

OASYS Electronic Truth in Millage

Form DR-487 Series User Guide

For Taxing Authorities



Florida Department of Revenue

Property Tax Oversight

October 2025

Contents

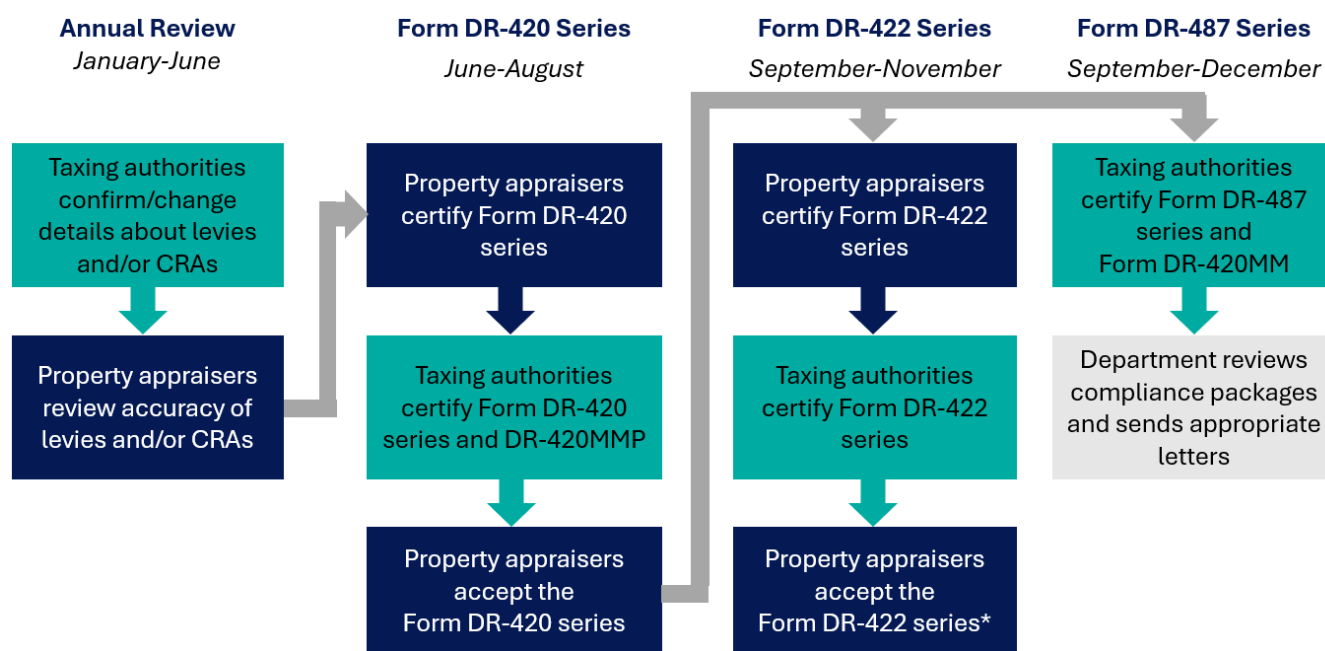
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1. Introduction

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 addenda to 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 final step for taxing authorities in the annual TRIM cycle is to certify the **Form DR-487 Series** to the Department (see taxing authority's September-December responsibilities in the TRIM cycle graphic above). Forms that comprise the DR-487 Series (see list below) are the mechanism for taxing authorities to certify compliance with TRIM requirements. 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-487 series:

Form number	Form Title
Form DR-487	<i>Certification of Compliance</i>
Form DR-487V	<i>Vote Record for Final Adoption of Millage Levy</i>
Form DR-420MM	<i>Maximum Millage Levy Calculation, Final Disclosure</i>

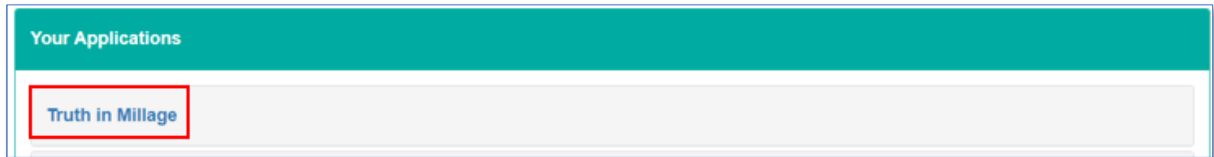
This user guide provides user support and assistance with the OASYS eTRIM application. This table shows the five user roles and the access levels for each:

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.

