



**MARY MALONEY**  
TREASURER OF POLK COUNTY

111 COURT AVENUE  
DES MOINES, IOWA 50309-2298

TAX DIVISION  
515-286-3060

FAX  
515-323-5202

April 30, 2012

TO: **2012 PROSPECTIVE TAX SALE BIDDER**

FROM: MARY MALONEY *mm*  
Polk County Treasurer

RE: 2012 Annual Tax Sale

I am enclosing information regarding the 2012 Annual Tax Sale that will begin on Monday, June 18, 2012 at 7:30 a.m. at the Community Choice Credit Union Convention Center in the Grand Ballroom, 833 5<sup>th</sup> Avenue, Des Moines, Iowa. If you contemplate bidding at the 2012 tax sale, please read the information in the 'Terms and Conditions Governing the Annual Tax Sale of June 18, 2012, and Adjournments or Assignments Thereof' before completing the registration process. The registration fees for the 2012 Annual and Adjourned Tax Sales are as follows:

- The early registration fee is \$60.00 for registrations received by 5:00 p.m. on June 12 2012
- The registration fee is \$100.00 for registrations received after 5:00 p.m. on June 12, 2012
- The fee for authorizing an agent to bid on behalf of the interested party is an additional \$55.00
- The fee for changing an authorized agent is \$25.00

The interested party must provide the name, phone number, and complete mailing address of the authorized agent on the 'Registration of Authorization Agent' form. This information is required for the authorized agent to be eligible to bid at the 2012 Annual and Adjourned Tax Sales.

To be eligible to bid during the first tax sale session on Monday, June 18<sup>th</sup>, the interested party must submit the required properly completed and signed registration forms by 5:00 p.m. on Tuesday, June 12, 2012. In addition, the interested party must pick up the bidder card(s) before 3:00 p.m., Friday, June 15, 2012 to be eligible to bid in the first tax sale session on Monday, June 18<sup>th</sup>. Refer to "Section 2: Registering for the Tax Sale" in the attached packet for additional information.

You must register as an individual, corporation, limited liability company, business trust, estate, trust, partnership or association, or other legal entity to be authorized to bid at the tax sale or to own a tax sale certificate. In addition, a person, other than an individual, must have a federal tax identification number. At the time of registration, those persons using a federal tax identification number must submit an original 'Certificate of Existence' from the Iowa Secretary of State or a copy of a 'Trade Name Verified Statement' meeting the requirements of Iowa Code Chapter 547 on file with the county recorder of the county where the person wishes to bid or where the property that is the subject of the tax sale certificate is located.

If you purchased a tax sale certificate for delinquent taxes in Polk County during the 2011 Annual or Adjourned Tax Sales, the 'Registration of Tax Sale Bidder or Assignee' form has been preprinted with your bidder information currently on record at the Polk County Treasurer's Office. If your bidder name or information will be different than as preprinted, please complete the blank 'Registration of Tax Sale Bidder or Assignee', 'W-9', and 'Direct Deposit' forms enclosed to register. Please call our office at (515) 286-3060 if you have any questions regarding the 2012 Annual Tax Sale. For detailed instructions concerning registering and bidding at the 2012 Annual Tax Sale, refer to the attached Terms and Conditions.

Learn more about the Polk County Treasurer's office:

Pay Property Tax / Forms:  
Pay Vehicle Registration Renewal (Tag) / Forms:  
General Polk County Information / Forms:

[www.IowaTaxAndTags.gov](http://www.IowaTaxAndTags.gov)  
[www.IowaTaxAndTags.gov](http://www.IowaTaxAndTags.gov)  
[www.PolkCountyIowa.gov/Treasurer](http://www.PolkCountyIowa.gov/Treasurer)



# MARY MALONEY

## TREASURER OF POLK COUNTY

111 COURT AVENUE  
DES MOINES, IOWA 50309-2298

TAX DIVISION  
515-286-3060

FAX  
515-323-5202

### TERMS AND CONDITIONS GOVERNING THE ANNUAL TAX SALE OF JUNE 18, 2012, AND ADJOURNMENTS OR ASSIGNMENTS THEREOF

The 2012 Annual Tax Sale will be held by the Polk County Treasurer on Monday, June 18, 2012. The June tax sale will begin promptly at 7:30 a.m. and continue up to 10:00 p.m. each day for as long as buyers are present. The June tax sale will conclude after every parcel has been offered for sale. The county treasurer will then adjourn the sale to 10:00 a.m. according to the dates shown on the attached calendar.

#### 1. Electronic Devices Prohibited and Food/Beverage Restrictions

Cellular phones, pagers, tape recorders, camcorders, and other audible electronic devices are to be turned off during the sale. Cameras, camera cell phones, and other picture taking devices are not allowed in the sale room or lobby area of the tax sale. A violation by the use of electronic devices may result in the disqualification of the bidder. Laptop or notebook computers are allowed only if they are operated from battery packs.

Food is not allowed in the sale room. Individuals with open containers or packages of food in the sale room will be asked to leave. Outside food and beverages are not allowed at the Community Choice Credit Union Convention Center. Food and beverage services, including breakfasts, lunches and dinners, are provided by Ovations, the exclusive catering department of the Iowa Events Center. Ovations can provide banquet service, snacks, luncheons, beverage service, and concessions. To request information, contact Megan Heiman at Ovations via telephone at (515)564-8266 or via e-mail at [mheiman@iowaeventscenter.com](mailto:mheiman@iowaeventscenter.com).

#### 2. Registering for the Tax Sale

The Treasurer's Office will stop accepting registrations for the 2012 Annual Tax Sale when the maximum number of available bidders has been reached as determined by the tax sale random selection software program. Registrations will be accepted in the order received by the Treasurer's Office. The Treasurer's Office will time stamp properly completed registration forms upon receipt using the date/time machine located in the Tax Division of the Polk County Treasurer, Room 155.

If the Treasurer's Office determines that a bidder has failed to make payment for tax sale certificate(s) in any county in Iowa, the auctioneer may disqualify the bidder from the sale; all certificates purchased during the sale by the disqualified bidder may be canceled and re-offered to other properly registered bidders.

#### Registration Fee Schedule:

The bidder and authorized agent registration fees allow bidding at the 2012 Annual Tax Sale and all associated adjourned tax sales. Bidder and authorized agent registration fees are non-refundable.

- The early bidder registration fee is \$60.00 for registrations received by 5:00 p.m. on Tuesday, June 12, 2012.
- The bidder registration fee is \$100.00 for registrations received after 5:00 p.m. on Tuesday, June 12, 2012.
- The fee for registering an authorized agent to bid on behalf of the interested party is an additional \$55.00.

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[www.IowaTaxAndTags.gov](http://www.IowaTaxAndTags.gov)

[www.PolkCountyIowa.gov/Treasurer](http://www.PolkCountyIowa.gov/Treasurer)

**Definitions:**

Polk County recognizes one “interested party” for each bidder name/number. The interested party is the individual or, if the bidder is a company, the company officer who signs the ‘*Registration of Tax Sale Bidder or Assignee*’, ‘*Direct Deposit*’, and ‘*W-9*’ forms, and is authorized to bid at the tax sale. If the bidder is a company, the signature and title of the company officer is required on all forms.

An “authorized agent” is an individual, other than the interested party, who acts as an agent/personal representative for the interested party as a bidder at the tax sale. Each interested party is allowed to designate one authorized agent per bidder number.

“*Properly registered*” means the following:

- The name and signature of the interested party on the ‘*Registration of Bidder or Assignee*’ form, corresponding ‘*W-9*’, ‘*Direct Deposit Authorization*’, and ‘*Registration of Authorized Agent*’ form are **identical**.
- The interested party signed the ‘*Registration of Bidder or Assignee*’ form, corresponding ‘*W-9*’, ‘*Direct Deposit Authorization*’, and ‘*Registration of Authorized Agent*’ forms and included his/her title.
- The name, phone number, and complete mailing address of the authorized agent have been provided.
- The taxpayer’s identification number furnished on the ‘*W-9*’ form is for the bidder name as registered.
- The interested party has timely submitted the required registration documents as detailed in this section.

**Bidder/Buyer/Certificate Holder Requirements:**

The interested party must abide by the following requirements to be eligible to bid or obtain tax sale certificates in Polk County, either through purchase or assignment:

- a. Bidders must register as an individual, corporation, limited liability company, business trust, estate, trust, partnership or association, or other legal entity to be authorized to bid at the tax sale or to own a tax sale certificate.
- b. A person, other than an individual, must obtain a federal tax identification number prior to the tax sale.
- c. For each tax sale year, those persons using a federal tax identification number must submit with tax sale registration documents a ‘*Certificate of Existence*’ from the Iowa Secretary of State or a ‘*Trade Name Verified Statement*,’ meeting the requirements of Iowa Code Chapter 547, on file with the county recorder of the county where the person wishes to bid or where the property that is the subject of the tax sale certificate is located. Refer to the samples included in this packet of a ‘*Certificate of Existence*’ from the Iowa Secretary of State and a ‘*Trade Name Verified Statement*’ on file with the county recorder.

