

KANAWHA COUNTY COMMISSION

P. O. Box 3627
407 Virginia Street, East
Charleston, WV 25336
(304) 357-0115

REQUEST FOR QUOTATIONS

Re: Mailing services and/or products related to annual tax statement mailing - approximately 200,000 pieces.

Date: March 3, 2026

Bid Opening: In order to be valid, all bids must be received on or before Tuesday, March 24, 2026, at 11:00 a.m. EST, in the Kanawha County Commission Purchasing Office – 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P. O. Box 3627, Charleston, WV 25336).

INSTRUCTIONS TO BIDDERS

**** THIS FORM MUST BE THE COVER SHEET FOR YOUR BID ****

1. Bids must be sent/received in a sealed envelope with the reference “KCSO-Tax Statements,” date and time of the Bid Opening clearly printed or labeled on the outside of the envelope. Facsimile, emailed, or other forms of electronic transmission will not be accepted.
2. Bids must be F.O.B. Delivery Point, unless otherwise indicated in the bid specifications.
3. All bids must be signed, in ink, showing all facts and the total amount of the bid. Unsigned bids will be rejected and are not valid.
4. The Kanawha County Commission reserves the right to accept or reject, in part or in whole, any bids submitted, whichever is in the best interest of the Kanawha County Sheriff’s Office.
5. Once bids are unsealed, all bid documents become Public Record.

ITEM NO.	DESCRIPTION	AMOUNT
A1	MAILING SERVICES PER BID SPECIFICATIONS FOR ANNUAL AD VALOREM TAX STATEMENTS	
B1	300,000- #10 MAILING ENVELOPES WITH PRE-PRINTED RETURN ADDRESS	
B2	200,000- #9 RETURN ENVELOPES WITH PRE-PRINTED MAILING ADDRESS AND INFORMATION	
B3	300,000 SHEETS/600 REAMS OF PERFORATED (1/3 PERFORATIONS) WHITE PAPER: 8.5”X11” MIN. SPEC. 20LB, 92 BRIGHTNESS	
B4	PREPARE ELECTRONIC DATA FILE AND PRE-SORT FOR 1 ST CLASS USPS MAILING	
B5	PRINT AND MAIL TAX STATEMENTS COMBINING LIKE PIECES FOR COST SAVINGS	

VENDOR NAME:

DATE:

ADDRESS:

PHONE NO.:

EMAIL:

SIGNATURE:

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY
CHARLESTON, WEST VIRGINIA

- ITEM A:** Item A seeks services to provide complete mailing services for the Sheriff's Tax Office annual mailing of Ad Valorem tax statements (Real Estate and Personal Property) to all taxpayers of record provided by the Sheriff in an electronic file.
- ITEM B:** Item B seeks individual commodities and/or services that are component units of the complete mailing in the event no bids are received for Item A, or the cost to provide products and services in Item A is more than currently budgeted.
- LOCATION:** Kanawha County Sheriff's Office – Tax Division
409 Virginia Street, East, Room 120
Charleston, WV 25301
- CONTACT:**
- | | |
|---|--|
| Jerie Whitehead
Purchasing Director
Kanawha County Commission
P O Box 3627
Charleston, WV 25336
(304) 357-0115
jeriewhitehead@kanawha.us | H. Allen Bleigh, II, CPA
Chief Tax Deputy
Kanawha County Sheriff's Office-Tax Div.
409 Virginia Street, East – Room 120
Charleston, WV 25301
(304) 357-0290
allenbleigh@kanawhasheriff.us |
|---|--|
- BID OPENING:** Bids must be sent/received in a sealed envelope, with the reference "KCSO-Tax Statements," date and time of the bid opening clearly printed or labeled on the outside of the envelope-on, or before Tuesday, March 24, 2026, at 11:00 a.m. EST. Any questions related to this RFQ must be sent in writing and received, or emailed to allenbleigh@kanawhasheriff.us no later than Monday, March 16, 2026 at 4:00 PM EST. Responses to properly submitted questions to this RFP will be provided to all parties registered with the County Purchasing Dept. by Wednesday, March 18, 2026 at 1:00 PM EST.
- SPECIFICATIONS:** W. Va. Code §11A-1-8 provides that the Sheriff is to send, by first class United States mail, a notice, to the last known address of anyone owing real or personal property taxes. Further, the Code of West Virginia (§11A-1-6) states in pertinent part that the Sheriff cannot begin collection of current taxes before July 15th. As such, the Sheriff of Kanawha County seeks services and/or commodities required to prepare, print, fold, insert a tax statement, and return envelope into a mailing envelope, and provide the same to the United States Postal Service (based on requirements of USPS) on time for mailing prior to July 15th of each year. Our request for quotation is divided into two Item groups. You do not have to bid on both items, or all items within a group. Each Item listed on the Cover Sheet is a severable bid. In the event that we do not receive any bids for Item A1, or if bids received are more than our budget, we will look at accomplishing our job by addressing the component units of the task as a whole, and seek the lowest cost option. You are not required to bid on every Item.

