

A Taxpayer's Return of Real of Property must be completed and **filed no later than April 1 of each year** (GA Code 48-5-18). Essentially, this form gives the property owner the opportunity to declare/state the value of their property for the current year. The Assessor's Office then uses these Returns to assist in the valuation of property for that current year. The Notice of Value Change (also known as Assessment Notice) is mailed notifying the property owner of the value placed by the Assessor's Office and also states the value placed by property owner if a Return was filed. The tentative date for mailing Notice of Value Changes for Henry County is the last week of April. The Notice will also specifically state the time frame (45 days) for disagreeing with Assessor's value and an outline of the steps to file an appeal of the value. Tax bills are usually mailed in September of each year and are due in 60 days.

To complete the form, include the Map and Parcel Identification number (also known as map code) and a brief Description of Property (property address is fine or if property does not have an address assigned a short legal description). Henry County does not use the Account Number field, and the Tax District is not necessary. The current year owner information should be completed to verify our owner information and mailing address. Also helpful is including a daytime phone number in case there is a question concerning the completion of the form. The Fair Market Value Information can be the total value of the property. It is not necessary to separate land & building values. The previous year would be the 2023 valuation and the current year would be the value the owner places on the property for the 2024 tax digest. Read the oath, then sign and date.

To be valid, **ALL RETURNS MUST HAVE A CURRENT YEAR TAXPAYER 100% STATED FAIR MARKET VALUE AND MUST BE SIGNED**. Upon completion return to the Henry County Assessors Office at 140 Henry Parkway, McDonough, GA 30253. **Please do not fax form** as we cannot guarantee receipt due to legibility issues. Mail via certified USPS to insure record of timely receipt.