Contact the Iowa Secretary of State for information on how to register as a legal entity in the State of Iowa or obtain a ‘*Certificate of Existence*.’ The Iowa Secretary of State-Business Services contact information is as follows:

Iowa Secretary of State  
First Floor, Lucas Building  
321 E 12th St, Des Moines, IA 50319  
Phone: 515-281-5204  
Fax: 515-242-5953  
URL: <http://www.sos.iowa.gov/>

Contact the Polk County Recorder’s Office for information on how to file a ‘*Trade Name Verified Statement*’ prior to purchasing tax sale certificates in Polk County. The Polk County Recorder’s Office contact information is as follows:

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[www.PolkCountyIowa.gov/Treasurer](http://www.PolkCountyIowa.gov/Treasurer)

Polk County Recorder  
Polk County Administrative Building  
111 Court Ave Ste 250  
Des Moines, Iowa 50309  
Phone: 515-286-3160  
Fax: 515-323-5393  
URL: [www.polkrecorder.com/](http://www.polkrecorder.com/)  
[www.polkrecorder.com/tradename.htm](http://www.polkrecorder.com/tradename.htm)

### Registration Document Requirements:

The interested party must submit to the Treasurer's Office the following properly completed forms/documents to be eligible to bid at tax sale or obtain a tax sale certificate in Polk County either through purchase or assignment:

- a. **'Registration of Tax Sale Bidder or Assignee'** – The interested party must complete and sign a *'Registration of Tax Sale Bidder or Assignee'* form for each tax sale year using the official unabbreviated Internal Revenue Service (IRS) name for the bidder name. All fields are required and must be properly completed for the registration to be accepted by the Polk County Treasurer's Office. Those individuals who do not have a cell phone number and/or email address must contact a supervisor in the Tax Division of the Treasurer's Office at 515-286-3060 to obtain an exception to this requirement.
- b. **'W-9'** – The interested party must complete and sign a *'W-9'* form if one is not currently on file in the Treasurer's Office or if the bidder information has changed. The official unabbreviated IRS bidder name must be entered on this form. This information is required to issue an accurate *1099-INT* statement with the appropriate social security number or federal tax identification number. Non-resident aliens and foreign businesses must complete and sign a *'W-8BEN'* form rather than a *'W-9'* form. Non-resident aliens and foreign businesses will be subject to a percentage of U.S. Federal tax withholding on interest income earned. Refer to Section 20: Non-resident Aliens and Foreign Businesses.
- c. **'Direct Deposit Authorization'** – The interested party must complete and sign a *'Direct Deposit Authorization'* form if one is not currently on file in the Treasurer's Office or if the bidder information has changed. The official unabbreviated IRS name must be entered on this form. Attach a voided check from the authorized account in the space provided. The voided check must be a pre-printed personal or commercial check bearing an account holder's name. An authorization to deposit to a savings or investment account will not be accepted.
- d. **'Registration of Authorized Agent'**- The interested party may designate one individual per bidder number as an authorized agent to bid on his/her behalf during the 2012 Annual Tax Sale and all associated adjourned tax sales. To register an authorized agent to bid, the interested party must complete and sign the *'Registration of Authorized Agent'* form on the back side of the *'Registration of Tax Sale Bidder or Assignee'* form using the official unabbreviated IRS name for the bidder name. The interested party must provide the name, phone number, and complete mailing address of the authorized agent on the *'Registration of Authorization Agent'* form. This information is required for the authorized agent to be eligible to bid. The fee for registering an authorized agent is \$55.00 per bidder number. An employee of the Polk County Treasurer's Office will not notarize this form.
- e. **'Certificate of Existence' from the Iowa Secretary of State**-The interested party who is registering for a person other than an individual must obtain a *'Certificate of Existence'* from the Iowa Secretary of State's Office and submit the aforementioned certificate with the properly completed registration forms. Contact the Iowa Secretary of State for information on how to obtain a *'Certificate of Existence.'* Refer to the sample included in this packet of a *'Certificate of Existence'* from the Iowa Secretary of State to insure filing of the correct document upon registering for the tax sale. The Treasurer's Office will accept copies of the *'Certificate of Existence'* document.

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[www.PolkCountyIowa.gov/Treasurer](http://www.PolkCountyIowa.gov/Treasurer)

OR

**'Trade Name Verified Statement'** on file with the county recorder of the county where the person wishes to bid or where the property that is the subject of the tax sale certificate is located-The interested party who is registering for a person other than an individual must obtain a copy of a *'Trade Name Verified Statement,'* meeting the requirements of Iowa Code Chapter 547, on file with the county recorder of the county where the person wishes to bid or where the property that is the subject of the tax sale certificate is located. Refer to the sample included in this packet of a *'Trade Name Verified Statement'* on file with the county recorder to insure filing of the correct document upon registering for the tax sale. A blank *'Trade Name Verified Statement'* has also been included in this packet for bidders to use. The Treasurer's Office will accept copies of the *'Trade Name Verified Statement'* document.

Errors, omissions, or misrepresentations on the registration forms/documents may disqualify the bidder from the sale. All certificates purchased by the disqualified bidder during the sale may be canceled and re-offered to other properly registered bidders.

### **Early Registration Requirements:**

The interested party must abide by the following requirements to register early and be eligible to bid during the opening session of the tax sale:

- a. Changes to the registration forms must be completed before 3:00 p.m. on Friday, June 15, 2012. A bidder will be disqualified from the opening session of the tax sale if he/she requests changes to the registration forms after this deadline.
- b. A bidder must be properly registered to be eligible to bid in the opening session of the tax sale beginning at 7:30 a.m. on Monday, June 18, 2012. To properly register bidders, the interested party must complete the following:
  - Submit the required properly completed and signed registration forms by 5:00 p.m. on Tuesday, June 12, 2012: *'Registration of Tax Sale Bidder or Assignee,' 'W-9,' 'Direct Deposit Authorization,' 'Registration of Authorized Agent' (if applicable)*
  - Submit a *'Certificate of Existence'* from the Iowa Secretary of State or a *'Trade Name Verified Statement'* that has been recorded with the county recorder of the county where the interested party is registering to bid (if applicable).
  - Submit the early registration fee of \$60.00.
  - Submit the authorized agent registration fee of \$55.00 (if applicable).
  - Pick up the bidder card(s) at the Treasurer's Office, Room 155, before 3:00 p.m., Friday, June 15, 2012. The interested party must review the bidder card(s) for accuracy before leaving the Treasurer's Office. Treasurer's staff will not allow changes to the *'Registration of Tax Sale Bidder or Assignee'* or *'Registration of Authorized Agent'* form after the interested party has picked up the bidder card.

Please address mailed/delivered registration forms as follows:

Polk County Treasurer's Office  
**Attn: Tax Division Supervisor**  
111 Court Ave, Room 155  
Des Moines, IA 50309-2298

### **Opening Session of the Tax Sale:**

The opening session of the tax sale begins promptly at 7:30 a.m. on June 18, 2012 and continues until the first break at the call of the auctioneer. If the maximum number of bidders has been reached at the sale and a bidder is not present for the beginning of the opening session at 7:30 a.m. on June 18, 2012, the auctioneer will deactivate that bidder number from the random selection program. The bidder number will be

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[www.PolkCountyIowa.gov/Treasurer](http://www.PolkCountyIowa.gov/Treasurer)



placed at the bottom of the waiting list. A bidder at the top of the waiting list and present at the Community Choice Credit Union Convention Center will be activated in the random selection program. The bidder removed from the program will not be eligible to bid in the sale until after another space in the Tax Sale Random Selection Program becomes available.

**If not registering early for the annual tax sale-waiting list:**

Treasurer's staff at the Community Choice Credit Union Convention Center will accept registrations beginning at 6:00 a.m. on Monday, June 18, 2012, and then at 7:00 a.m. for each succeeding day of the tax sale. The interested party must submit the properly completed forms (refer to Section 2: Registering for the Tax Sale-Registration Forms), the registration fee of \$100.00, the authorized agent registration fee of \$55.00 (if applicable), and a '*Certificate of Existence*' or '*Trade Name Verified Statement*' (if applicable). The bidder will not be eligible to bid in the sale until after the first break following registration completion. However, if the maximum number of bidders has been reached in the random selection software, the bidder number will be placed at the bottom of the waiting list. The bidder will not be eligible to bid in the sale until he/she has moved to the top of the waiting list and a space in the random selection program becomes available.

**Authorization to Change Agent:**

The interested party may elect to change the name of the authorized agent for a bidder number at the 2012 Annual or Adjourned Tax Sales. The fee for changing the name of an authorized agent is \$25.00 and is non-refundable.

To change the name of an authorized agent, the interested party must submit a properly completed '*Authorization to Change Agent*' form, using the official unabbreviated IRS name for the bidder name, and the change agent authorization fee of \$25.00 to Treasurer's Office staff at the registration desk. The signature and title on the '*Authorization to Change Agent*' form must be identical to the signature and title on all other registration forms. An employee of the Polk County Treasurer's Office will not notarize this form.

**Bidder Cards:**

The Treasurer's Office will provide the bidder with a bidder card to be used for bidding at the annual tax sale. If registering early, please allow one business day following submittal of registration materials for the Treasurer's Office to prepare the bidder card(s). Bidders who register early must pick up their bidder card from the Polk County Treasurer's Office, Room 155, by 3:00 p.m., June 15, 2012 to be eligible to bid in the opening session of the tax sale.

The Treasurer's Office will stop distributing bidder cards at 3:00 p.m., Friday, June 15, 2012. Bidders who have not picked up their cards may pick them up beginning at 6:00 a.m., Monday, June 18, 2012 at the Community Choice Credit Union Convention Center. Bidders who pick up their cards on Monday, June 18, 2012 will not be eligible to bid in the opening session of the tax sale.

