

OASYS Electronic Truth in Millage

Form DR-422 Series User Guide

For Taxing Authorities



Florida Department of Revenue

Property Tax Oversight

September 2025

Contents

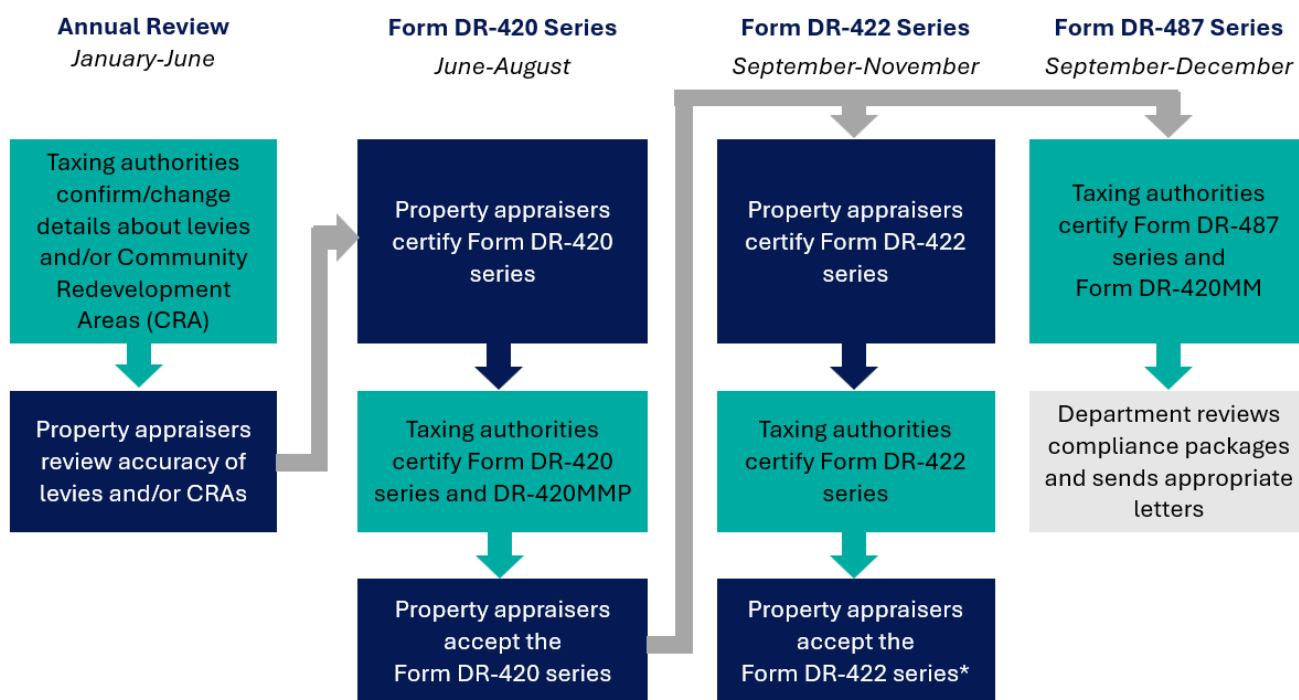
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1. Introduction

About the Truth in Millage (TRIM) Process: The TRIM process informs taxpayers and the public about the legislative process by which local taxing authorities determine ad valorem (property) taxes. Taxing authorities and property appraisers must follow chapter 200 of the Florida Statutes (F.S.), which governs TRIM, as well as chapter 12D-17, Florida Administrative Code (F.A.C.), which states the specific requirements for TRIM compliance. The Department of Revenue (Department) publishes various TRIM products which provide additional information:

- [General TRIM overview](#) (on demand module)
- [Detailed TRIM information](#) (TRIM webpage)

The TRIM cycle runs with the tax year from January to December. The basic TRIM cycle is depicted here (see [addendum B](#) for form names mentioned in this graphic):



* Certification of a post-VAB Form DR-422 may extend this activity into the next calendar year.

Property appraisers, taxing authorities, and Property Tax Oversight (PTO) staff perform required TRIM duties in the OASYS electronic Truth in Millage (eTRIM) application within the [OASYS ePortal](#). To learn about general OASYS functionality, please review the [OASYS ePortal Inside PTO module](#).

Fundamental TRIM information is available in the addenda of this user guide; see [addendum A](#) for important TRIM-related terminology, [addendum B](#) for a complete list of TRIM forms, and [addendum C](#) for important TRIM dates.

The third step for taxing authorities in the annual TRIM cycle, after the annual review and certifying the Form DR-420 Series and *Maximum Millage Levy Calculation Preliminary Disclosure* (Form DR-420MMP) to property appraisers, is to certify the Form DR-422 Series to the property appraisers (see taxing

authority's September-November responsibilities in the TRIM cycle graphic above). Forms that comprise the DR-422 Series are the mechanism for final value certification and establishing final millage rates. Property appraisers must input and certify final valuation data for **Section I** of the Form DR-422 Series for all principal taxing authorities, dependent special districts, and Municipal Service Taxing Units (MSTUs) within their county. If there is a water management district in the county, the property appraiser must also input and certify final valuation data for any basin the district levies within the county. Taxing authorities must input and certify millage information in **Section II** of the Form DR-422 Series to the property appraiser. OASYS eTRIM generates a custom worklist for the taxing authority.