SUMMARY OF PURPOSE AND SCOPE OF REQUEST-

Each year we receive an electronic file from the WV State Tax Department (State Tax) that contains all the data necessary to mail statements and collect taxes. We did not receive this file until mid-June for the 2025 tax year. Our office must edit the file to update records for address changes and lending codes, then remove selected tickets that either should not be mailed, or sent by bulk mail due to the number of tickets being sent to the same taxpayer/address. After receipt of the original data from State Tax, our office needs 4-5 business days to process our updates. There is no firm date or deadline for delivery of the original file from State Tax to our office. However, the delivery date deadline of July 15th to the Postal Service is firm.

Last year (2025 Tax Year), the Kanawha County Sheriff's Office-Tax Division (Tax Office) mailed 179,828 statements via services provided by our current vendor. The mailing quantity varies every year based on the number of statements generated by assessment and the number of statements parsed from the original file by our office due to escrow or large ticket-volume taxpayers.

Exhibit No. 1, attached herewith provides a sample of Form #1 - "Statement of Taxes Due," with front and back printing. Also included is a sample of Item B1 - #10 mailing envelope. An electronic file containing the Sheriff's Patch logo will be provided by the Tax Office to the successful bidder. The Presorted Indicia shown on this example is not owned the Sheriff or Kanawha County, WV, and is only provided as an example for the print specification. An indicia may not be necessary based on the type of service provided or commodity purchased. The final sample included with Exhibit No. 1 is Item B2 - #9 return envelope. This item would be printed as shown regardless of service or purchase option.

Exhibit No. 2, attached herewith is an example of the proper format for the printed Statement of Taxes Due with sample data. Tax statement data includes, but may not be limited to basic account information and description of assessed property (Part 1- first 1/3 of the form), Second-Half installment payment dates and amounts due, with an itemization of the levy distribution for the tax being billed in the box on the right hand side (Part 2- middle 1/3 of the form), and the First-half installment payment dates and amounts due (Part 3- last 1/3 of the form).

Unless other arrangements are made between the Tax Office and the successful bidder, we will provide a .txt file to the successful bidder containing the data necessary to produce a Statement of Taxes Due for each taxpayer. The successful bidder will need this file to complete the requirements of Items A1 or B4. A sample of the data contained in the .txt file is available to all interested vendors upon request. You must email the Chief Tax Deputy at allenbleigh@kanawhasheriff.us and reference your request with "KCSO-Tax Statements RFQ data file request" as the subject. If you are not able to process a .txt file, or you require another file form, you must make your request part of your written response to this RFQ.

SCOPE OF WORK

ITEM A1 – MAILING SERVICES PER BID SPECIFICATIONS FOR ANNUAL AD VALOREM TAX STATEMENTS

1. The Kanawha County Sheriff's Office-Tax Division (Tax Office) seeks professional services to prepare and print tax statements using a .txt file provided by the Tax Office, and then mail the same as a Presorted, 1st Class United States Postal Service (USPS) delivery. All products necessary to prepare the mailing are provided by the vendor.
2. Professional mailing services sought include, but are not necessarily limited to downloading the .txt file, presorting the tax statement data to obtain a cost savings for the mailing and print

the sorted file. Statements are printed on 8.5”x 11” perforated paper. Perforations divide the paper into thirds making it a three (3) part form. (See Statement of Taxes Due in Exhibit #1 and Exhibit #2). Printed data for the Statement of Taxes Due must include, installment payment dates and amount due for each date that reconciles to the amount due in our database, variable data flags that indicate previous delinquencies, back taxes, or other notices contained in the data file, a breakdown of the levy distribution for the taxes being billed, and a bar code reference for the tax year and ticket number.