Tax sale bidders must surrender their bidder cards to the registration desk at the conclusion of the annual tax sale. The Treasurer will charge a \$5.00 fee for the replacement of a bidder card during the 2012 tax sale if the card is lost or stolen, or at future tax sales if the card is not returned to the Treasurer at the conclusion of the June 2012 Tax Sale.

**Proof of Age and Identity:**

All authorized agents/bidders/buyers/assignees must be 18 years of age or older as of June 18, 2012. The county treasurer requires valid proof of age and identity (i.e., driver's license, birth certificate and picture id.) Bidders and authorized agents should be prepared to show proof of age and identity upon entering the sale room or at any time during the tax sale.

If a bidder or authorized agent fails to provide proof of age and identity upon request by Polk County Treasurer's staff, he/she will be given three hours to produce proper identification. The bidder is not allowed in the sale room during this three hour period. If proper proof of age and identity cannot be produced in the allotted time, the auctioneer may disqualify the bidder from the sale; all certificates purchased by the disqualified bidder during the sale may be canceled and re-offered to other properly registered bidders.

Treasurer's staff will routinely audit information provided on the registration forms against a bidder's or authorized agent's identification on a random basis throughout the sale. A registered bidder may be disqualified from the tax sale and all purchased certificates may be canceled and re-offered to other properly registered bidders if an audit reveals an unauthorized agent was bidding for the registered bidder.

### **Bidder and Visitor Seating at the Tax Sale:**

Bidders are not allowed to reserve seating for other individuals or groups in the sale room. An area in the sale room will be designated for individuals who are not "properly registered" bidders of the tax sale and/or are attending as a visitor.

### **3. Bidding at the Tax Sale**

Parcels with delinquent taxes are offered for sale in numerical sequence by item number within each taxing district, as reflected in the official tax sale publication. The tax sale consists of two sessions; regular and public bidder real estate sale items will be offered during the first session, and regular and public bidder mobile home items will be offered during the second session. **It is the bidder's responsibility to be prepared for the sale and to know the item number(s) within each district for the corresponding legal description(s) upon which he/she intends to bid.** The Tax Division of the Polk County Treasurer's Office can help a bidder obtain this information in the days before the sale.

Bidder numbers will be entered into the tax sale random selection program prior to the start of the sale for those bidders who register early and obtain their bidder cards before 3:00 p.m. Friday, June 15, 2012. All other bidders must check-in at the registration desk at the tax sale to pick up their bidder cards and have their bidder numbers entered into the tax sale random selection program. Treasurer's Office staff will only enter bidder numbers into the tax sale random selection program during breaks by the auctioneer.

Each item will be offered for sale to all bidders considered "active" by the auctioneer, beginning with an opening bid of 100% undivided interest. (Note: "Active" means the bidder has properly registered and the bidder number is available for selection by the random selection software program used by the auctioneer.) After the auctioneer announces the next item to be sold, active bidders may bid downward a percentage of undivided interest. The bid-down percentage will give the winning bidder a percentage of undivided interest in the property upon issuance of a county treasurer's tax sale deed. The bidder that initiates or continues a downward percentage bid must hold his/her bidder card up during the bid-down process. A "bid-down" will range in whole percentage points from 99% to 1%.

A tax sale can be set aside in a situation where a combination of bidders agree not to compete with each other in a bid-down process and one of them becomes the tax sale certificate holder. Such fraudulent collusion prevents selling an item for the smallest percentage of undivided interest of the parcel. This practice is prohibited at the Polk County Tax Sale and violation may disqualify a bidder from the sale.

When the auctioneer determines that there are no further bids and the bid is a tie, a bidder will be chosen by the random selection software program. The bidder selected at random must immediately accept the purchase of the item by announcing "sold" or refuse the item by announcing "pass", in which case another bidder will be randomly selected. If there is not a tie bid, the sale will be awarded to the lone active bidder. A response of "sold" to the auctioneer results in an obligation on the part of the bidder to pay for the certificate.

It is a prohibited practice for bidders to respond 'pass' or 'sold' for any bidder number called by the auctioneer other than their own. A violation of this policy by responding to another number or alerting associated bidders that their number has been called may result in all items purchased by the bidder and associated bidders being re-offered to other bidders present. This prohibited practice may also result in disqualification from the sale for both the bidder and all associated bidders.

If there is no response from a bidder whose number has been selected, the auctioneer will "force" the bidder number out of the tax sale bidding for that session. The auctioneer will reactivate all "forced" numbers at each break. The auctioneer will deactivate the bidder numbers for those bidders not present in the sale room. In this instance, the bidder must make a request at the registration desk to have his/her bidder number reactivated during the next break.

Although a “properly registered” tax sale bidder may purchase tax sale certificates under multiple bidder names/numbers, the bidder may only use one bidder number and federal identification number at a time. A “properly registered” bidder may only switch bidder numbers once during the morning session and once during the afternoon session (refer to Section 2: Registering for the Tax Sale).

A bidder may submit a mailed bid if he/she cannot attend in person. The Polk County Treasurer’s Office must receive the following information from the bidder before the Friday immediately preceding the annual or adjourned tax sale for which the bidder is placing a bid:

- a. List of the item(s) on which he/she is placing a bid.
- b. The lowest percentage of undivided interest per item requested that the bidder is willing to bid.
- c. Properly completed and signed forms: ‘*Registration of Tax Sale Bidder or Assignee*’, ‘*W-9*’, and ‘*Direct Deposit Authorization*’
- d. ‘*Certificate of Existence*’ from the Iowa Secretary of State or ‘*Trade Name Verified Statement*’ from the county recorder of the county where the interested party is registering to bid (if applicable).
- e. Payment in U.S. funds and in the form of a personal check, business check, money order, or any form of guaranteed funds. A separate payment is required for each item number bid. A check drawn on an IRA account will not be accepted unless issued for the exact amount of the purchase. **Two-party checks or cash will not be accepted.**

If another bid on the same item is received from a bidder who is present at the sale, the tax sale certificate will be issued to the bidder who is present. In cases where two or more mailed bids are received and the item is not sold to a person present during the sale, the mailed bid for the smallest percentage of undivided interest for the item will be awarded the certificate. In cases of a tie mailed bid, the mailed bid with the earliest U.S. Postal Service postmark will be awarded the certificate. The Treasurer’s Office will use the random selection software program to randomly select a purchaser if multiple tie mailed bids are received with the same U.S. Postal Service postmark.

#### 4. Purchasing Tax Sale Certificates

Each interested party will be assigned one group number for his/her registered bidder number(s). A summary report will be printed at the conclusion of the sale, or at the time a bidder leaves if before the conclusion of the sale. The summary report will be printed by group number and will list items purchased by each bidder number in the group. Each interested party must make one payment for his/her group totaling the items purchased by all his/her bidder numbers. Interested parties may, upon request, make individual payment(s) by bidder number.

Payment is required at the conclusion of the sale, or at the time a bidder leaves if before the conclusion of the sale. The amount collected will include all delinquent taxes and special assessments, interest, special assessment collection fees, rates or charges, service fees, and a fee of \$20.00 for each certificate to be issued.

Bidders are required to review all items listed on the summary report provided prior to settlement and to notify Treasurer’s Office staff of any discrepancy **before** making payment. Treasurer’s staff will resolve all reported discrepancies.

Payment must be in U.S. funds and in the form of a personal check, business check, money order, or any form of guaranteed funds for the exact amount of the purchase. A check drawn on an IRA account will not be accepted unless issued for the exact amount of the purchase. **Two-party checks or cash will not be accepted for payment or for registration fees.** The county treasurer reserves the right to require personal identification at the time of settlement.

If the Polk County Treasurer’s Office does not receive payment from a bidder by the end of the payment period following the conclusion of the tax sale, all items purchased by the bidder and his/her associated bidders as shown on the summary reports will be re-offered to other bidders present before the tax sale is adjourned. If this occurs, the county treasurer may disqualify the bidder and all associated bidders from future Polk County tax sales.

If a tax sale buyer’s check does not clear his/her bank account, i.e., non-sufficient funds, account closed, etc., the buyer will have five business days following notification from the treasurer to repay with guaranteed funds or the tax sale certificate(s) will be canceled. A \$30.00 service fee will be assessed for each check



returned unpaid. The county treasurer reserves the right to require guaranteed funds for any future payments from the tax sale buyer.

Please allow up to fifteen business days to receive purchased certificate(s). It is the interested party's responsibility to verify that the tax sale certificates received are correct for the parcels purchased. Each tax sale certificate issued for the June 2012 or a subsequent adjourned tax sale will have a certificate number on the first line of print in the upper left-hand corner. The certificate number identifies the year of the corresponding annual June tax sale and a sequentially assigned certificate number. For example, a tax sale certificate issued in June 2012 may have a certificate number of 2012-002459; and a certificate issued at a subsequent adjourned sale in February 2013, may have a certificate number of 2012-003352.

The tax sale certificate of purchase does not convey title to the certificate holder. The titleholder of record or other interested party retains the right to redeem within the statutory period, according to the type of tax sale. If the tax sale remains unredeemed after the statutory period, the certificate holder may begin action to obtain a tax sale deed (refer to Section 10: '90 Day Notice of Right of Redemption' Affidavit).

## 5. Bidder Activity Report

The Treasurer's Office will offer for purchase a 'Bidder Activity Report' during the annual tax sale. The report will list the taxing district number, item number, amount sold, percent of bid, and an indication of whether the bidder announced "passed", "sold", or was temporarily "forced" out of the sale by the auctioneer (see attached sample). The 'Bidder Activity Report' for a bidder number is only available for purchase by the interested party who registered that bidder number.