About This User Guide: This user guide contains instructions for taxing authorities to complete and certify the TRIM forms which comprise the Form DR-422 Series:

Form number	Form Title
Form DR-422	<i>Certification of Final Taxable Value</i>
Form DR-422DEBT	<i>Certification of Final Voted Debt Millage</i>

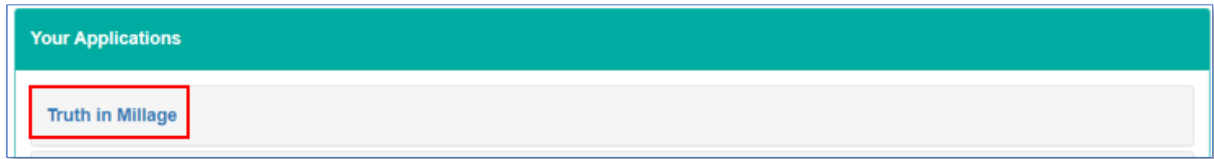
This user guide provides user support and assistance with the OASYS eTRIM application. This table shows the five user roles and the access levels for each:

User Role	Enter Data	Certify Data	View Data	Receive System Emails
User Primary with Certification	X	X	X	X
User Primary	X		X	X
User Backup	X		X	
View Only with Notifications			X	X
View Only			X	

The taxing authority's OASYS access manager can modify user roles and establish access for users.

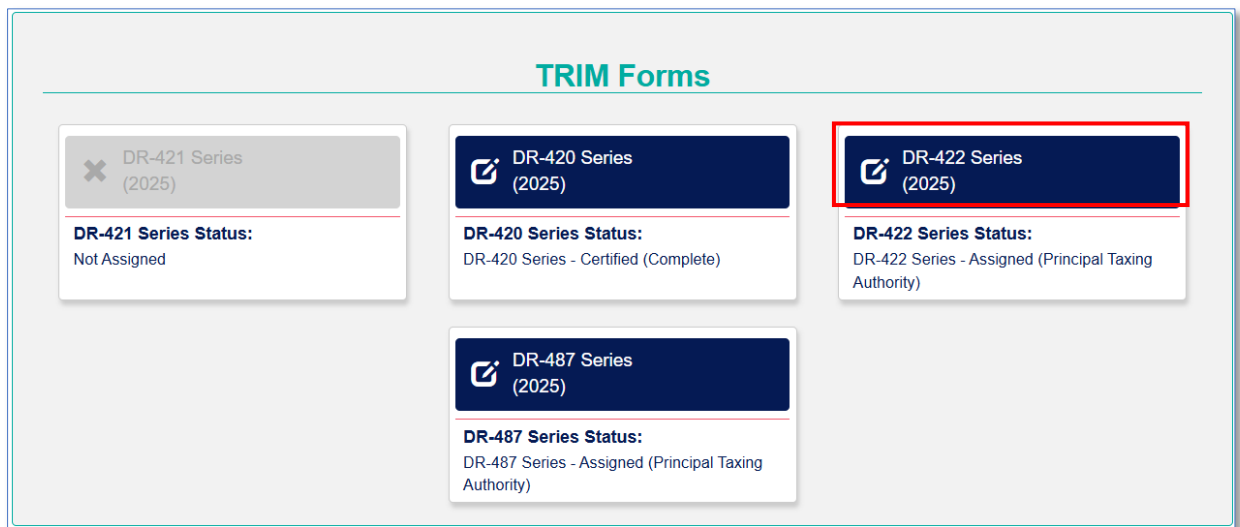
2. Getting Started

- 2.1 Log into [OASYS ePortal](#).
- 2.2 Navigate to the **Your Applications** section in your **OASYS ePortal Dashboard**. Click **Truth in Millage** to launch the OASYS eTRIM application.



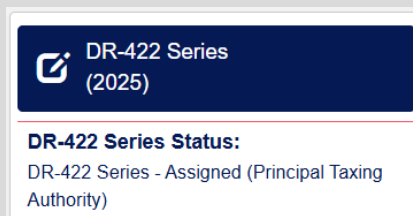
A custom **Principal Taxing Authority Dashboard** displays.

- 2.3 From the **Principal Taxing Authority Dashboard**, click the **DR-422 Series (yyyy)** button.



The **DR-422 Series - Principal Taxing Authority Worklist** displays (see example on the following page).

NOTE: If the property appraiser has not certified **Section I** of the Form DR-422 Series, the button shows that the series is currently assigned to the property appraiser.