3. Fold the prepared tax statements for insertion into a #10 windowed envelope, with the Tax Office return address and KCSO logo printed on the envelope (Item B1).
4. **Optional**-If possible, we seek to combine like mailings for the same taxpayer/address into the same envelope (based on USPS regulations) to obtain further cost savings. If you are not able to provide this service, please state in your response that you will not be able to comply with Item A1 (4).
5. Based on response to No. 4 above, insert tax statements and a return envelope as shown in Exhibit No. 1, into the mailing envelope.
6. Desired delivery of processed mail to the appropriate USPS postal facility not earlier than July 12th, but before July 15, 20xx in time for collection of the current year tax due. Delivery date is negotiable based on yearly calendar and timing of delivery to taxpayers. If funding for payment of postage for this mailing is required by the vendor prior to delivery to the USPS, you must provide the Chief Tax Deputy with an estimate of the postage due, and the date you require receipt of payment prior to delivery. A reconciliation report showing the initial payment made by Kanawha County, WV to the vendor, any additional amount due or refund owed must be provided within five (5) business days of delivery to the USPS.
7. Provide confirmation to the Tax Office upon delivery of statements to the USPS.
8. Provide a final report within 30 business days to the Tax Office specifying the number of statements mailed, the postage rates applicable to the mail pieces, and cost for each type of commodity purchased/used for mailing (i.e.-envelopes, paper, labor, etc.).
9. Return any unused material purchased by the County to the Tax Office.

ITEM B1 – #10 (MAILING ENVELOPES), STANDARD LEFT WINDOW, WITH PRINTED KCSO LOGO AND RETURN ADDRESS

1. The Kanawha County Sheriff’s Office-Tax Division seeks to purchase a total of 300,000 white envelopes with a standard size window-left placement. An example of this product is provided in Exhibit No. 1.
2. Delivery of the final product must be on or before May 1, 2026. A May 1st delivery is expected for any subsequent year should the contract be extended for successive years.
3. Successive year price changes must be provided no later than April 1st of each successive year.
4. KCSO logo will be provided to the successful bidder.

ITEM B2 – #9 (RETURN ENVELOPES), PRINTED ADDRESS AND INFORMATION AS SHOWN IN EXHIBIT NO. 1

1. The Kanawha County Sheriff’s Office-Tax Division seeks to purchase a total of 200,000 non-window, non-secure white envelopes for use a return envelope included with our tax

statement mailing. The envelope includes our printed mailing address and printed lines for taxpayers to use in writing their return address. All print is done with blue ink. An example of this product is provided in Exhibit No. 1.

2. Delivery of the final product must be on or before May 1, 2026. A May 1st delivery is expected for any subsequent year should the contract be extended for successive years.
3. Successive year price changes must be provided no later than April 1st of each successive year.

ITEM B3 – 300,000 SHEETS/600 REAMS OF PERFORATED (1/3, 2/3 PERFORATIONS) WHITE PAPER 8.5”x11”

1. The Kanawha County Sheriff’s Office-Tax Division seeks to purchase a total of 300,000 sheets or 600 reams of white paper size 8.5” x 11,” that is perforated across the paper dividing it into thirds to create a three (3) part form. At a minimum, the paper type quoted should be 20lb weight and 92 brightness (See Statement of Taxes Due in Exhibit No. 1 to this RFQ).
2. Delivery of the final product must be on or before May 1, 2026. A May 1st delivery is expected for any subsequent year should the contract be extended for successive years.
3. Successive year price changes must be provided no later than April 1st of each successive year.

ITEM B4 – PREPARE ELECTRONIC DATA FILE AND PRE-SORT FOR 1ST CLASS USPS MAILING

1. The Kanawha County Sheriff’s Office-Tax Division seeks professional services to accept a .txt file provided by the Tax Office to the vendor who is capable of preparing the data as a presorted, 1st class mail merge print job, and returning a similar electronic file to the Tax Office on time for printing the Statement of Taxes Due.
2. The vendor should be knowledgeable of the presort requirements of the USPS, and be able to conduct the steps necessary to output a finished electronic file ready to print no later than July 1, 2026 (Date may be negotiable based on receipt of original file from State Tax). If the contract is awarded for successive years, the July 1st deadline remains the same for any given subsequent year contract.