The interested party may choose to receive the report in either a .PDF or Excel Spreadsheet format. The Treasurer's Office will send the file to the Interested Party's email address at the end of each day during the June Annual Tax Sale. The fee for the 'Bidder Activity Report' is \$3.00 per bidder number; this fee is non-refundable. Complete the Order Form included in this packet to order the 'Bidder Activity Report'.

Submit the completed order form and payment to the following address on or before Friday, June 15, 2012:

Polk County Treasurer  
Attention: Tax Division Supervisor  
**Bidder Activity Report Request**  
111 Court Ave, Room 155  
Des Moines, Iowa 50309-2298

## 6. Notification to Titleholder of Tax Sale

For each parcel on which taxes were sold, the county treasurer shall mail notification to the current titleholder, according to the mailing address on file in the Treasurer's Office, of the sale of delinquent taxes on the property. The notice will be sent by regular mail within fifteen days from the date of the annual tax sale or any adjourned tax sale.

## 7. Reimbursement of Tax Sale Redemptions

A redeemed tax sale will include the following:

- a. The original tax sale amount, including the \$20.00 certificate fee paid by the buyer at the time of the sale.
- b. Interest in the amount of 2% per month, beginning with the month of the sale to the month of redemption, calculated against the amount for which the item was sold, including the \$20.00 certificate of purchase fee. Each fraction of a month will count as a whole month.
- c. Subsequent tax payments paid and properly reported by the certificate holder as an addition to the sale, with interest in the amount of 2% per month, beginning with the month the subsequent payment is posted to the county system to the month of redemption. Each fraction of a month will count as a whole month (refer to Section 8: Payment of Subsequent Taxes).

- d. Valid costs incurred by the certificate holder of record and posted to the county system for action taken toward obtaining a tax sale deed. Costs not posted to the county system before redemption shall not be collected by the county treasurer (refer to Section 11: Statement of Costs).

**The buyer is responsible for checking redemptions** for which he/she holds the certificate of purchase to determine if redemption funds are available for reimbursement. If requesting for multiple buyers, include the group number and all buyer numbers in the request and submit it in one of the following manners:

**Polk County Treasurer's Cash Management Division**

- a. Web site: <http://www2.co.polk.ia.us/breq.php>
- b. Phone: (515) 286-3035
- c. Fax: (515) 286-3375
- d. Email: [cashmanagement@polkcountyiowa.gov](mailto:cashmanagement@polkcountyiowa.gov)
- e. Mail: 111 Court Ave, Room 160, Des Moines, IA 50309-2298

The tax sale certificate number will be provided to you, upon inquiry, for a tax sale certificate under your buyer number that has been redeemed. As annual tax sales and subsequent adjourned sales occur, each tax sale certificate number assigned will begin with the year of its corresponding annual June sale (refer to Section 4: Purchasing Tax Sale Certificates).

Upon surrender of the tax sale certificate for a redeemed tax sale, either in person or by mail, the Polk County Treasurer's Cash Management Division will directly deposit the redemption proceeds to the buyer's designated checking account. The reimbursement will not be processed before the first business day following the cashier-validated date of redemption, as shown on the county system. The Cash Management Division in the Treasurer's Office will mail a copy of the redemption certificate reflecting the total amount of the redemption to the buyer. Buyers should retain the redemption certificate copy for income tax purposes. A Treasurer's check will not be issued for redemption proceeds.

If the original certificate of purchase has been lost or destroyed, a duplicate can be obtained from the Polk County Treasurer's Cash Management Division at a cost of \$20. Please call (515) 286-3035 to request a duplicate certificate.

In the event a buyer has been reimbursed for a redemption and the redeeming party's check does not clear his/her bank account, the buyer will be notified by the Cash Management Division and will be required to immediately return the redemption funds. The Cash Management Division will return the tax sale certificate to the buyer and cancel the redemption. The tax sale will be reinstated as of the original sale date. A subsequent redemption will be calculated from the original date of the sale to the date of repayment.

At the end of the calendar year, the county treasurer will issue a 1099-INT form and file a report with the IRS if the cumulative interest paid to the buyer during the calendar year is \$600 or more. A buyer's tax preparer may need this information when filing Federal and State Income Tax returns. If the interest paid to the buyer is less than \$600, a 1099-INT statement will not be issued; however, this information can be requested by calling (515) 286-3035. Instead of a 1099-INT form, a 1042-S form will be issued to non-resident aliens and foreign businesses prior to March 15 regardless of the dollar amount of interest income received by the buyer during the calendar year. The IRS will receive a copy of all 1042-S forms issued.

If a buyer underreports the interest amount received, the IRS will direct the Treasurer to implement a backup withholding procedure at the legal rate set by the IRS. If this should occur, the Treasurer reserves the right to ban the buyer and all associated buyers from future tax sales.

Upon request from the buyer, the Polk County Treasurer can provide a computer printout of the following:

- a. A copy of the detailed redemptions included in a buyer's 1099-INT form at a charge of \$10 per buyer number.
- b. A copy of a buyer's outstanding tax sales at a charge of \$10 per buyer number.

The Polk County Treasurer's Office will not provide or calculate year-end interest accruals or bookkeeping services other than to provide a copy of the redemption certificate at the time of reimbursement to the buyer.

## 8. Payment of Subsequent Taxes (Sub-list)

A certificate holder may pay subsequent delinquent taxes and special assessments, including rates or charges, on the same parcel(s) on which he/she holds the tax sale certificate. The Treasurer's Office will accept payments for subsequent delinquent taxes and special assessments beginning fourteen days following the date from which an installment becomes delinquent. Only items delinquent in the current fiscal year or a prior year may be paid on a "sub-list". Special assessments, rates or charges due in future years cannot be paid until the fiscal year in which they become delinquent.

As a prerequisite to the payment of subsequent taxes, a certificate holder must request a '*Sub-list Report*' of delinquent taxes from the Tax Division of the Treasurer's Office. A report will be printed and ready the following business day.

- All requests for '*Sub-list Reports*' must be received at least one day before the posting of the payment to allow adequate processing time.
- All sub-list payments must be received by the Treasurer's Office by noon on the last business day of the month to allow adequate processing time.

After sub-list payment(s) have been received and applied by the Treasurer's Office, the Treasurer will not refund the payment if the tax sale certificate holder later decides that he/she did not want to pay the delinquent tax on a particular parcel.

If a tax sale buyer's check for subsequent delinquent taxes and special assessments does not clear his/her bank account, i.e., non-sufficient funds, account closed, etc., the subsequent delinquent tax and special assessment payments will be canceled. The buyer may repay with guaranteed funds. A \$30.00 service fee may be assessed for each check returned unpaid. The county treasurer reserves the right to require guaranteed funds for any future payments from the tax sale buyer.

### Request for '*Sub-list Reports*':

The certificate holder can request a '*Sub-list Report*' of subsequent delinquent taxes due by providing his/her buyer number(s) to the Polk County Treasurer's Office. A tax sale buyer must submit his/her request through mail, fax, or e-mail in the following format:

#### Example:

I, (name), hereby request subsequent delinquent tax amounts for the following buyer number(s):

BUYER NUMBER(s)
[Enter Buyer Numbers Here]

Please forward the Sub-list Report(s) to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Requests for '*Sub-list Reports*' must be submitted to:

Polk County Treasurer  
Attention: Tax Division Supervisor  
**Tax Sale Sub-List Request**  
111 Court Ave, Des Moines, Iowa 50309-2298  
Fax: (515)323-5202  
E-mail: [propertytax@polkcountyiowa.gov](mailto:propertytax@polkcountyiowa.gov)

The certificate holder must submit the '*Sub-list Report*' with the payment. A subsequent tax payment not accompanied with the '*Sub-List Report*' and/or not properly identified on the mailing envelope as a "Tax Sale Sub-List Payment" will be treated as a voluntary payment and will be omitted from redemption calculations.

To insure accurate processing, enclose the subsequent tax payment in an envelope clearly marked as follows:

Polk County Treasurer  
Attention: Tax Division Supervisor  
**Tax Sale Sub-List Payment**  
111 Court Ave, Des Moines, Iowa 50309-2298

Subsequent tax payments received after noon on the last business day of the month may not be posted until the next month. The Treasurer's Office will notify the certificate holder of additional late interest due. Recorded subsequent tax payments will accrue interest at the rate of 2% per month, beginning with the month the payment is posted to the county system through the month of redemption. Each interested party must remit one check for each bidder group totaling the items on the '*Sub-list Report*' of delinquent tax. Interested parties may, upon request, make individual payment(s) by bidder number.

Payment must be in U.S. funds and in the form of a personal check, business check, money order, or any form of guaranteed funds. A check drawn on an IRA account will not be accepted unless issued for the exact amount of the delinquent taxes due. **Two-party checks or cash will not be accepted for payment of subsequent taxes.** Under no circumstances will the Polk County Treasurer's staff complete the check for a subsequent tax payment with the dollar amount.

A subsequent tax payment must be received before 5:00 p.m., Thursday, June 14, 2012, to prevent the parcel from being offered at the 2012 Annual Tax Sale. A subsequent tax payment received after 5:00 p.m., Thursday, June 14, 2012 or during the tax sale may not be posted in time to prevent the parcel from being offered at the tax sale.

The Treasurer's Office does NOT accept tax sale subsequent tax payments via the web. A subsequent tax payment made by the tax sale certificate holder via the web will be treated as a voluntary payment and will be omitted from redemption calculations.