Work on **Section II** cannot begin until **Section I** data has been certified.

DR-422 Series - Principal Taxing Authority Worklist

Tax Year: 2025
County: 27 - Escambia
Principal Taxing Authority: 218 - City of Pensacola
Principal Taxing Authority Type: Taxing Authority - Municipality
Series Status: DR-422 Series - Assigned (Principal Taxing Authority)

Completing this Form Series

1. Complete forms on this worklist using the Edit button in the Action column.

Forms will be in one of the following statuses:

- **Incomplete:** The form has not been completely filled out, or did not pass validation.
- **Recalculation Required:** One or more form values need to be recalculated due to a change on another form in the series.
- **Complete:** The form is complete and has passed validation.

2. Certify the series.

Certification instructions will appear at the bottom of the page when all forms are complete.

DR-422 Series Forms

Levy Forms (DR-422, DR-422DEBT)

CSV Show 10 entries Filter:

Levy ID	Levy Name	Form Type	Form Status	Action
1097	City Of Pensacola: Downtown Improvement - Operating	DR-422	Incomplete	View/Edit

Showing 1 to 1 of 1 entries Previous 1 Next

Principal Taxing Authority Level Forms (Operating Levy DR-422)

CSV Show 10 entries Filter:

Levy ID	Levy Type	Levy Name	Form Type	Form Status	Action
276	General	City of Pensacola - Operating	DR-422	Incomplete	View/Edit

Showing 1 to 1 of 1 entries Previous 1 Next

DR-422 Series - Section II Certification

DR-422 Series - Section II Not Ready to Certify

One or more forms in this series requires further action.

Review and complete the required forms.

Once all forms are in Complete status, the series may be certified.

[Return to Dashboard](#)

3. The Taxing Authority Worklist

The **DR-422 Series - Taxing Authority Worklist** displays differently depending on whether **Section I** data has been certified.

If **Section I** data has not been certified, the worklist displays a message regarding the status of the Form DR-422 Series. This is an example of the message that would display in this scenario:

DR-422 Series - Principal Taxing Authority Worklist

Tax Year: 2025
 County: 27 - Escambia
 Principal Taxing Authority: 218 - City of Pensacola
 Principal Taxing Authority Type: Taxing Authority - Municipality
 Series Status: DR-422 Series - Assigned (Principal Taxing Authority)

This form series has not been certified by the Property Appraiser(s).
 You will be notified when this series is available for entry and certification.

[Return to Dashboard](#)

For multi-county taxing authorities: Users may view a summary report of certified **Section I** data for the Form DR-422 Series, listed by county, by clicking **REPORTS** on the blue menu above the worklist header. The **Reports List** displays. Click **View** to view the **Multicounty - Section I by County** report. If a county has not certified **Section I** data, the report will not show any data for that county.

PROPERTY TAX OVERSIGHT
E-TRIM
HOME SEARCH **REPORTS** RESOURCES
Florida
DEPARTMENT OF REVENUE

Welcome, Kristen Verat Logout

Principal Taxing Authority Dashboard

Tax Year: 2025
 County: 99 - Multi-County
 Principal Taxing Authority: 781 - South Florida Water Management District
 Principal Taxing Authority Type: Taxing Authority - Water Management District

Reports List

Report Name	Report Link
Annual Review - Summary by County	View
Annual Review - Detail by County/PTA	View
Multicounty - Section I by County	View

If **Section I** data has been certified, the worklist displays brief instructions describing the process for completing the Form DR-422 Series.

Tax Year: 2025
 County: 27 - Escambia
 Principal Taxing Authority: 216 - Escambia County Public Schools
 Principal Taxing Authority Type: Taxing Authority - School
 Series Status: DR-422 Series - Assigned (Principal Taxing Authority)

Completing this Form Series

1. Complete forms on this worklist using the *Edit* button in the Action column.
 Forms will be in one of the following statuses:
 - **Incomplete:** The form has not been completely filled out, or did not pass validation.
 - **Recalculation Required:** One or more form values need to be recalculated due to a change on another form in the series.
 - **Complete:** The form is complete and has passed validation.
2. Certify the series.
 Certification instructions will appear at the bottom of the page when all forms are complete.

Below the message or instruction box, the **Taxing Authority Worklist** displays two sections which are labeled **Levy Forms** and **Principal Taxing Authority Level Forms**.

NOTE: If the taxing authority has no MSTUs, dependent districts, or debt levies, the **Levy Forms** section will appear but will not display a data table. For example, a school district taxing authority will only see a data table in the **Levy Forms** section if they levy a debt millage.

The data tables below each section name contain several columns of identifying data plus two columns to the right labeled **Form Status** and **Action**.