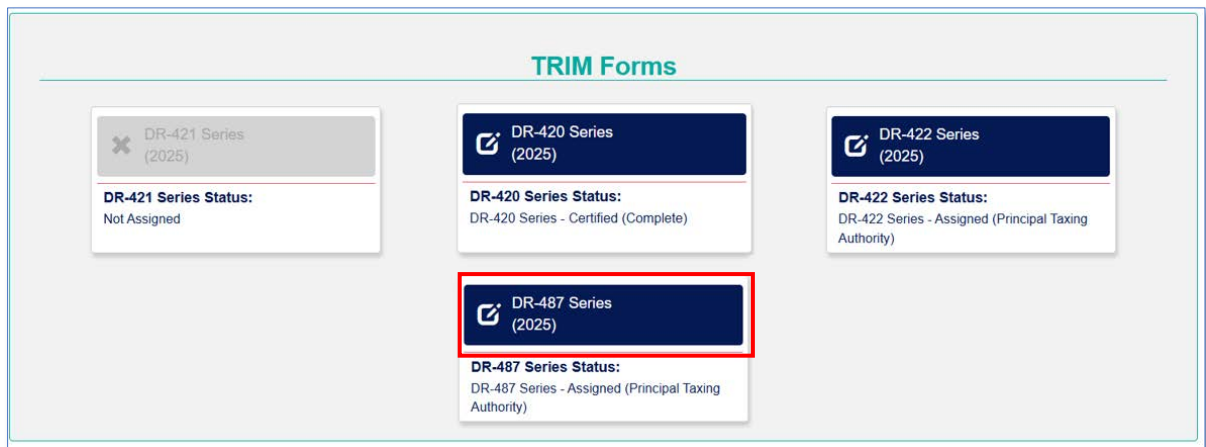
2. Getting Started

- 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-487 Series (yyyy)** button.
- The **DR-487 Series - Principal Taxing Authority Worklist** displays (see example on the following page).



DR-487 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-487 Series - Assigned (Principal Taxing Authority)

Combined or Single Votes Taken

Enter whether a combined vote for all levies or a vote for each levy was taken, then click "Update."
Changing the response to this question will change the number of DR-487V forms that appear on this worklist.
Changing the response to this question will reset votes entered on DR-487V forms.

Combined or Single Votes

How were votes taken?

- ☒ One combined vote was taken for all levies
☐ Individual votes were taken for each levy

Update

Voting Members

7 Total Seats / 7 Seats Pending Assignment

Add Voting Member

Add Vacancy

DR-487 Series Completion

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 based on a change to 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.

Levy-Level Forms

CSV Show 10 entries Filter:

Levy ID	Levy Name	Form Type	Form Status	Action
1097	City Of Pensacola; Downtown Improvement - Operating	DR-420MM	Incomplete	View/Edit

Showing 1 to 1 of 1 entries Previous 1 Next

Principal Taxing Authority Level Forms

CSV Show 10 entries Filter:

Levy ID	Levy Type	Levy Name	Form Type	Form Status	Action
0			DR-487	Incomplete	View/Edit
276	General	City of Pensacola - Operating	DR-420MM	Incomplete	View/Edit
276	General	City of Pensacola - Operating	DR-487V	Incomplete	View/Edit

Showing 1 to 3 of 3 entries Previous 1 Next

DR-487 Series - Certification

DR-487 Series - 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-487 Series - Principal Taxing Authority Worklist** displays two sections. The first section details the voting record. Entries in this section will establish the appropriate number of *Vote Record for Final Adoption of Millage Levy* (Form DR-487V) forms needed and will populate voting member data into each Form DR-487V. The second section comprises data tables with links to complete Forms DR-487, DR-487V, and DR-420MM.