## 9. Assignment of a Tax Sale Certificate

The tax sale certificate of purchase is assignable by endorsement on the back of the certificate, payment by the assignee of a \$100 assignment transaction fee, and submittal of the certificate to the county treasurer for posting to the county system. An assignment is not considered valid until posted to the county system by the county treasurer's office. A certificate cannot be assigned to another buyer who has redemption rights, except when the assignment is to a municipality. The assignor may not assign a certificate of purchase to more than one assignee/buyer number.

A tax sale certificate of purchase and/or a tax sale deed can be set aside if it is determined that the tax sale buyer or assignee was ineligible to purchase the tax sale certificate. The general rule is that a tax sale buyer or assignee should never have an interest or lien in the item offered for sale. A prospective bidder should consult with his/her legal counsel to determine the right to purchase tax sale certificates, either through bid or through assignment.

Learn more about the Polk County Treasurer's office:

Pay Property Tax / Forms:  
Pay Vehicle Registration Renewal (Tag) / Forms:  
General Polk County Information / Forms:

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[www.IowaTaxAndTags.gov](http://www.IowaTaxAndTags.gov)  
[www.IowaTaxAndTags.gov](http://www.IowaTaxAndTags.gov)  
[www.PolkCountyIowa.gov/Treasurer](http://www.PolkCountyIowa.gov/Treasurer)

Upon Treasurer's Office receipt of the \$100 assignment transaction fee and the endorsed certificate, the assignment will vest in the assignee all the rights and title of the assignor. Please call (515) 286-3060 and ask to speak with a Tax Division supervisor concerning the assignment of a tax sale certificate.

A change to buyer information, other than to the mailing address or telephone number, will be treated as an assignment and the \$100 assignment transaction fee will be charged. This includes a change in the buyer's name, buyer's number, social security number, or federal tax identification number. Failure to provide the correct social security number or federal tax identification number at the time of purchase will result in a charge of \$100 to change each certificate purchased.

#### 10. **'90 Day Notice of Right of Redemption' Affidavit**

Should the tax sale certificate holder determine that service on the county under Iowa Code Section 447.9 is required, he/she must deliver the notice to the following address:

Polk County Treasurer's Office  
**Attn: Administrative Division**  
Notice of Right of Redemption  
111 Court Ave, Room 140  
Des Moines, IA 50309-2298

Service is completed when the certificate holder files the '*90 Day Notice of Right of Redemption*' affidavit with the county treasurer. The certificate holder is responsible for determining the status of a tax sale before serving the '*Notice of Expiration of Right of Redemption*' upon persons who have an interest in the property. It is a prohibited practice for the tax sale certificate holder to serve the '*Notice of Expiration of Right of Redemption*' OR file the '*90 Day Notice of Right of Redemption*' affidavit with the county treasurer if the tax sale has already been redeemed. A violation of this policy may result in the tax sale buyer being barred from future tax sales in Polk County.

Service must be compliant with the law in effect at the time of the tax sale.

**a. Regular Tax Sale:**

A tax sale certificate holder may serve a '*Notice of Expiration of Right of Redemption*' after one year and nine months from the date of sale. Any certificate holder may be barred from future tax sales in Polk County for serving said notice or a similarly worded notice before the expiration of this time period or after redemption of the tax sale. It is Polk County's intent to afford all property owners with all of the rights and remedies of the Iowa statutes.

**b. Public Bidder Sale:**

A tax sale certificate holder may serve a '*Notice of Expiration of Right of Redemption*' after nine months from the date of sale. Any certificate holder may be barred from future tax sales in Polk County for serving said notice or a similarly worded notice before the expiration of this time period or after redemption of the tax sale. It is Polk County's intent to afford all property owners with all of the rights and remedies of the Iowa statutes.

If the certificate holder fails to file a '*90 Day Notice of Right of Redemption*' affidavit within three years from the date of the tax sale, the county treasurer will cancel the tax sale. In this instance, the certificate holder is not entitled to a refund. This date may be extended if the filing of the '*90 Day Notice of Right of Redemption*' affidavit is stayed due to bankruptcy proceedings. Bidders should consult with their legal counsel to determine the impact of bankruptcy proceedings on tax sale certificates.



## **11. Statement of Costs**

The tax sale certificate holder or his/her agent or attorney must file a “*Statement of Costs*” with the “*90-Day Notice of Right of Redemption*” affidavit certifying the type and amount of authorized costs incurred. Authorized costs are defined in Iowa Code Section 447.13 and include the cost of serving the notice: cost of sending certified mail notices, cost of publication if publication is required, and cost of a record search. Attorney fees are not authorized costs. Pursuant to Iowa Code Section 447.12, the tax sale certificate holder cannot file costs before filing the ‘*90 Day Notice of Right of Redemption*’ affidavit with the county treasurer.

The Polk County Treasurer requires proof that costs are valid prior to posting to the amount necessary to redeem. For publication costs, the Polk County Treasurer requires a copy of the newspaper publisher’s invoice and a statement from the certificate holder substantiating the reason service was made by publication. Fees for publication, if publication is required, shall not exceed the customary publication fees for official county publications.

The certificate holder or his/her agent or attorney must certify in the “*Statement of Costs*” that the record search was performed by an abstractor who is an active participant in the title guaranty program under Iowa Code Section 16.91 or by 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. The Polk County Treasurer requires an invoice from the abstractor or attorney who performed the record search.

## **12. Tax Sale Deed**

To request a tax sale deed, the tax sale certificate holder must return the certificate of purchase and remit the appropriate deed issuance fee and recording fee to the Polk County Treasurer’s Office. Payment must be in the form of a personal check, business check, money order, or any form of guaranteed funds. The fee for obtaining a tax sale deed is \$25.00 payable to the Polk County Treasurer. The recording fee is variable as determined at the time a deed is requested and payable to the Polk County Recorder. All fees must be paid prior to delivery of the tax sale deed to the certificate holder.

The certificate holder must complete action to obtain a tax sale deed within ninety calendar days after the redemption period expires. The county treasurer is required by statute to cancel the certificate of purchase when the tax sale certificate holder fails to comply. If the county treasurer cancels the tax sale, the tax sale certificate holder is not entitled to a refund.

## **13. Erroneous Tax Sale or Assignment**

If it is determined that any item was erroneously sold, the certificate of purchase will be canceled. This includes web payments received the day of the sale and prior to a successful bid. The certificate holder will return the certificate of purchase and the Polk County Treasurer will reimburse the principal amount of the investment. Interest from the sale date to the date of cancellation will not be paid.

If it is determined that a county-held certificate was erroneously assigned, the assignment will be canceled. The certificate holder will return the certificate of purchase, and the Polk County Treasurer will reimburse the total amount paid for the assignment. Interest from the assignment date to the date of cancellation of the assignment will not be paid.

## **14. Abandoned Property or Vacant Lots**

Iowa law permits a county or city to purchase or require an assignment of a tax sale certificate for an abandoned property or a vacant lot. The county or city is required to file a verified statement with the county treasurer that the property is abandoned or a vacant lot. For additional information, refer to Iowa Code § 446.19A.

## 15. Tax Sale Publication

Copies of the official tax sale publication will be available for purchase beginning the week of June 4<sup>th</sup>, 2012 at a cost of \$5.00. Prospective tax sale bidders are limited to one copy per bidder number. The Treasurer will not mail the publication.

## 16. Tax Sale Delinquent Parcel Reports

A computer report of delinquent items (see attached sample) will be available for purchase beginning May 2<sup>nd</sup>, 2012. The report for the June 2012 tax sale will reflect the June tax sale amounts for items eligible to be sold at the time the report is printed, and will include the parcel classification, i.e., residential, commercial, industrial, etc., and the market value of the parcel as approved by the Board of Review in June of the year preceding the annual sale. This information may be subject to change for various reasons outside the control of the Treasurer. The Treasurer does not guarantee the validity of this data.

Special messages are displayed below the "% SOLD" field on this report. For example, the message "MOBILE HOME PARCEL 000555666" indicates that this parcel includes a mobile home that may have delinquent mobile home taxes or may have been sold at a previous mobile home tax sale. Bidders are urged to investigate special messages before placing a bid.

The Treasurer must receive payment before generating the reports. Computer reports are available in the following formats:

- a. **Paper Report:** Paper reports can be picked up in room 155 or mailed through the U.S. Postal Service.
- b. **Electronic Report Via Treasurer's Web Site (view only) – Free:** Customers may view the computer report from the Treasurer's Office website beginning May 2<sup>nd</sup>, 2012, at no cost.
  - Go to [www.polkcountyowa.gov/treasurer](http://www.polkcountyowa.gov/treasurer) and click Tax Sale Buyer Information.
  - Under the Electronic Report via Treasurer's Website section, click the report for the sale you wish to view:
    - Real Estate Public Bidder Sale
    - Real Estate Regular Sale
    - Mobile Home Public Bidder Sale
    - Mobile Home Regular Sale
- c. **Electronic Download Report via Treasurer's Website – P.I.N. Access:** Customers may download an electronic file of delinquent tax from the Treasurer's website beginning May 2<sup>nd</sup>, 2012. The fee for this service is \$50.00 and includes unlimited download capability for the 2012 annual and adjourned tax sales. Please note that due to a system upgrade, the electronic download report may not be available during all or part of the time period from December 2012 through May 2013. The Treasurer's Office will assign a P.I.N. number and password to download this file upon receipt of payment.