DR-422 Series Forms

Levy Forms (DR-422, DR-422DEBT)

[CSV](#) Show 10 entries

Filter:

Levy ID	Levy Name	Form Type	Form Status	Action
581	City of Fernandina Beach - Voted, Debt	DR-422 DEBT	Incomplete	View/Edit

Showing 1 to 1 of 1 entries
Previous 1 Next

Principal Taxing Authority Level Forms (Operating Levy DR-422)

[CSV](#) Show 10 entries

Filter:

Levy ID	Levy Type	Levy Name	Form Type	Form Status	Action
580	General	City of Fernandina Beach - Operating	DR-422	Incomplete	View/Edit

Showing 1 to 1 of 1 entries
Previous 1 Next

3.1 In the **Form Status** column, one of three statuses will display. The **Form Status** changes depending on what actions the user completes.

NOTE: If a taxing authority certified 0.0000 proposed millage rate for a levy (or levies) during DR-420 Series certification, neither Form DR-422 nor Form DR-422DEBT will generate for that levy (or levies). The **Taxing Authority Worklist** displays “N/A” as the form status for that levy (or levies) and the **View/Edit** button does not display in the **Action** column.

Status Name	Detail	Description
Incomplete	Initial or Interim	Data has not been entered, only partial data has been entered, or data has been entered but validations failed.
Recalculation Required	Interim	Property appraiser modified Section I data. This rarely happens, but Section I may be reopened if necessary.
Complete	Final	All data has been entered, and all fields passed validation.

- 3.2** In the **Action** column, a button labeled **View/Edit** is displayed for each form needing completion and certification by the taxing authority. The button label changes to **View** after certification is complete (see [section 6](#)).
- 3.3** At the bottom of the **Taxing Authority Worklist**, a certification section displays. This is an example of the message that displays before **Section II** data has been input:

DR-422 Series - Section II Certification

DR-422 Series - Section II Not Ready to Certify

One or more forms in this series requires further action.

Review and complete the required forms.

Once all forms are in **Complete** status, the series may be certified.

[Return to Dashboard](#)

For users assigned the role **User Primary with Certification** (see user role table in [section 1](#)), a button labeled **Certify DR-422 Series – Section II** will appear at the bottom of the **Taxing Authority Worklist** once all forms show the status as **Complete** (see [section 6](#)).

3.4 All data tables on the **Taxing Authority Worklist** can be sorted, filtered, and exported to a .CSV file.

Action	Instruction	Description
Sort data	Click the up/down arrow icon located to the right of the column header.	- The data sorts in either ascending or descending order. - Sort is either numeric or alphabetic based on the data in the column. - All data lines display.
Filter data	Enter text in the filter field located to the right above the data table.	- The data table only displays data lines that contain the filtered text. - Some data lines may be hidden. - Remove the text from the filter field to restore all lines in the data table.
Export data	Click the button labeled CSV located to the left above the data table.	- A .CSV file with data from that data table downloads to the user's computer. - Open the file to view or edit the exported data.
NOTE: Any sorting or filtering of the data tables reverts to non-filtered, system-generated ordering when the user clicks the View/Edit button. To maintain the sorting or filtering, right-click the View/Edit button and select Open in a new tab. When changes are made to the form in a new tab, the data table will not update until the browser page is refreshed. This also causes the data tables to revert to non-filtered, system-generated ordering.		

DR-422 Series - Principal Taxing Authority Worklist

Tax Year: 2025

County: 53 - Martin

Principal Taxing Authority: 454 - Town of Jupiter Island

Principal Taxing Authority Type: Taxing Authority - Municipality

Series Status: DR-422 Series - Assigned (Principal Taxing Authority)

Completing this Form Series

1. Complete forms on this worklist using the *Edit* button in the *Action* column.

Forms will be in one of the following statuses:

- **Incomplete:** The form has not been completely filled out, or did not pass validation.
- **Recalculation Required:** One or more form values need to be recalculated due to a change on another form in the series.
- **Complete:** The form is complete and has passed validation.

2. Certify the series.

Certification instructions will appear at the bottom of the page when all forms are complete.

DR-422 Series Forms

Levy Forms (DR-422, DR-422DEBT)

CSV Show 10 entries Filter:

Levy ID	Levy Name	Form Type	Form Status	Action
1201	Beach Protection District	DR-422	Incomplete	View/Edit
1878	Electric Undergrounding Project - Debt	DR-422 DEBT	Incomplete	View/Edit

Showing 1 to 2 of 2 entries

Previous 1 Next

Principal Taxing Authority Level Forms (Operating Levy DR-422)

CSV Show 10 entries Filter:

Levy ID	Levy Type	Levy Name	Form Type	Form Status	Action
558	General	Town of Jupiter Island - Operating	DR-422	Incomplete	View/Edit

Showing 1 to 1 of 1 entries

Previous 1 Next

DR-422 Series - Section II Certification

DR-422 Series - Section II Not Ready to Certify

One or more forms in this series requires further action.