ITEM B5 – PRINT AND MAIL TAX STATEMENTS COMBINING LIKE PIECES FOR COST SAVINGS

1. The Kanawha County Sheriff’s Office-Tax Division seeks professional services to prepare an electronic file containing ready-to-print tax statements that must be mailed to taxpayers of Kanawha County, WV.
2. **Optional** - The Tax Office will provide products necessary to complete the mailing as follows: #10 (mailing envelope), #9 (return envelope), and paper needed to print the tax statements. All other supplies provided by the vendor. You must state in your written response to this RFQ that you want the Tax Office to provide the supplies listed in this option.
3. The vendor may choose to use their own products provided they conform to the specifications shown in Exhibit No. 1 of this RFQ.
4. The vendor is responsible for printing the tax statements in the electronic file provided, and inserting the same along with the “return envelope” into the “mailing envelope.”
5. If possible, we seek to combine like mailings for the same taxpayer/address into the same envelope (based on USPS regulations) to obtain further cost savings. If you are not able to

provide this service, please state in your response that you will not be able to comply with this request.

6. Deliver processed mail to the appropriate USPS postal facility not earlier than July 12th, but before July 15, 20xx in time for collection of the current year tax due. If funding for payment of postage for this mailing is required by the vendor prior to delivery to the USPS, you must provide the Chief Tax Deputy with an estimate of the postage due, and the date you require receipt of payment prior to delivery. A reconciliation report showing the initial payment made by Kanawha County, WV to the vendor, any additional amount due or refund owed must be provided within five (5) business days.
7. Provide confirmation to the Tax Office upon delivery of statements to the USPS.
8. Provide a final report within 30 business days to the Tax Office specifying the number of statements mailed, the postage rates applicable to the mail pieces, and cost for each type of commodity purchased/used for mailing (i.e.-envelopes, paper, labor, etc.).
9. Return any unused material purchased by the County to the Tax Office.

REQUIREMENTS

The successful bidder for Item A1 must show evidence of experience to provide the above specifications and scope of work. Such evidence may be, but is not limited to providing references from other customers, list of current customers for whom you provide the same or similar work, and professional certifications.

TERMS AND CONDITIONS

1. No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County, WV. The Commission may accept bids by vendors who provide satisfactory proof of payment for current taxes, or a certification from the Sheriff of Kanawha County that no taxes are due prior to submission of said bid/quotation.
2. The vendor must complete and submit, or have on file with the Kanawha County Commission, a Vendor Registration and Disclosure Statement, a State of West Virginia No Debt Affidavit, and a completed Form W-9 (IRS).
3. The Kanawha County Commission reserves the right to reject any and/or all bids, and to waive any informality in bidding.
4. The Kanawha County Commission reserves the right to cancel this agreement, without prejudice, with thirty (30) days written notice, or with satisfactory performance, to annually extend the contract for two (2) additional years upon Commission approval.
5. Vendor is responsible for any and all insurance, worker's compensation and unemployment premiums.

*** Attention Vendors ***

Have you registered for the Kanawha County Commission Automatic Vendor E-mail Notification System for bid specifications? Register by visiting our website at www.kanawha.us.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
PERSONAL	COUNTY NAME	01-DISTRICT NAME	12345678	2006	1234567890 1	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
PROPERTY DESCRIPTION 1		1.123456	1	123456789	123456789	123456789.00
PROPERTY DESCRIPTION 2		1.123456	2	123456789	123456789	123456789.00
PROPERTY DESCRIPTION 3		1.123456	3	123456789	123456789	123456789.00
PROPERTY DESCRIPTION 4				HOMESTEAD	EXEMPTION	

**DO NOT PAY THIS AMOUNT
REFER TO SCHEDULE BELOW**

123456789.00

MAKE CHECKS PAYABLE AND REMIT TO:

SHERIFF OF KANAWHA COUNTY
TAX DIVISION
409 VIRGINIA STREET E ROOM 120
CHARLESTON, WV 25301-2530

PAYMENTS CAN BE MADE ONLINE AT WWW.KANAWHASHERIFF.US

TAXPAYER NAME 1
TAXPAYER NAME 2
IN CARE OF
ADDRESS LINE
CITY ST 12345-6789

RETAIN THIS SECTION FOR YOUR RECORDS

***LENDING INST. 3

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
TAXPAYER NAME 1 TAXPAYER NAME 2	COUNTY NAME	12345678		 2006 1234567890 1
*** PROPERTY WAS PREVIOUSLY SOLD				

PAYMENT SCHEDULE - SECOND HALF	FULL YEAR
IF PAID BY: 2ND HALF	
BACK TAX STATEMENT MUST BE PAID FULL YEAR	
Back Tax Interest of added	
Erroneous filing fee of added	
Late filing fee of added	
THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.	
FIRST HALF PAYMENTS CANNOT BE MADE AFTER APRIL 1ST. THE TOTAL DUE MUST BE PAID AFTER THIS DATE. IF TOTAL IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED.	