Brief instructions describe the process for completing each section of the **Taxing Authority Worklist**. Detailed instructions for completing each section of the worklist are available in this user guide:

- [Section 5](#) - Completing vote and voting members details
- [Section 6](#) - Completing DR-487 Series forms
- [Section 7](#) - Certifying the DR-487 Series forms to the Department

There are two data tables below the instruction box for the **DR-487 Completion** section of the **Taxing Authority Worklist**. The data tables are labeled **Levy-Level Forms** and **Principal Taxing Authority Level Forms**.

The **Levy-Level Forms** section contains Form DR-487 Series forms for dependent special districts and Municipal Service Taxing Units (MSTU). The **Principal Taxing Authority Level Forms** section contains forms for the principal authority.

NOTE: School taxing authorities will see only Form DR-487 for their operating levy in the **Principal Taxing Authority Level Forms** data table. Forms DR-487V and DR-420MM are not required for school taxing authorities.

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

CSV

Show 10 entries

Filter:

Levy ID	Levy Name	Form Type	Form Status	Action
1097	City Of Pensacola, Downtown Improvement - Operating	DR-420MM	Incomplete	View/Edit

Showing 1 to 1 of 1 entries

Previous

1

Next

CSV

Show 10 entries

Filter:

Levy ID	Levy Type	Levy Name	Form Type	Form Status	Action
0			DR-487	Incomplete	View/Edit
276	General	City of Pensacola - Operating	DR-420MM	Incomplete	View/Edit
276	General	City of Pensacola - Operating	DR-487V	Incomplete	View/Edit

Showing 1 to 3 of 3 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.

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	Changes to another form impacted this form (for example, changes to voting details on the Taxing Authority Worklist impacted this form).
Complete	Final	All data has been entered, and all fields passed validation.

- 3.2** In the **Action** column, a **View/Edit** button displays for each form needing completion and certification by the taxing authority. The button label changes to **View** after certification is complete (see [section 7](#)).
- 3.3** At the bottom of the **Taxing Authority Worklist**, a certification section displays. This is an example of the message that displays before data for the DR-487 Series has been input:

DR-487 Series - Certification

DR-487 Series - 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 the user role table in [section 1](#)), a button labeled **Certify DR-487 Series** will appear at the bottom of the **Taxing Authority Worklist** once all forms show the status as **Complete** (see [section 7](#)).

- 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. - The 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-487 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-487 Series - Assigned (Principal Taxing Authority)

Combined or Single Votes Taken

Enter whether a combined vote for all levies or a vote for each levy was taken, then click "Update."
Changing the response to this question will change the number of DR-487V forms that appear on this worklist.
Changing the response to this question will reset votes entered on DR-487V forms.

Combined or Single Votes

How were votes taken?

- ☒ One combined vote was taken for all levies
☐ Individual votes were taken for each levy

Update

Voting Members

7 Total Seats / 7 Seats Pending Assignment

Add Voting Member

Add Vacancy

DR-487 Series Completion

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 based on a change to 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.

Levy-Level Forms

CSV Show 10 entries Filter:

Levy ID	Levy Name	Form Type	Form Status	Action
1097	City Of Pensacola, Downtown Improvement - Operating	DR-420MM	Incomplete	View/Edit

Showing 1 to 1 of 1 entries Previous 1 Next

Principal Taxing Authority Level Forms

CSV Show 10 entries Filter:

Levy ID	Levy Type	Levy Name	Form Type	Form Status	Action
0			DR-487	Incomplete	View/Edit
276	General	City of Pensacola - Operating	DR-420MM	Incomplete	View/Edit
276	General	City of Pensacola - Operating	DR-487V	Incomplete	View/Edit

Showing 1 to 3 of 3 entries Previous 1 Next

DR-487 Series - Certification

DR-487 Series - Not Ready to Certify

One or more forms in this series requires further action.

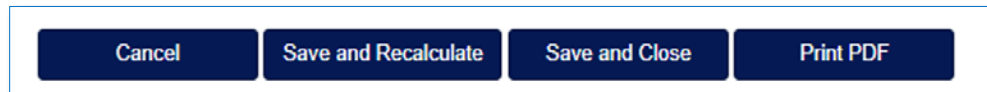
Review and complete the required forms.