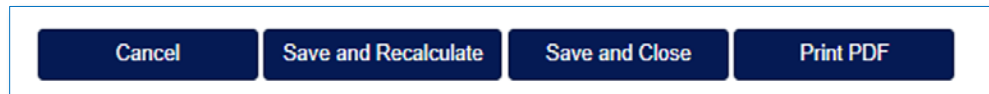
Review and complete the required forms.

Once all forms are in **Complete** status, the series may be certified.

[Return to Dashboard](#)

4. Cancel/Save/Print Buttons

All form screens display four action buttons below the form input fields: **Cancel**, **Save and Recalculate**, **Save and Close**, and **Print PDF**.



The functionality of each button is the same throughout the OASYS eTRIM application. Please note the description and caveat for each:

Button Label	Description	Caveat
Cancel	Returns the user to the Taxing Authority Worklist .	Any unsaved input is lost.
Save and Recalculate	If the input is validated as complete by OASYS eTRIM, the system saves manually entered data and displays calculated values in appropriate fields without closing the form. NOTE: If the system is not able to validate the input as complete, additional data must be input and resaved (see 4.3).	Does not certify the form. You can use this button to protect your work.
Save and Close	If the input is validated as complete by OASYS eTRIM, the system recalculates and saves data, closes the form, and returns the user to the Taxing Authority Worklist . NOTE: If the system is not able to validate the input as complete, additional data must be input and resaved (see 4.3).	Does not certify the form. You can use this button to protect your work.
Print PDF	Downloads a printable PDF version of the form reflecting the saved input. The form remains open.	Does not save input.

- 4.1** To save manually input data, input all required data and click either **Save and Recalculate** or **Save and Close**.
- 4.2** When the **Save and Close** button is clicked, if all required input fields are complete, the input is saved and the system returns the user to the **Taxing Authority Worklist**. The **Form Status** updates to **Complete**.

When the **Save and Recalculate** button is clicked, if all required input fields are complete, a message indicating the data was saved displays above the form.

 Form data has been saved [Return to worklist](#)

Click **Return to Worklist** to return to the **Taxing Authority Worklist**. The **Form Status** updates to **Complete**.

- 4.3** A message indicating the data did not pass all validation will display above the form if the user did not enter data in all required input fields.

 Form did not pass all validation. [Click here for additional information.](#)

To view the validation results, click **Click here for additional information**. The **Validation Results** dialog box opens with specific details of the validation issue(s). Below is an example of a **Validation Results** dialog box.

Validation Results			
	Validation Description	Result	Notes
1	One or more required fields is blank.	Incomplete	Only one field (4a or 4b) may contain a value - the other must be zero.
Close			

After reviewing the validation results, click **Close** to close the dialog box. Add the needed information in the form and click either **Save and Recalculate** or **Save and Close**. The system will run the validation again to check if all the input fields are complete. If the form is closed without the validation results resolved, the **Form Status** remains **Incomplete**.

5. Completing Section II of the Form DR-422 Series

- 5.1** The custom **Taxing Authority Worklist** includes all required DR-422 Series forms for the current TRIM cycle.

To access a form, click the **View/Edit** button in the last column of the **Taxing Authority Worklist**. The system displays the data fields for that particular form. **Section I** data displays but cannot be edited by the taxing authority. If any **Section I** data seems incorrect, please email TRIM@floridarevenue.com. This example of **Section I** data shows the details the property appraiser certifies.

Section I	
Completed by Property Appraiser	
Is the VAB still in session? ☒ Yes ☐ No	
1. Current year gross taxable value:	\$ 3,969,167,581 (Current Year Form DR-420, Line 4)
2. Final current year gross taxable value:	\$ 4,088,242,606 (Current Year Form DR-403 Series)
3. Percentage of change in taxable value:	% 3.00 (Line 2 divided by Line 1, minus 1, multiplied by 100)
The Principal Taxing Authority must complete this form and return it to the Property Appraiser by: 10/04/2025 06:00 PM	

Some **Section II** data fields require user input while others are populated or calculated by OASYS eTRIM. The following tables provide details on data fields in **Section II** of each form in the DR-422 Series.

NOTE: If a taxing authority certified a 0.0000 proposed millage rate for a levy (or levies) during DR-420 Series certification, neither Form DR-422 nor DR-422DEBT will generate for that levy (or levies). The **Taxing Authority Worklist** displays “N/A” as the **Form Status** for that levy (or levies) and no **View/Edit** button displays in the **Action** column. For example:

DR-422 Series Forms				
Levy Forms (DR-422, DR-422DEBT)				
CSV	Show 10 entries	Filter:		
Levy ID	Levy Name	Form Type	Form Status	Action
1219	Drainage District	Zero Millage	N/A	
1220	Municipal Service Fund	DR-422	Incomplete	<button>View/Edit</button>
1921	Amelia Island Beach Renourishment	DR-422	Incomplete	<button>View/Edit</button>
Showing 1 to 3 of 3 entries				
Previous				Next

- 5.2** Non-school taxing authorities should enter data for line 4 and select a response to the adjust adopted millage question on **Section II** of Form DR-422. Based on the taxing authority's input for these two fields, the system calculates all other lines (once the user clicks **Save and Recalculate**).