DISTRICT	PROPERTY TYPE
01-DISTRICT NAME	PERSONAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
TAXPAYER NAME 1 TAXPAYER NAME 2	COUNTY NAME	12345678		 2006 1234567890 1
*** PROPERTY WAS PREVIOUSLY SOLD				

PAYMENT SCHEDULE - FIRST HALF	FULL YEAR
IF PAID BY: 1ST HALF	
September 30, 2006	123456789.00
October 31, 2006	123456789.00
November 30, 2006	123456789.00
December 31, 2006	123456789.00
January 31, 2007	123456789.00
February 28, 2007	123456789.00
March 31, 2007	123456789.00
April 30, 2007	123456789.00
*** ADDITIONAL UNPAID TAXES EXIST	
THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.	

DISTRICT	PROPERTY TYPE
01-DISTRICT NAME	PERSONAL
PLEASE REVIEW THIS STATEMENT CAREFULLY.	
YOU ARE RESPONSIBLE FOR ANY CHANGE OF ADDRESS, AND SUBSEQUENT NOTICE OF SUCH CHANGE TO THE SHERIFF AND ASSESSOR. MAKE SURE THAT THE ADDRESS SHOWN ON THIS STATEMENT IS CORRECT. IF YOUR ADDRESS HAS CHANGED, PLEASE MAKE THE NECESSARY CORRECTIONS ON THE SPACE PROVIDED ON THE REVERSE OF THIS DOCUMENT.	
TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES.	
PLEASE CIRCLE THE AMOUNT PAID	

TO AVOID INTEREST CHARGES
PAY THE 1ST HALF BEFORE SEPTEMBER 1
AND THE 2ND HALF BY MARCH 1

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.	
REAL	COUNTY NAME	01-DISTRICT NAME	12345678	2006	1234567890 1	
PROPERTY DESCRIPTION		RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX
PROPERTY DESCRIPTION 1		1.123456	2	123456789	123456789	123456789.00
PROPERTY DESCRIPTION 2						
PROPERTY DESCRIPTION 3						
PROPERTY DESCRIPTION 4						
MAP/PARCEL: 99 1234 1234 1234				HOMESTEAD EXEMPTION		

**DO NOT PAY THIS AMOUNT
REFER TO SCHEDULE BELOW** 123456789.00

TAXPAYER NAME 1
TAXPAYER NAME 2
IN CARE OF
ADDRESS LINE
CITY ST 12345-6789


MAKE CHECKS PAYABLE AND REMIT TO:

**SHERIFF OF KANAWHA COUNTY
TAX DIVISION
409 VIRGINIA STREET E ROOM 120
CHARLESTON, WV 25301-2530**

RETAIN THIS SECTION FOR YOUR RECORDS

***LENDING INST. 3

PAYMENTS CAN BE MADE ONLINE AT WWW.KANAWHASHERIFF.US


NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
TAXPAYER NAME 1 TAXPAYER NAME 2 MAP/PARCEL: 99 1234 1234 1234 *** PROPERTY WAS PREVIOUSLY SOLD	COUNTY NAME	12345678		 2006 1234567890 1

PAYMENT SCHEDULE - SECOND HALF		
IF PAID BY:	2ND HALF	FULL YEAR
March 1, 2007	123456789.00	123456789.00
March 31, 2007	123456789.00	123456789.00
April 1, 2007	123456789.00	123456789.00
April 30, 2007	123456789.00	123456789.00
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
01-DISTRICT NAME	REAL
IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED	
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00
LEVYING BODY NAME...	123456789.00

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

FIRST HALF PAYMENTS CANNOT BE MADE AFTER APRIL 1ST. THE TOTAL DUE MUST BE PAID AFTER THIS DATE. IF TOTAL IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED.