To place an order for the report in one or more of the previously mentioned formats, complete the enclosed 'Order Form' and return it with your check for the appropriate fee to the Polk County Treasurer's Office.

Format	Method of Delivery	Effective Dates	Cost
Paper Report	Pick Up	2012 June Tax Sale	\$40.00 ea.
Paper Report	U.S. Mail	2012 June Tax Sale	\$50.00 ea.
Paper Report	Pick Up	All 2012 Adjourned Sales	\$10.00 ea.
Paper Report	U.S. Mail	All 2012 Adjourned Sales	\$10.00 ea.
Electronic Report (view only)	Internet	All 2012 Tax Sales	Free
Electronic Download Report	Internet	2012 Annual & Adjourned Sales	\$50.00

Learn more about the Polk County Treasurer's office:

Pay Property Tax / Forms:

Pay Vehicle Registration Renewal (Tag) / Forms:

General Polk County Information / Forms:

[www.IowaTaxAndTags.gov](http://www.IowaTaxAndTags.gov)

[www.IowaTaxAndTags.gov](http://www.IowaTaxAndTags.gov)

[www.PolkCountyIowa.gov/Treasurer](http://www.PolkCountyIowa.gov/Treasurer)

Submit the request and payment for paper reports or electronic downloadable files to:

Polk County Treasurer  
**Attn: Tax Administrative Supervisor**  
111 Court Ave, Des Moines, IA 50309-2298  
Fax: (515)323-5202  
E-mail: [propertytax@polkcountyiowa.gov](mailto:propertytax@polkcountyiowa.gov)

Copying, distributing, or selling the tax sale computer report is prohibited.

## **17. Adjourned Tax Sales**

Adjourned tax sales are held in Room 140 of the Polk County Administration Building located at 111 Court Avenue in Des Moines. Each adjourned tax sale begins at 10:00 a.m. on the dates shown in the attached calendar. Bidders must submit properly completed and signed registration documents and fees to the Treasurer's Office in Room 155 before 5:00 p.m. on Thursday before the day of the adjourned tax sale. Bidders who purchased tax sale certificates at the June Annual Tax Sale do not need to submit new registration forms and documents for adjourned tax sales. Previously registered bidders must notify the Treasurer's Office by 5:00 p.m. on Thursday before the adjourned tax sale that they plan to attend the sale. The Treasurer's Office will provide the bidder with a bidder card to be used for bidding at the adjourned tax sale. The bidder must pick up the card by 9:30 a.m. on the day of the adjourned tax sale and surrender the bidder card to the Treasurer's Office at the conclusion of the adjourned tax sale. The Treasurer will charge a \$5.00 fee for the replacement of a bidder card that has been destroyed, lost, or stolen. Please refer to *Section 3: Bidding* for more information concerning the bidding process used during the adjourned tax sale.

Due to a system upgrade, the treasurer may modify the schedule of adjourned tax sale dates from December 2012 through May 2013. Notice of the date of adjournment will be announced by the auctioneer at the conclusion of the annual and adjourned tax sales and posted in the office of the Polk County Treasurer.

## **18. Change of Address or Telephone Number**

Buyers are required to notify the Polk County Treasurer's Office of any changes in address or telephone number. To request a change to a tax sale buyer address or telephone number, complete the enclosed '*Tax Sale Buyer Address Change Request*' form and return it to the Polk County Treasurer's Office.

## **19. Americans with Disabilities Act**

A bidder who qualifies under the 'Americans with Disabilities Act' and requires accommodation in relation to his/her disability must provide a health care provider's certificate containing proof of disability and a written request detailing the specific reasonable accommodation requested to the Polk County Treasurer's Office not less than thirty calendar days before the tax sale. This will allow the Treasurer time to provide appropriate and timely accommodations.

## **20. Non-resident Aliens and Foreign Businesses**

Tax sale buyers are directed to take notice of legal restrictions regarding ownership of agricultural land by non-resident aliens and foreign businesses as presented in Iowa Code Chapter 9I. Non-resident aliens and foreign businesses are prohibited from bidding on parcels of land classified as 'agricultural'. All certificates purchased by a non-resident alien or foreign business bidder during the sale on agricultural land will be canceled and re-offered to other properly registered bidders. If payment has already been made, the payment, without interest, will be refunded upon cancellation of the tax sale certificate.

Non-resident aliens and foreign businesses must complete a 'W-8BEN' form. The form is used to establish foreign status, claim that such person or business is the beneficial owner of the income for which the form is being furnished, and if applicable, claim a reduced rate of, or exemption from, withholding under

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Pay Property Tax / Forms:

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General Polk County Information / Forms:

[www.IowaTaxAndTags.gov](http://www.IowaTaxAndTags.gov)

[www.IowaTaxAndTags.gov](http://www.IowaTaxAndTags.gov)

[www.PolkCountyIowa.gov/Treasurer](http://www.PolkCountyIowa.gov/Treasurer)

an income tax treaty between the United States and the buyer's country. The percentage of U.S. Federal tax withholding applied to interest income earned will be 30% unless a reduced rate of, or exemption from, withholding is claimed on the 'W-8BEN' form.

Bidders should seek legal counsel to determine whether these restrictions or any IRS requirements are applicable to their specific situation.

## 21. General Information

It is the intent of the Polk County Treasurer to maintain the highest standards of ethics and prevent the occurrence of conflicts of interest. The Polk County Treasurer has the power, duty, and right to plan, direct, and control all proceedings through which the annual tax sale will be conducted; and take such actions as may be necessary to insure compliance with the rules and regulations of the tax sale and all applicable statutes of the State of Iowa.

This document has been prepared to provide general information and guidelines relative to the tax sale, a tax sale assignment, tax sale redemption, buyer reimbursement, and the issuance of a tax sale deed. It is not an all-inclusive listing of statutory requirements, procedures, or policy. It is not to be construed as a legal opinion of the statutes governing tax sales. The Polk County Treasurer reserves the right to reject any or all bids and to waive irregularities which appear to be in the best interest of Polk County.

A tax sale buyer should consult with legal counsel to determine his/her legal rights and remedies and to protect his/her interest as a tax sale buyer.

Prospective buyers should consult with their tax attorney or tax preparer to determine income tax ramifications that might result from a gain or loss as a result of purchasing tax sale certificates.

Section 718.2, Code of Iowa, prohibits a buyer from impersonating a county employee. The maximum penalty for a violation of this statute is two years in prison and a fine of \$5,000.

Call the Polk County Treasurer's Tax Division (515) 286-3060 to obtain additional information. The Polk County Treasurer will not respond to questions of law. Bidders should direct questions of this nature to their legal counsel.

The provisions of this document are severable. If any provision of this document is determined to be contrary to law, the remaining provisions shall remain in full force and effect.

This document is effective for taxes sold during the period of June 18, 2012, through May 20, 2013, and all their assignments thereof, regardless of the assignment date.

**The doctrine of caveat emptor, meaning 'buyer beware', applies to this tax sale.**



MARY MALONEY  
Polk County Treasurer

\\2012 tax sale\rules and regs\draft versions\packet 2-tax sale notice 2012.doc  
Prepared by: Ben Lacey, PCT, Director

## ***DIRECTIONS TO COMMUNITY CHOICE CREDIT UNION CONVENTION CENTER***

**From Interstate 35 from the North:** Follow I-235 West into Downtown Des Moines. Take the 3rd Street (Downtown Des Moines) exit go south to the Iowa Events Center Complex.

**From Interstate 35 from the South:** Merge onto I-235 East exit and travel east towards Downtown Des Moines. Take the downtown exit and proceed to the Third Street exit. Exit south on Third Street to the Iowa Events Center Complex.

**From Interstate 80 from the East:** Headed west on I-80, take the I-235 West exit and continue towards Downtown Des Moines. Take the 5<sup>th</sup> Street exit (Downtown Des Moines) and go south to the Iowa Events Center complex. Parking is available on-site, with additional street and ramp parking within walking distance.

**From Interstate 80 from the West:** Headed east on I-80, take the I-235 East exit and continue towards Downtown Des Moines. Take the Iowa Events Center Exit (Third Street) and turn right. Parking is available on-site, with additional street and ramp parking within walking distance of our complex.

**Ballroom:** Enter building from 3rd Street at Hy-Vee Hall Main Level. Walk up the stairs/escalator to third floor/skywalk level. Once at the top of the stairs, walk through the Northeast doors of the Community Choice Credit Union Convention Center. Walk up stairs/escalator to fourth floor, Grand Ballroom. Directional Signage will be provided on-site.

**Alternative Entrance:** Enter building from 5<sup>th</sup> Street, Northwest Entrance of Community Choice Credit Union Convention Center. Walk East on skywalk between Community Choice Credit Union Convention Center and Hy-Vee Hall toward Wells Fargo Arena. Directional Signage will be provided on-site.

## ***PARKING AT COMMUNITY CHOICE CREDIT UNION CONVENTION CENTER***

**Parking at Community Choice Credit Union Convention Center:** Parking is available north of Community Choice Credit Union Convention Center with entrances off the following streets: Third and Fifth. Iowa Events Center surface lots offer the closest and most convenient access to the facility and easy access to I-235 and other major routes after the event.

ADA Accessible parking is available at the Iowa Events Center by entering the lot south of Crocker Street, next to Vets Memorial / Community Choice Credit Union.