Line Number	Form Detail	System Details
NOTE: If this portion of the form is not completed in full, the taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year.		
4	Non-Voted Operating Millage Rate (from Resolution or Ordinance)	User entry
	Are you going to adjust adopted millage?	User entry (if applicable) Select Yes or No System-populated with No (if not applicable)
none	NOTE: If the percentage change in taxable value does not fall within these parameters, this section of the form will be disabled: - Counties, municipalities, schools, and water management districts may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 1 percent (s. 200.065(6), F.S.). - MSTUs, dependent special districts, and independent special districts may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 3 percent (s. 200.065(6), F.S.).	
	Unadjusted gross ad valorem proceeds Does not apply if No is selected for adjusting adopted millage	System-calculated Multiplies Line 1 by Line 4, then divides by 1,000
	Adjusted millage rate Does not apply if No is selected for adjusting adopted millage	System-calculated Divides the unadjusted gross ad valorem proceeds by Line 2, then multiplies by 1,000

Click **Save and Recalculate** or **Save and Close** (see [section 4](#)).

Please note, for the PDF version of Form DR-422, the millage rate entered on Line 4 displays on the appropriate line for the taxing authority type:

- Line 4a for a county or municipal principal taxing authority
- Line 4b for a dependent special district
- Line 4c for an MSTU
- Line 4d for an independent special district
- Line 4e for a school district
- Line 4f for a water management district operating levy or basin within a water management district

- 5.3** School taxing authorities should enter data for line 4 and select a response to the adjust adopted millage question on **Section II** of Form DR-422. Based on the taxing authority's input for these two fields, the system calculates all other lines (once the user clicks **Save and Recalculate**).

Line Number	Form Detail	System Details
NOTE: If this portion of the form is not completed in full, the taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year.		
4	Non-Voted Operating Millage Rate (from Resolution or Ordinance), itemized for: • Required Local Effort • Capital Outlay • Discretionary Operating • Discretionary Capital Improvement • Additional Voted Millage	User entry
none	Are you going to adjust adopted millage?	User entry (if applicable) Select Yes or No
	NOTE: If the percentage change in taxable value does not fall within these parameters, this section of the form will be disabled: School districts may adjust the non-voted millage rate only if the percentage on Line 3 is greater than plus or minus 1 percent (s. 200.065(6), F.S.).	
5	Unadjusted gross ad valorem proceeds Does not apply if No is selected for adjusting adopted millage	System-calculated <i>Multiplies Line 1 by Line 4, then divides by 1,000</i>
6	Adjusted millage rate Does not apply if No is selected for adjusting adopted millage	System-calculated Divides Line 5 by Line 2, then multiplies by 1,000

Click **Save and Recalculate** or **Save and Close** (see [section 4](#)).

Please note, for the PDF version of Form DR-422, the millage rates entered on Line 4 display on Line 4e.

5.4 For **Section II** of Form DR-422DEBT, enter data for the either 4a or 4b and select a response to the adjust adopted millage question.

Line Number	Form Detail	System Details
NOTE: If this portion of the form is not completed in full, the taxing authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year.		
4a	Voted debt service millage	User entry If Line 4a is greater than 0, user must enter 0 on Line 4b
4b	Other voted millage (In excess of the millage cap and not more than two years.)	User entry If Line 4b is greater than 0, user must enter 0 on Line 4a
	Are you going to adjust adopted millage?	User entry Select Yes or No
none	NOTE: If the percentage change in taxable value does not fall within these parameters, this section of the form will be disabled: - Counties, municipalities, schools, and water management districts may adjust the voted millage rate only if the percentage on Line 3 is greater than plus or minus 1 percent (s. 200.065(6), F.S.). - MSTUs, dependent special districts, and independent special districts may adjust the voted millage rate only if the percentage on Line 3 is greater than plus or minus 3 percent (s. 200.065(6), F.S.).	
	Unadjusted gross ad valorem proceeds Does not apply if No is selected for adjusting adopted millage	System-calculated Multiplies Line 1 by Line 4a or 4b, then divides by 1,000
	Adjusted millage rate Does not apply if No is selected for adjusting adopted millage	System-calculated Divides unadjusted gross ad valorem proceeds by Line 2, then multiples by 1,000

* Click **Save and Recalculate** or **Save and Close** (see [section 4](#)).

6. Certifying the DR-422 Series Forms to the Property Appraiser

- 6.1 Depending on the status of the forms in the DR-422 Series, a message displays at the bottom of the **Taxing Authority Worklist**. If any form on the worklist shows the status as **Incomplete** or **Recalculation Required**, this message displays:

DR-422 Series - Section II Certification

DR-422 Series - Section II Not Ready to Certify
One or more forms in this series requires further action.
Review and complete the required forms.
Once all forms are in **Complete** status, the series may be certified.