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

[Return to Dashboard](#)

4. Cancel/Save/Print Buttons

All form screens display up to 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. TIP: 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. TIP: 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 using the **Save and Close** button, 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 using the **Save and Recalculate** button, 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.](#)

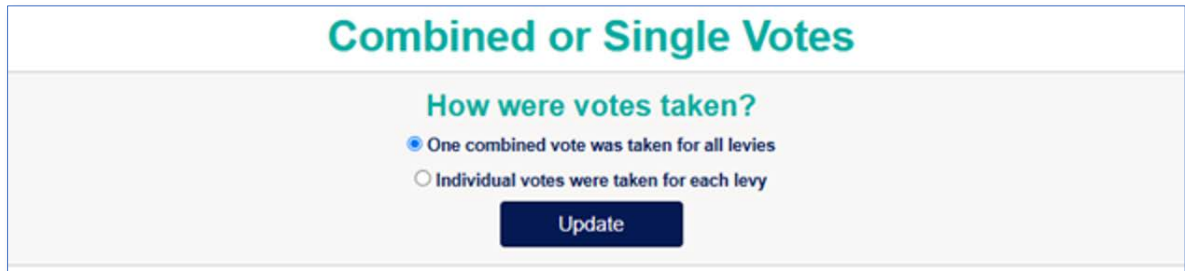
To view the validation results, click **Click here for additional information**. The **Validation Results** dialog box opens with specific details of the validation issue(s). Below is an example of a **Validation Results** dialog box.

Validation Results			
	Validation Description	Result	Notes
1	One or more votes was not entered.	Incomplete	
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 a user closes the form without the validation results resolved, the **Form Status** remains **Incomplete**.

5. Completing Vote and Voting Member Details

- 5.1 To complete the **Combined or Single Votes** section, in response to **How were votes taken?**, first select either **One combined vote was taken for all levies** or **Individual votes were taken for each levy** to reflect how the votes to establish millage(s) actually occurred.



Combined or Single Votes

How were votes taken?

☒ One combined vote was taken for all levies

☐ Individual votes were taken for each levy

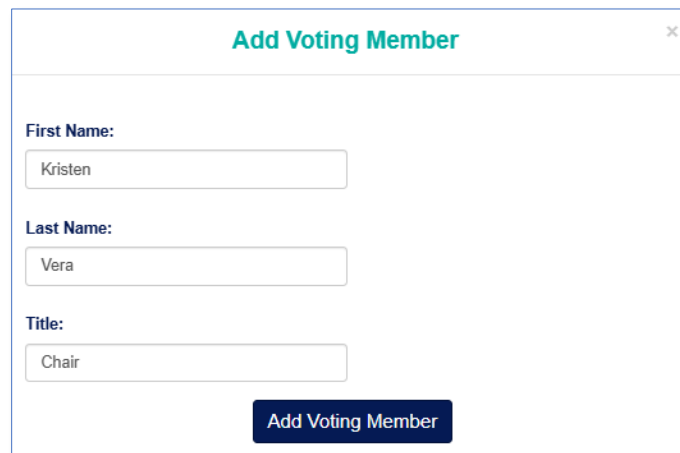
Update

After selecting the appropriate answer, click **Update**.

If a user selects **One combined vote was taken for all levies**, only the data table in the **Principal Taxing Authority Level Forms** updates to include Form DR-487V.

If a user selects **Individual votes were taken for each levy**, both data tables update to include Form DR-487V for each levy. The **Levy-Level Forms** data table updates with Form DR-487V for each levy while the Form DR-487V for the operating levy remains on the **Principal Taxing Authority-Level Forms** data table.

- 5.2 Enter details in the **Voting Members** section. Click **Add Voting Member**. The **Add Voting Member** screen displays. Enter each voting member's first name, last name, and title. Click **Add Voting Member**.