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.
TAXPAYER NAME 1 TAXPAYER NAME 2 MAP/PARCEL: 99 1234 1234 1234 *** PROPERTY WAS PREVIOUSLY SOLD	COUNTY NAME	12345678		 2006 1234567890 1

PAYMENT SCHEDULE - FIRST HALF		
IF PAID BY:	1ST HALF	FULL YEAR
September 1, 2006	123456789.00	123456789.00
September 30, 2006	123456789.00	123456789.00
October 31, 2006	123456789.00	123456789.00
November 30, 2006	123456789.00	123456789.00
December 31, 2006	123456789.00	123456789.00
January 31, 2007	123456789.00	123456789.00
February 28, 2007	123456789.00	123456789.00
March 1, 2007	123456789.00	123456789.00
March 31, 2007	123456789.00	123456789.00
** ADDITIONAL UNPAID TAXES EXIST		

DISTRICT	PROPERTY TYPE
01-DISTRICT NAME	REAL

PLEASE REVIEW THIS STATEMENT CAREFULLY.
YOU ARE RESPONSIBLE FOR ANY CHANGE OF ADDRESS, AND SUBSEQUENT NOTICE OF SUCH CHANGE TO THE SHERIFF AND ASSESSOR. MAKE SURE THAT THE ADDRESS SHOWN ON THIS STATEMENT IS CORRECT. IF YOUR ADDRESS HAS CHANGED, PLEASE MAKE THE NECESSARY CORRECTIONS ON THE SPACE PROVIDED ON THE REVERSE OF THIS DOCUMENT.

TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES.

PLEASE CIRCLE THE AMOUNT PAID

TO AVOID INTEREST CHARGES
PAY THE 1ST HALF BEFORE SEPTEMBER 1
AND THE 2ND HALF BY MARCH 1

THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.

STATEMENT OF TAXES DUE

PROPERTY TYPE	COUNTY	DISTRICT	ACCOUNT NO.	YEAR	TICKET NO.

PROPERTY DESCRIPTION	RATE	CLASS	ASSESSMENT	ASSESSMENT LESS EXEMPTION	HALF YEAR TAX

**DO NOT PAY THIS AMOUNT
REFER TO SCHEDULE BELOW**

MAKE CHECKS PAYABLE AND REMIT TO:

**SHERIFF OF KANAWHA COUNTY
TAX DIVISION
409 VIRGINIA STREET E ROOM 120
CHARLESTON, WV 25301-2530**

RETAIN THIS SECTION FOR YOUR RECORDS

PAYMENTS CAN BE MADE ONLINE AT WWW.KANAWHASHERIFF.US

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.

IF PAID BY:	PAYMENT SCHEDULE - SECOND HALF	FULL YEAR	DISTRICT	PROPERTY TYPE
	2ND HALF			
<p style="font-size: small; margin: 0;">THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.</p> <p style="font-size: small; margin: 0;">FIRST HALF PAYMENTS CANNOT BE MADE AFTER APRIL 1ST. THE TOTAL DUE MUST BE PAID AFTER THIS DATE. IF TOTAL IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED.</p>				
<p style="font-size: x-small; margin: 0;">IF EITHER HALF IS NOT PAID BY APRIL 30TH, IT WILL BE PUBLISHED AS REQUIRED BY LAW WITH FEES ADDED</p>				

NAME	COUNTY	ACCOUNT NO.	YEAR	TICKET NO.

IF PAID BY:	PAYMENT SCHEDULE - FIRST HALF	FULL YEAR	DISTRICT	PROPERTY TYPE
	1ST HALF			
<p style="font-size: small; margin: 0;">PLEASE REVIEW THIS STATEMENT CAREFULLY. YOU ARE RESPONSIBLE FOR ANY CHANGE OF ADDRESS, AND SUBSEQUENT NOTICE OF SUCH CHANGE TO THE SHERIFF AND ASSESSOR. MAKE SURE THAT THE ADDRESS SHOWN ON THIS STATEMENT IS CORRECT. IF YOUR ADDRESS HAS CHANGED, PLEASE MAKE THE NECESSARY CORRECTIONS ON THE SPACE PROVIDED ON THE REVERSE OF THIS DOCUMENT.</p>				
<p style="font-size: x-small; margin: 0;">TEAR OFF AND RETURN THIS PORTION WITH YOUR PAYMENT IF YOU ARE PAYING EITHER THE FIRST HALF OR THE FULL YEAR TAXES.</p>				
<p style="text-align: center; font-size: x-small; margin: 0;">PLEASE CIRCLE THE AMOUNT PAID</p>				
<p style="text-align: center; background-color: yellow; font-weight: bold; font-size: small; margin: 0;">TO AVOID INTEREST CHARGES PAY THE 1ST HALF BEFORE SEPTEMBER 1 AND THE 2ND HALF BY MARCH 1</p>				
<p style="font-size: x-small; margin: 0;">THIS STATEMENT IS FOR TAXES ASSESSED ON PROPERTY YOU OWNED ON JULY 1 OF THE PRECEDING YEAR. TAXES ON PROPERTY YOU OWN THIS JULY 1 WILL BE BILLED NEXT YEAR. PLEASE BRING ANY DISCREPANCIES TO THE ATTENTION OF THE COUNTY ASSESSOR.</p>				