**COST: \$7 for cars and \$25 for RVs/ Busses**

**Street Parking Downtown:** Street parking is available throughout downtown with the convenience of parking meters. Pay attention to the location and rates as many meters have different time limits and parking restrictions during certain times (typically no parking between 4-6pm).

**Park and Ride and Parking Ramps:** Visit the following City of Des Moines website for additional information concerning Parking Meters, Park and Ride, and Downtown Des Moines Municipal Parking Ramps:

<http://www.dmgov.org/Departments/Engineering/Pages/Parking.aspx>



# JUNE 2012 TAX SALE BEGINS AT 7:30 a.m. DAILY

## \*ADJOURNED TAX SALES BEGIN AT 10:00 a.m.

\*Adjourned tax sale dates are subject to change. Notice of the date of adjournment will be announced by the auctioneer at the conclusion of the annual and adjourned tax sales and posted in the office of the Polk County Treasurer.

**June**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	23
24	25	26	27	28	29	30

**December**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<b>17</b>	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**July**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	<b>16</b>	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**January**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	<b>22</b>	23	24	25	26
27	28	29	30	31		

**August**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<b>20</b>	21	22	23	24	25
26	27	28	29	30	31	

**February**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	<b>19</b>	20	21	22	23
24	25	26	27	28		

**September**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<b>17</b>	18	19	20	21	22
23	24	25	26	27	28	29
30						

**March**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	<b>18</b>	19	20	21	22	23
24	25	26	27	28	29	30
31						

**October**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<b>15</b>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	<b>15</b>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**November**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>19</b>	20	21	22	23	24
25	26	27	28	29	30	

**May**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<b>20</b>	21	22	23	24	25
26	27	28	29	30	31	

## Request for Taxpayer Identification Number and Certification

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

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <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) ▶	
	<input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
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 the "Name" line to avoid backup withholding. For individuals, this is 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.

Social security number									

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

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).

**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 4.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a “saving clause.” Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called “backup withholding.” Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### **Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### **Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### **Specific Instructions**

#### **Name**

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the “Name” line. You may enter your business, trade, or “doing business as (DBA)” name on the “Business name/disregarded entity name” line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the “Name” line and any business, trade, or “doing business as (DBA) name” on the “Business name/disregarded entity name” line.

**Disregarded entity.** Enter the owner's name on the “Name” line. The name of the entity entered on the “Name” line should never be a disregarded entity. The name on the “Name” line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the “Name” line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the “Business name/disregarded entity name” line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the “Name” line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the “Name” line is an LLC, check the “Limited liability company” box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter “P” for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter “C” for C corporation or “S” for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the “Name” line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the “Name” line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

#### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



**POLK COUNTY, IOWA**  
**Registration of Tax Sale Bidder or Assignee for the**  
**June 18, 2012 Annual Tax Sale and Subsequent Adjournments or Assignments Thereof**

The undersigned does hereby register as a bidder at the Annual Tax Sale of June 18, 2012, and Subsequent Adjournments or Assignments Thereof, and does hereby acknowledge receipt of a copy of the 'TERMS AND CONDITIONS GOVERNING THE ANNUAL TAX SALE OF JUNE 18, 2012, AND ADJOURNMENTS OR ASSIGNMENTS THEREOF', and does further hereby acknowledge and agree that by placing a bid or obtaining a certificate of purchase at the annual tax sale or subsequent adjournments, or by obtaining a tax sale assignment, **that the undersigned will comply with and be bound by the aforementioned terms and conditions. By signing this registration form, I agree that all of the information I have provided on this form is true and correct. I further understand that modification of the pre-printed content on this form is strictly prohibited.**

Said 'TERMS AND CONDITIONS GOVERNING THE ANNUAL TAX SALE OF JUNE 18, 2012 AND ADJOURNMENTS OR ASSIGNMENTS THEREOF' is based, in part, on the 2011 Code of Iowa and amendatory acts thereof.

You are required to submit the following information:

Bidder/Company Name\*- please print or type (Maximum name length is 50 characters, including spaces.)

Address Line 1 (Maximum line length is 25 characters per address line, including spaces.)  
 Telephone  -  -

Address Line 2 (Maximum line length is 25 characters per address line, including spaces.)  
 Cell Phone  -  -

City  State  Zip Code  -  County

E-mail address (Maximum e-mail length is 50 characters, including spaces.)

Social Security or Federal ID #  
 \_\_\_\_\_

**Please answer the following questions:**

1. Have you ever purchased a tax sale certificate in Polk County?  Yes  No
2. I wish to have my tax sale certificate(s)  Mailed  Picked up
3. Do you plan to attend the first session of the tax sale beginning at 7:30 AM on Monday June 18, 2012?  Yes  No

Interested Party Signature (If bidder is a company, signature and title of company officer are required.)  
 \_\_\_\_\_

Please Print Company Officer's Name & Title  
 \_\_\_\_\_

For Office Use Only			
Fees	Amount	Trade Name/COE	
Registration	\$60	Registration	
Late Registration	\$100	W-9	
Auth. Agent	\$55	Direct Deposit	
Change Agent	\$25	Auth. Agent	
Total		Verified By/Date	

**PLEASE TURN OVER AND COMPLETE THE REGISTRATION OF AUTHORIZED AGENT FORM IF SOMEONE OTHER THAN YOURSELF WILL BE BIDDING FOR YOU AT THE TAX SALE.**

\*Note: Tax Sale certificates of purchase, assignments, and tax sale deeds will be issued in the bidder's name as shown above.







Prepared By: (Name, Address, City, State, Zip, Phone #)

Return Document To: (Name & Complete Address if different from Preparer Info)

## Trade Name

Verified statements of person or co-partnership conducting a business under a trade name or assumed name. (Chapter 547, Code of Iowa) STATE OF IOWA, POLK COUNTY,

Names of Person(s) Owning of Having Interest in the Business:

Name	Address	City	IA	Zip
Name	Address	City	IA	Zip
Name	Address	City	IA	Zip

I (we) in compliance with the provisions of Chapter 547, Code of Iowa, hereby establish or amend Trade Name as follows:

**Establish Trade Name** \_\_\_\_\_  
 Name of Business \_\_\_\_\_  
 Complete Business Address (Required) \_\_\_\_\_

**\*CHECK ONE BOX PER FORM\***

Trade Name \_\_\_\_\_ Original Book \_\_\_\_\_ Page \_\_\_\_\_

**Dissolve Trade Name** \_\_\_\_\_  
 Names \_\_\_\_\_

**Add/Withdrawal name(s) of Partner(s)** \_\_\_\_\_  
 Names \_\_\_\_\_

**Change of Address** \_\_\_\_\_  
 Business / Home (Circle One) \_\_\_\_\_ Complete Address \_\_\_\_\_

And that there is no one except those mentioned in the foregoing list who owns or has any interest in the above named business. I (we) further certify that a corrected statement will be filed in the future each time there may be any change in ownership, as provided by Section 547.2, Code of Iowa.

X \_\_\_\_\_ Date Signed: \_\_\_\_\_

X \_\_\_\_\_ Date Signed: \_\_\_\_\_

X \_\_\_\_\_ Date Signed: \_\_\_\_\_

Subscribed in my presence and sworn to before me by the said \_\_\_\_\_  
 this \_\_\_\_\_ day of \_\_\_\_\_.

X \_\_\_\_\_ Notary Public in and for \_\_\_\_\_ COUNTY, \_\_\_\_\_.

January 30, 2009  
Corp No.: 999999

# IOWA

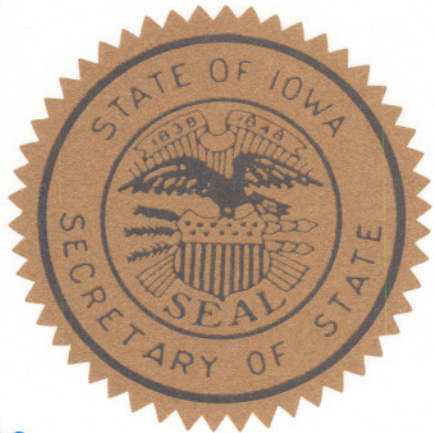
## SECRETARY OF STATE

REQUESTING PARTY NAME  
REQUESTING PARTY ADDRESS  
CITY, STATE, ZIP CODE

### CERTIFICATE OF EXISTENCE

Name: LEGAL TITLE OF THE CORPORATION  
Date of Incorporation: 9/9/9999  
Duration: THIS FIELD MAY HAVE A DATE OR MAY STATE PERPETUAL

I, MICHAEL A. MAURO, Secretary of State of the State of Iowa, custodian of the records of incorporations, certify that the corporation named on this certificate is in existence and was duly incorporated under the laws of Iowa on the date printed above, that all fees required by the Iowa Business Corporation Act have been paid by the corporation, that the most recent biennial corporate report has been filed by the Secretary of State, and that articles of dissolution have not been filed.



*Michael A. Mauro*  
MICHAEL A. MAURO      SECRETARY OF STATE





## ORDER FORM

Mail the completed order form and payment to:

Polk County Treasurer

Attn: Tax Administrative Supervisor

111 Court Ave, Des Moines, IA 50309-2298

### **1: DELINQUENT LIST: Paper Report (printed on 8.5 x 11 paper)**

Please check which listing you are purchasing and enter the number of listings needed:

❖ June Annual Tax Sale Delinquent List

Pick Up Cost-\$40.00 per report      Quantity: \_\_\_\_\_      Total \$: \_\_\_\_\_

Mailed Cost-\$50.00 per report      Quantity: \_\_\_\_\_      Total \$: \_\_\_\_\_

❖ Adjourned Tax Sale Delinquent List

Pick Up/Mail Cost-\$10.00 per report      Quantity: \_\_\_\_\_      Total \$: \_\_\_\_\_

Note: The listing will be mailed regular delivery through the U.S. Postal Service. We will notify you when the list is ready for pick up. It can be picked up at the Polk County Treasurer's Office, Room 155, 111 Court Ave, Des Moines, IA. Please be sure to include a phone number where you can be reached during the hours of 8:00 a.m. to 5:00 p.m. CST.