Return to Dashboard

If all forms on the **Taxing Authority Worklist** show the form status as **Complete** and the user's role is **User Primary with Certification**, this message and a button to certify the series displays:

DR-422 Series - Section II Certification

DR-422 Series - Section II Ready to Certify
If the forms are correct, certify Section II of this series below.
After certification, your forms will be available to the property appraiser for acceptance.

Certify DR-422 Series - Section II

Return to Dashboard

If the user does not have the role **User Primary with Certification**, this message displays:

DR-422 Series - Section II Certification

DR-422 Series - Section II Ready to Certify
If the information provided on the forms is correct, a certifying user in your office may certify this series.
After certification, your forms will be available to the property appraiser for acceptance.

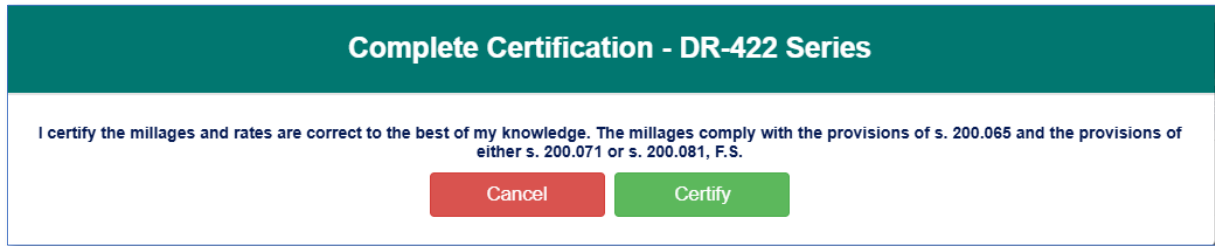
Return to Dashboard

NOTE: Only users with **User Primary with Certification** access to **OASYS eTRIM** can certify forms. If the **Certify DR-422 Series – Section II** button does not appear when all forms are in **Complete** status, contact the taxing authority's **OASYS Access Manager** for more information.

- 6.2 Before certifying, click the **View/Edit** button to review each form prior to certifying it. Users may also print forms by clicking the **View/Edit** button, then clicking the **Print PDF** button. While viewing and printing are not required steps in OASYS eTRIM, it is a recommended best practice. After ensuring that all form data is accurate, return to the **Taxing Authority Worklist**.

Click the **Certify DR-422 Series – Section II** button.

A dialog box with the certification statement appears.

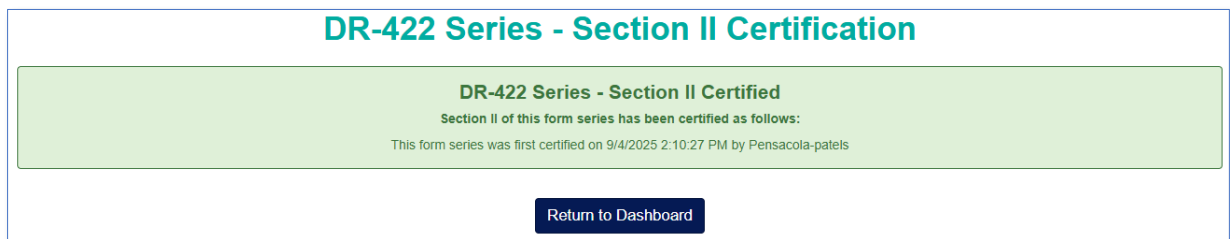


The dialog box has a teal header with the text "Complete Certification - DR-422 Series". Below the header, the text reads: "I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S." At the bottom, there are two buttons: a red "Cancel" button and a green "Certify" button.

Click the **Certify** button to certify the Form DR-422 Series or click the **Cancel** button to return to the **Taxing Authority Worklist** without certifying the Form DR-422 Series.

OASYS eTRIM applies the user's electronic signature certifying the forms and informs the respective property appraiser(s) the Form DR-422 Series is available for review.

This message displays at the bottom of the **Taxing Authority Worklist**:



The message box has a teal header with the text "DR-422 Series - Section II Certification". Below the header, the text reads: "DR-422 Series - Section II Certified" followed by "Section II of this form series has been certified as follows:". Below this, it says "This form series was first certified on 9/4/2025 2:10:27 PM by Pensacola-patels". At the bottom, there is a dark blue button with the text "Return to Dashboard".

The **Taxing Authority Worklist** remains available for viewing certified forms.