VISIT US ON THE WEB: WWW.KANAWHASHERIFF.US
Payments can be made online at www.kanawhasheriff.us

PAYMENT LOCATIONS: You may pay taxes at the following Kanawha County Sheriffs Office Locations:
Kanawha County Courthouse - Room 120: (304) 357-0210
Cross Lanes Detachment

Sissonville Detachment
Elkview Detachment

Chelyan Detachment
St. Albans Detachment

ASSESSMENT: This statement is for taxes assessed on the property you owned on July 1 of the preceding year. Taxes on the property that you own this July 1 will be billed next year. If you believe there is any discrepancy in the assessed value or classification of your property, you should contact the Kanawha County Assessor's Office at (304) 357-0250.

CLASSIFICATION OF PROPERTY: The classification of your property significantly affects the amount of taxes that you pay. For the purpose of levies, property is classified as follows:

Class II: All property owned, used and occupied by the owner exclusively for residential purposes; All farms, including land used for horticulture and grazing, occupied and cultivated by their owners or bona fide tenants;

Class III: All real and personal property situated outside municipalities, exclusive of Class II;

Class IV: All real and personal property situated inside municipalities, exclusive of Class II.

DISCOUNT: Taxpayers receive 2 1/2 percent discount on the first half installment if paid on or before September 1. This discount is also applied to the second half installment if paid on or before the following March 1. Postmarks are observed as time of payment.

DELINQUENCIES: The first half installment becomes delinquent if not paid before October 1. The second half installment becomes delinquent if not paid before the following April 1. Taxes remaining unpaid on April 30 will be subject to publication. If publication occurs, additional fees will be charged.

Delinquent real estate taxes are subject to the Auditor Sale if not redeemed before the date of the sale.

Businesses with Delinquent taxes will not be able to renew business license until the taxes are paid.

INTEREST: If taxes are not paid on or before the date on which they become delinquent, including both first and second installments, interest at the rate of nine percent per annum shall be added from the date they become delinquent until they become paid.

PAYMENTS MADE BY MAIL SHOULD BE SENT TO THE ADDRESS LISTED BELOW.
PAYMENTS CAN BE MADE ONLINE AT WWW.KANAWHASHERIFF.US

Please make checks payable to: Kanawha County Sheriff
Please do not remit dog tax payments to the Sheriff. Dog taxes must be paid to the Assessor.

Please indicate any address change below:

KANAWHA COUNTY SHERIFF'S OFFICE
TAX DIVISION
409 VIRGINIA ST E RM 120
CHARLESTON, WV 25301-2530

PLEASE REVIEW THIS STATEMENT CAREFULLY.

If you feel that there is an error with the assessment of your property, please contact the County Assessor's Office immediately. You can contact them by calling (304) 357-0250, or via e-mail at assessor@kanawha.us. W. Va. Code §11-3-27 imposes strict deadlines for correcting errors.

PAYMENTS CAN BE MADE ONLINE AT WWW.KANAWHASHERIFF.US

Please indicate any address change below:

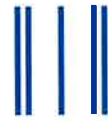
KANAWHA COUNTY SHERIFF'S OFFICE
TAX DIVISION
409 VIRGINIA ST E RM 120
CHARLESTON, WV 25301-2530



KANAWHA COUNTY SHERIFF'S OFFICE - TAX DIVISION
409 VIRGINIA STREET, E., ROOM 120
CHARLESTON, WV 25301-2530

RETURN SERVICE REQUESTED

Presorted
First-Class Mail
U.S. Postage
PAID
Morgantown, WV
Permit #108



PLACE
STAMP
HERE

KANAWHA COUNTY SHERIFF'S OFFICE -TAX DIVISION
409 VIRGINIA ST E RM 120
CHARLESTON WV 25301-2530

Payments can be made online at www.kanawhasheriff.us