Add Voting Member

First Name:

Kristen

Last Name:

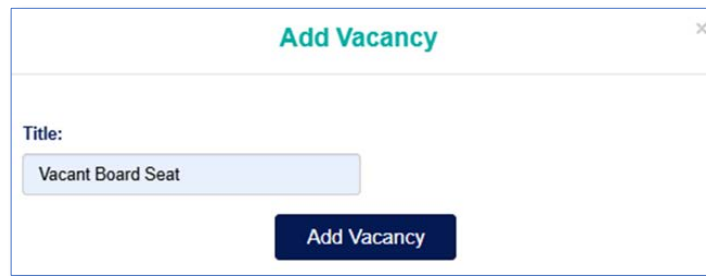
Vera

Title:

Chair

Add Voting Member

If there are vacancies, click **Add Vacancy** on the **Taxing Authority Worklist**. The **Add Vacancy** screen displays. Enter a title for the vacant seat. Click **Add Vacancy**.



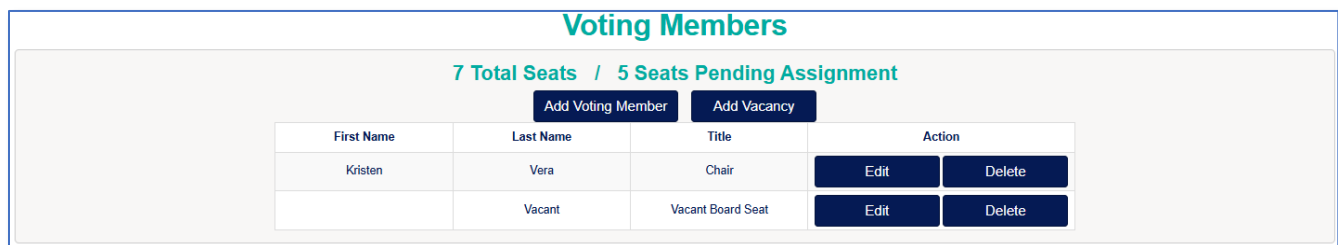
Add Vacancy

Title:

Vacant Board Seat

Add Vacancy

Each time a user makes an entry, the **Taxing Authority Worklist** updates to show the number of assigned seats and number of seats pending assignment. This example displays how this section of the worklist appears after the two entries described above have been entered.



Voting Members

7 Total Seats / 5 Seats Pending Assignment

Add Voting Member Add Vacancy

First Name	Last Name	Title	Action	
Kristen	Vera	Chair	Edit	Delete
	Vacant	Vacant Board Seat	Edit	Delete

Continue data input in this section until all voting members have been added and all seats are assigned.

6. Completing DR-487 Series Forms

- 6.1** The custom **Taxing Authority Worklist** includes all required DR-487 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.

Some data fields require user input while others are populated or calculated by OASYS eTRIM.

- 6.2** For non-school taxing authorities, for Form DR-487V, based on input on the **Taxing Authority Worklist** (see [section 3](#)), the system displays the voting members and any vacant seats.

Review the list of voting members for accuracy. Return to the **Taxing Authority Worklist** if changes are needed.

Select **Yes** or **No** for each voting member to reflect the actual vote that occurred when the millage was approved.

Vote Type:			
Multiple Votes Taken			
7 Total Seats / All Seats Assigned			
Kristen Vera - Chair	☒ Yes	☐ No	☐ Not Present/Not Voting
Vacant - Vacant Board Seat	☐ Vacant		
Shilpa Patel - Vice Chair	☒ Yes	☐ No	☐ Not Present/Not Voting
Lizette Kelly - Board Member	☒ Yes	☐ No	☐ Not Present/Not Voting
Allison Kever - Board Member	☒ Yes	☐ No	☐ Not Present/Not Voting
Brendan Savage - Board Member	☒ Yes	☐ No	☐ Not Present/Not Voting
Harvey Bissoo - Board Member	☐ Yes	☐ No	☒ Not Present/Not Voting
Vote Totals:			
Yes			5
No			0
Not Present/Not Voting			2
		Not Present: 1 Vacant: 1	
Cancel Save and Recalculate Save and Close Print PDF			

OASYS eTRIM auto-calculates the **Vote Totals**.

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

- 6.3** For non-school taxing authorities, for Form DR-420MM, enter data for lines 1, 15, and 16. Based on the taxing authority's input for these fields, the system calculates all other lines once the user clicks **Save and Recalculate**.