Addendum A - Terminology

TRIM Entities

Dependent District	District that is governed by the governing body of the county or municipality
Independent Special District	Special district that is not a dependent district of a county special district or municipality
Municipal Service Taxing Unit (MSTU)	Counties may establish municipal service taxing or benefit units for any part or all of the unincorporated area of the county. These may provide fire protection; law enforcement; beach erosion control; recreation service and facilities; water; alternative water supplies including, but not limited to, reclaimed water and water from aquifer storage and recovery and desalination systems; streets; sidewalks; street lighting; garbage and trash collection and disposal; waste and sewage collection and disposal; drainage; transportation; indigent health care services; mental health care services; and other essential facilities and municipal services from funds derived from service charges, special assessments, or taxes within such unit only.
Taxing Authority	Includes, but is not limited to, any county, municipality, authority, special district, or other public body of the state, any school district, library district, neighborhood improvement district created pursuant to the Safe Neighborhoods Act, metropolitan transportation authority, municipal service taxing or benefit unit (MSTU or MSBU), or water management district
Value Adjustment Board (VAB)	The purpose of the value adjustment board (VAB) is to hear appeals regarding property value assessments, denied exemptions or classifications, ad valorem tax deferrals, portability decisions, and change of ownership or control. Taxpayers or their representatives file petitions with the VAB clerk in the county where the property is located.

Millage Terminology

Adjusted millage	Adjustment of the final millage rate(s) calculated on Form DR-422, line 3
Aggregate millage	Overall millage rate used to determine an overall rate for principal taxing authorities with dependent districts
Dedicated increment value	The portion of the tax increment value used to determine the payment to the redevelopment trust fund (see s. 200.001(8)(h), F.S.)
Final millage	Millage adopted at the final budget hearing
Maximum millage	The maximum millage rate allowed by vote
Millage cap	The maximum millage rate allowed by law
Other voted millage	Millage rate approved by referendum
Proposed millage	The millage rate necessary to fund the proposed budget (on Form DR-420)
Rolled-back rate	The rate that would generate prior year tax revenues less allowances for new construction, additions, deletions, annexations, and improvements, increasing value by at least 100% and tangible personal property value in excess of 115% of the previous year's value
Tax increment value	The cumulative increase in taxable value from the base year to the current year within the defined geographic area. It is used to determine the payment to a redevelopment trust fund under s. 163.387(1), F.S. or an ordinance, resolution, or agreement to fund a project or finance essential infrastructure. In this case, the taxing authority must certify the boundaries and beginning date to the property appraiser.
Tentative millage	The proposed millage rate adopted at the initial TRIM hearing (appears in the budget summary advertisement)
Truth in Millage (TRIM)	Establishes the statutory requirements that all taxing authorities levying a millage must follow, including all notices and budget hearing requirements

Addendum B - TRIM Forms

Form number	Form Title and short description
Form DR-420	<i>Certification of Taxable Value</i> Property appraisers certify values and taxing authorities provide proposed millage rates.
Form DR-420S	<i>Certification of School Taxable Value</i> Property appraisers certify values and school districts provide millage rates, or the millage rates considered by a taxing authority pursuant to Sections 200.065(2)(a)1. and (2)(b), F.S., to fulfill the tentative budget.
Form DR-420DEBT	<i>Certification of Voted Debt Millage</i>
Form DR-420MM	<i>Maximum Millage Levy Calculation, Final Disclosure</i>
Form DR-420MMP	<i>Maximum Millage Levy Calculation, Preliminary Disclosure</i>
Form DR-420TIF	<i>Tax Increment Adjustment Worksheet</i>
Form DR-422	<i>Certification of Final Taxable Value</i> Taxing authorities indicate final adopted millage rates.
Form DR-422DEBT	<i>Certification of Final Voted Debt Millage</i>
Form DR-421	<i>Certification for Taxing Authorities that Do Not Levy Ad Valorem Taxes</i>
Form DR-487	<i>Certification of Compliance</i> List of compliance requirements
Form DR-487V	<i>Voting Record for Final Adoption of Millage Levy</i>

TRIM forms are available on the Department's Property Tax Oversight forms [website](#).

Addendum C - Important TRIM Dates

July 1	Last day for the property appraiser to certify the DR-420 Series forms
July 1 through 31	The board of county commissioners' (BOCC) budget officer delivers a tentative budget to the board.
August 4	Last day for taxing authorities to certify Form DR-420, Form DR-420MMP, and any additional forms to the property appraiser
August 24	Last day the property appraiser can mail TRIM notices to property owners
September 3 through 18	The time in which regular taxing authorities must hold their hearings on tentative budget and proposed millage rate. This is the final hearing period for school districts.
September 18 through October 3 <i>(Could be advertised as early as September 4, depending on the tentative hearing date.)</i>	The taxing authority must advertise its intent to adopt a final millage rate and budget within this period. • The taxing authority must hold the public hearing to adopt the final millage rate and budget two to five days after the advertisement appears in the newspaper. • The taxing authority must send the resolution or ordinance adopting the final millage rate to the property appraiser, tax collector, and PTO within three days after the final hearing. The resolution should be submitted within 101 days of the July 1 certification of taxable value (by October 9). • Within three days after the taxing authority receives Form DR-422 (and possibly Form DR-422DEBT), the taxing authority completes and certifies the final millage rates to the property appraiser.