Choose one of the three lookup types by clicking in a circle.

Lookup Types:

- Tax Levy Reporting District Totals (pages 2-4)
  - Provides district totals for locally and centrally assessed taxable values, total value increases and decreases and total levied amounts.

- Tax Levy Reporting Levy Details (pages 5-6)
  - Provides total taxable values, total amount levied and the mill rate for each different levy type.

- Tax Levy Reporting Yearly Comparisons (Page 7)
  - Provides a year to year comparison of total taxable values, total amount levied and the mill rate for each different levy type.
After choosing “Tax Levy Reporting District Totals” filter options will appear under the second red line. There are many variations of searching options.

To search a county choose the county drop down by “County Name” and click on the county desired, then click Search. As seen in the example below, the information for all years in Benson County for each levy type will be retrieved. To search the whole state, leave “County Name” blank and click Search.

To navigate through the pages use the blue arrows in the bottom left corner.
To gather levy detail information click on the “Row” number that is in blue.

Once clicked, levy detail totals under the given district number will populate in a new box.
Adding a “District Type” filter will give you a more specific look at one district type.

Choosing one year can be done by clicking on the drop down next to “Tax Year”.
After choosing "Tax Levy Reporting Levy Details", filter options will appear under the second red line. There are multiple variations of searching options.

The example above shows the choice of School District information in the "District Type" drop down. At this point all school districts in every county will be shown (after clicking "Search").
As filters are added, the search results will be narrowed (as shown below).

The levy number, total taxable value, total amount levied and mill rate will be available for review.
After choosing "Tax Levy Reporting Yearly Comparisons" filter options will appear under the second red line.

This lookup requires three options to be chosen: two years and a county name. Once clicking “Search”, the lookup displays comparable levy types and mill rates between the selected years. The search can be narrowed by choosing the “District Type” or “District Name” or both.
HELPFUL HINTS FOR USING THE TAX LEVY REPORTING LOOKUP TABLES

Exporting Data:
Any data set can be exported into a Microsoft Excel worksheet by clicking "Export".

When the data is exported, it can be manipulated by using filters or the sorting features offered in Excel. The filters are built in for each column.

When the filter is clicked, a box will pop up displaying the information that is to be filtered (as seen on next page).
To select one levy click "Select All" and all check marks will disappear. Then, select desired levies and click "OK".

This will provide information on only the selected levies.
Sorting in the Tax Levy Reporting:

To rearrange the order of items in the Tax Levy Reporting site, click on the column heading. In the example shown, the search brought up all school districts for every county in the tax year of 2016 and shows Williams County first. Simply click the title “County Name” and the data will be sorted alphabetically.

Any column heading can be clicked on to rearrange the order of data.

To change the width of the columns, place the cursor on the line between columns and drag left or right to expand or shrink the column.