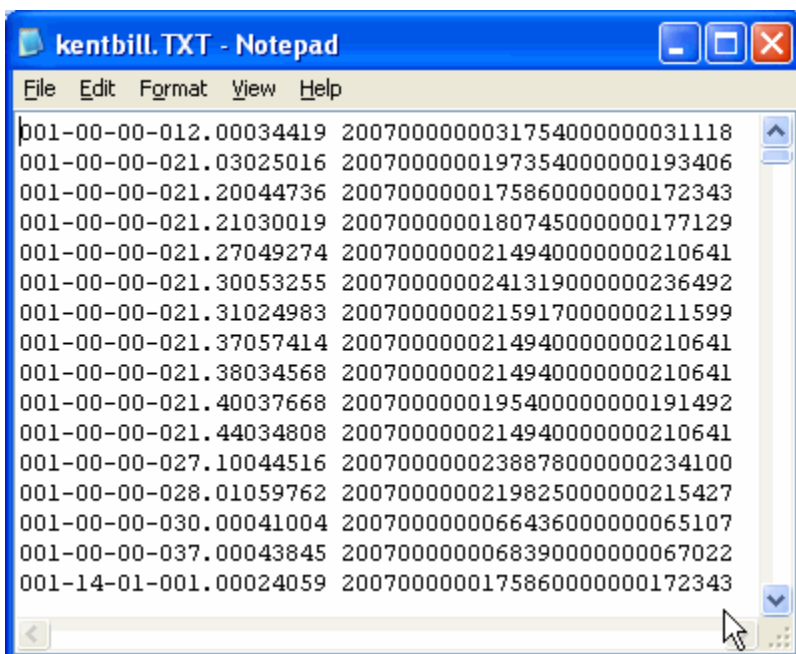
File name 'kentbill.txt'

Bill record:

.. Field name	Type	Length
1 P.I.D.N.	alphanumeric	16 *(edited)
2 Bill number	numeric	06
3 Bill suffix	alphanumeric	01
4 Tax year	numeric	04
5 Face amount	numeric	10 and 2 decimal positions (12 total)
6 Discount amount	numeric	10 and 2 decimal positions (12 total)

\* PIDN edit: 999-99-99-999.99

Record terminated with 'Carriage return' and 'Line feed' characters. HEX '0D','0A'. (See below).



5) The tax service, bank or mortgage company must send a payment file containing only the parcels whose tax bills are to be paid. See ***Mortgage Company Tax Bill Payment Record Layout*** below.

### **Mortgage Company Tax Bill Payment Record Layout**

DOS ASCII text file consisting of fixed Length records and fixed length fields with no field / unit separators.

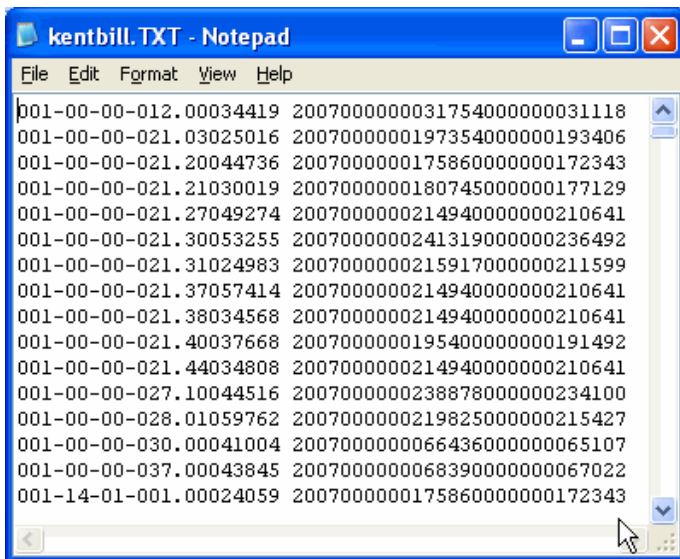
File name 'kentbill.txt'

Bill record:

.. Field name	Type	Length
1 P.I.D.N.	alphanumeric	16 *(edited)
2 Bill number	numeric	06
3 Bill suffix	alphanumeric	01
4 Tax year	numeric	04
5 Face amount	numeric	10 and 2 decimal positions (12 total)
6 Discount amount	numeric	10 and 2 decimal positions (12 total)

\* PIDN edit: 999-99-99-999.99

Record terminated with 'Carriage return' and 'Line feed' characters. HEX '0D','0A'.  
Note: this layout is exactly the same as in item#4.



Note: that the payment record lay out is identical with the bill record lay out. The only difference is the content. The total payment of the bills is the **total amount due** and must match the total amount in your check(s).

6) Which amount is due?

- **Discount amount:** if Paid Between October 1st through November 1st.
- **Face amount:** If Paid Between November 2nd through December 31st.
- Starting January 1<sup>st</sup>, interest, Penalty and fees are added.  
Please refer to <http://www.kcor.org> for payment amounts.

Check(s) has to have amount(s) equal to the total amount of the current due amount.  
Make checks payable to:

**Kenton County Sheriff**

PO Box 188070

Erlanger KY 41018-8070

Please Email the payment file to: [taxbills@kentoncounty.org](mailto:taxbills@kentoncounty.org)

Please call the Sheriff's Office at (859)392-1800, "Tax Team" if you have any additional questions.

(lg/sa 6/1/15)