### **2: DELINQUENT LIST: Electronic Download via Treasurer's Website**

Please note that due to a system upgrade, the electronic download report may not be available during all or part of the time period from December 2012 through May 2012.

❖ June Annual and All Adjourned Tax Sales-Delinquent List Electronic Download

Download Cost-\$50.00 per year      Total \$: \_\_\_\_\_

Email Address Required: \_\_\_\_\_

Note: We will notify you by email when your P.I.N. is active. Please be sure to include a phone number and e-mail address where you can be reached during the hours of 8:00 a.m. to 5:00 p.m. CST.

### **3. BIDDER ACTIVITY REPORT: Electronic File-Excel Spreadsheet or .PDF File**

❖ June Annual Tax Sale Bidder Activity Report

Report Cost-\$3.00 per bidder number      # of Bidders: \_\_\_\_\_      Total \$: \_\_\_\_\_

File format preference (check one):      \_\_\_\_\_ 1.PDF File      \_\_\_\_\_ 2.Excel Spreadsheet

Please complete the following information for proper notification and delivery of your listing:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City- State- Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

ITEM NO PARCEL NO	NAME/ADDRESS/LEGAL	DATE DUE	SPECIAL ASSESSMENT TYPE-BOND-CERT	TAX AMOUNT	LATE INT	TOTAL DUE
184 01950-002-000	L -EX S 62F- W 50F LT 6 FLEETWOOD ACRES ROBINSON, DEBORAH K	093010		3.00	1.00	4.00
	M DEBORAH ROBINSON K 214 E HUGHES CIR	033111		7.00	1.00	8.00
	DES MOINES IA 50315-7767		**ITEM TOTAL DUE	10.00	2.00	12.00
	VALUE = \$300	CLASS = RESIDENTIAL				
185 01950-004-000	L S 62F W 74.9F LOT 6 FLEETWOOD ACRES ROBINSON, DEBORAH K	093010		3.00	1.00	4.00
	M DEBORAH ROBINSON K 214 E HUGHES CIR	033111		7.00	1.00	8.00
	DES MOINES IA 50315-7767		**ITEM TOTAL DUE	10.00	2.00	12.00
	VALUE = \$300	CLASS = RESIDENTIAL				
246 02609-000-000	L -EX N 102F- & -EX E 123F- LOT 15 HATTON ACRES 509 SOUTHWEST BELL LAND TRUST	033107		155.00	121.00	276.00
	WOLFORD (TRUSTEE), ROD	093007		154.00	106.00	260.00
	M 509 SOUTHWEST BELL LAND TRUST	033108		158.00	92.00	250.00
	4225 FLEUR DR	093008		157.00	80.00	237.00
	SUITE 125	033109		157.00	66.00	223.00
	DES MOINES IA 50321-2325	093009		161.00	53.00	214.00
		033110		161.00	39.00	200.00
		093010		159.00	24.00	183.00
		033111		163.00	10.00	173.00
		033108	07-200700-2664000	180.00	108.00	288.00
		033109	07-200800-2747700	200.00	84.00	284.00
		033110	07-200900-2851400	322.50	77.00	399.50
			**ITEM TOTAL DUE	2,127.50	860.00	2,987.50
	VALUE = \$15,000	CLASS = RESIDENTIAL				
273 02980-001-000	L -EX NE 5F- LOTS 64 & 65 JEFFERSON HEIGHTS REPLAT EH POOLED 1210, LP	093010		129.00	19.00	148.00
	B OK ENTERPRISES	033111		133.00	8.00	141.00
	M EH POOLED 1210, LP		**ITEM TOTAL DUE	262.00	27.00	289.00
	PO BOX 14525 AUSTIN TX 78761-4525					
	VALUE = \$12,100	CLASS = RESIDENTIAL				
275 02988-000-000	L -EX W 132.8 F- LOT 76 & 77 JEFFERSON HEIGHTS REPLAT EH POOLED 1210, LP	093010		5.00	1.00	6.00
	B OK ENTERPRISES	033111		9.00	1.00	10.00
	M EH POOLED 1210, LP		**ITEM TOTAL DUE	14.00	2.00	16.00
	PO BOX 14525 AUSTIN TX 78761-4525					
	VALUE = \$500	CLASS = RESIDENTIAL				

# 2011 Polk County Bidder Activity Report

##BIDDER NAME##

GroupID: **7799999**

BuyerID: **999**

<u>District</u>	<u>Item</u>	<u>Amt Sold</u>	<u>Pct-Bid</u>	<u>Status</u>	<u>Date</u>	<u>Time</u>
10	672	2,173.00	100%	Sold	6/28/2011	8:19:40AM
20	935	413.00	100%	Pass	6/28/2011	8:36:58AM
60	2599	67.00	100%	Pass	6/28/2011	1:11:14PM
80	4786	400.00	100%	Pass	6/28/2011	3:59:16PM
80	5118	443.00	100%	Force	6/28/2011	4:17:34PM
				Reset Forced	6/28/2011	5:03:15PM
110	6606	67.00	100%	Sold	6/29/2011	7:53:24AM
120	6754	135.00	100%	Pass	6/29/2011	8:01:25AM
120	6760	158.00	100%	Pass	6/29/2011	8:02:17AM
141	7505	904.00	100%	Sold	6/29/2011	8:42:28AM
160	7757	16.00	100%	Group Sold	6/29/2011	9:06:25AM
181	8395	6.00	100%	Pass	6/29/2011	9:27:09AM
190	9033	138.00	100%	Pass	6/29/2011	10:07:20AM
270	10136	3,231.00	100%	Force	6/29/2011	11:34:38AM
				Reset Forced	6/29/2011	11:49:14AM
312	11619	8.00	100%	Force	6/29/2011	2:06:33PM

**Count Totals**

SOLD:	4	PASS:	7	TOTAL SOLD:	3,160.00
FORCE:	3	RESET FORCE:	2	TOTAL PASS:	1,317.00
OUT:	0	RESET OUT:	0		

**Polk County Treasurer's Office, Iowa  
Tax Sale Buyer Address Change Request**

**Request Date** \_\_\_\_\_

**Group ID Number** \_\_\_\_\_

**Interested Party Name** \_\_\_\_\_  
(Currently on file in the Treasurer's Office)

\_\_\_\_\_  
(Signature of Interested Party - Required)

**Old Address Information** –  
\*\*Please print or type all information\*\*

**Bidder/Company Name** \_\_\_\_\_  
(Maximum length is 50 characters, including spaces)

**Address Line 1** \_\_\_\_\_  
(Maximum length is 25 characters per address line, including spaces)

**Address Line 2** \_\_\_\_\_  
(Maximum length is 25 characters per address line, including spaces)

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ - \_\_\_\_\_  
(Maximum length 15 characters) (2 characters) (5 characters – 4 characters)

**County** \_\_\_\_\_ **Telephone** (\_\_\_\_) - \_\_\_\_ - \_\_\_\_  
(Maximum of 20 Characters including spaces)

**E-mail Address** \_\_\_\_\_  
(Maximum length is 50 characters, including spaces)

---

**New Address Information** –  
\*\*Please print or type all information\*\*

**Bidder/Company Name** \_\_\_\_\_  
(Maximum length is 50 characters, including spaces)

**Address Line 1** \_\_\_\_\_  
(Maximum length is 25 characters per address line, including spaces)

**Address Line 2** \_\_\_\_\_  
(Maximum length is 25 characters per address line, including spaces)

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_ - \_\_\_\_\_  
(Maximum length 15 characters) (2 characters) (5 characters – 4 characters)

**County** \_\_\_\_\_ **Telephone** (\_\_\_\_) - \_\_\_\_ - \_\_\_\_  
(Maximum of 20 Characters including spaces)

**E-mail Address** \_\_\_\_\_  
(Maximum length is 50 characters, including spaces)

Office Use: Completed: Date \_\_\_\_\_ Employee Name \_\_\_\_\_

# Registration List

## Did you remember?

	Does the bidder's name on the 'Direct Deposit Authorization', 'W-9', and 'Registration of Tax Sale Bidder or Assignee' forms match the name on the 'Registration of Authorized Agent' form? All names must be identical.
	Have all forms been signed by the same person that signed the 'Registration of Tax Sale Bidder' form? All signatures must be identical.
	Has the 'Registration of Authorized Agent' form, if applicable, been notarized? This is required.
	Have you provided an original 'Certificate of Existence' from the Iowa Secretary of State dated within the past six months or a copy of a 'Trade Name Verified Statement' on file with the county recorder of the county where the person wishes to bid or where the property that is the subject of the tax sale certificate is located?
	Have you attached your pre-printed voided check to the 'Direct Deposit Authorization' form? This is required.
	Have you enclosed your fee for registering an authorized agent? This is required if authorizing an agent to bid for you.
	Have you enclosed your check for 'Registration of Tax Sale Bidder' fees? This is required.
	If the bidder is a company, did a company officer sign the registration forms and include his/her title? This is required.