Line Number	Form Detail	System Details
1	Is your taxing authority a municipality or independent special district that has levied ad valorem taxes for less than 5 years?	User entry <i>Binary Yes or No, defaults to No</i>
2	Current year rolled-back rate from current year	System-populated <i>From Line 16 of Form DR-420</i>
3	Prior year maximum millage rate with a majority vote	System-populated, editable <i>From Line 13 of prior year Form DR-420MM</i>
4	Prior year operating millage rate	System-populated <i>From Line 10 of Form DR-420</i>
If Line 4 is equal to or greater than Line 3, skip to Line 11; Lines 5 through 10 do not apply and are locked by the system (will not populate).		
5	Prior year final gross taxable value	System-populated <i>From Line 7 of Form DR-420</i>
6	Prior year maximum ad valorem proceeds with majority vote	System-calculated <i>Multiplies Line 3 by Line 5, then divides the product by 1,000</i>
7	Amount, if any, paid or applied in prior year as a consequence of an obligation measured by a dedicated increment value	System-populated <i>From Line 12 of Form DR-420</i>
8	Adjusted prior year ad valorem proceeds with majority vote	System-calculated <i>Subtracts Line 7 from Line 6</i>
9	Adjusted current year taxable value	System-populated <i>From Line 15 of Form DR-420</i>
10	Adjusted current year rolled back rate	System-calculated <i>Divides Line 8 by Line 9, then multiplies the product by 1,000</i>
11	Rolled back rate to be used for maximum millage levy calculation	System-populated <i>From Line 10 or Line 2 (if Line 10 is not adjusted)</i>
12	Adjustment for change in per capita Florida personal income	System-populated <i>Published by the Office of Economic and Demographic Research</i>
13	Majority vote maximum millage rate allowed	System-calculated <i>Multiplies Line 11 by Line 12</i>

14	Two-thirds vote maximum millage rate allowed	System-calculated <i>Multiplies Line 13 by 1.10</i>
15	Current year adopted millage rate	User entry
If data is entered on Line 15, click Save and Recalculate . This populates the values needed for comparison in Line 16.		
16	Minimum vote required to levy adopted millage rate • Select Majority vote of the governing body if Line 15 is less than or equal to Line 13 (the maximum millage rate is equal to the majority vote maximum rate). • Select Two-thirds vote of the governing body if Line 15 is less than or equal to Line 14, but greater than Line 13 (the maximum millage rate is equal to the adopted rate). • Select Unanimous vote of the governing body or $\frac{3}{4}$ vote if nine members or more if Line 15 is greater than Line 14 (the maximum millage rate is equal to the adopted rate). • Otherwise, select Referendum (the maximum millage rate is equal to the adopted rate).	User entry <i>Select one of four choices based on the criteria shown</i>
17	The selection on Line 16 allows a maximum millage rate of	System-populated <i>If Majority vote of the governing body was selected on Line 16, the system populates value from Line 13. Otherwise, the system populates value from Line 15.</i>
18	Current year gross taxable value	System-populated <i>From Line 4 of Form DR-420</i>
19	Current year adopted taxes	System-calculated <i>Multiplies Line 15 by Line 18, then divides the product by 1,000</i>
20	Total taxes levied at the maximum millage rate	System-calculated <i>Multiplies Line 17 by Line 18, then divides the product by 1,000</i>
Lines 21 through 25 do not apply to dependent special districts, MSTUs, and basins. These are system-calculated fields that appear blank if not applicable to the taxing authority.		
21	Current year adopted taxes of all dependent special districts and MSTUs levying a millage	System-calculated <i>Sums Line 19 from all DR-420MM forms</i>

22	Total current year adopted taxes	System-calculated <i>Sums Line 19 and Line 21</i>
23	Taxes at the maximum millage of all dependent special districts and MSTUs levying a millage	System-calculated <i>Sums Line 20 from all DR-420MM forms</i>
24	Total taxes at maximum millage rate	System-calculated <i>Sums Line 20 and Line 23</i>
25	Are total current year adopted taxes equal to or less than total taxes at the maximum millage rate?	System-assigned <i>Binary Yes or No, compare Line 22 to Line 24</i>

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

- 6.4** For Form DR-487, upload all required files to document TRIM compliance. This table shows the required documentation based on the type of taxing authority.

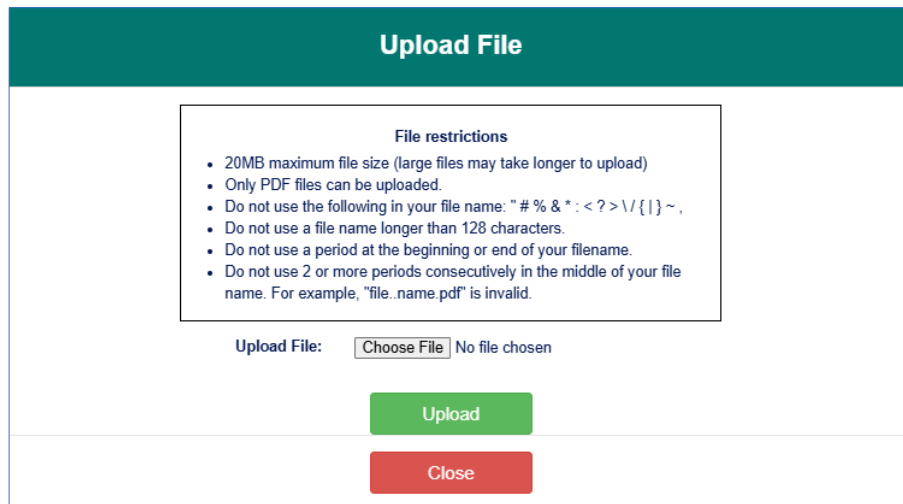
Non-School Taxing Authority	School Taxing Authority
<i>Proof of Publication</i> uniform affidavit from the newspaper for all newspaper advertisements or from a publicly accessible website. (See Rule 12D-17.002, F.A.C.)	<i>ESE 524, Millage Resolution</i>
<i>Ordinance or Resolution:</i> a. Adopting the final millage rate, with percent change of rolled-back rate shown and b. Adopting the final budget, indicating order of adoption DO NOT SEND ENTIRE BUDGET	<i>Resolution or Ordinance Adopting Budget, indicating order of adoption</i>
ENTIRE PAGE(s) from the print edition newspaper or the entire webpage for Internet-only publications for all newspaper advertisements a. <i>Budget Summary Advertisement</i> b. <i>Notice of Proposed Tax Increase or Budget Hearing Advertisement</i> c. COUNTIES ONLY: <i>Notice - Tax Impact of the Value Adjustment Board</i> (Form DR-529), within 30 days of completion	ENTIRE PAGE(s) from the print edition newspaper or the entire webpage for Internet-only publications for all newspaper advertisements: a. <i>Budget Summary Advertisement</i> b. <i>Notice of Proposed Tax Increase or Budget Hearing Advertisement</i> c. <i>Notice of Tax for School Capital Outlay</i> d. <i>Amended Notice of Tax for School Capital Outlay</i>
Additional Documentation: may include items to clarify one or more parts of your package submission (e.g. executive orders which impacted your timeframe, additional information from newspaper publishers indicating their error in printing your required advertisements. NOTE: Additional documentation is not required as a part of package submission.	<i>Proof of Publication</i> uniform affidavit from the newspaper for all newspaper advertisements or from a publicly accessible website. (See Rule 12D-17.002, F.A.C.)

Documentation may be uploaded individually or in one file. To upload documentation individually, select **I am submitting individual documents**. To upload documentation as one file, select **I am submitting my package as one file**.

After selecting the method for upload, click the **Add Attachment** button corresponding to the documentation being uploaded.



The **Upload File** screen displays.



Upload File

File restrictions

- 20MB maximum file size (large files may take longer to upload)
- Only PDF files can be uploaded.
- Do not use the following in your file name: " # % & * : < ? > \ / { | } ~ ,
- Do not use a file name longer than 128 characters.
- Do not use a period at the beginning or end of your filename.
- Do not use 2 or more periods consecutively in the middle of your file name. For example, "file..name.pdf" is invalid.

Upload File: No file chosen

Click **Choose File**. Select the file from your browser screen. Ensure the file does not conflict with the file restrictions. The file name will appear next to the **Choose File** button. Click **Upload** to upload the selected file to OASYS eTRIM or click **Close** to cancel file upload.

When submitting individual documents, multiple files may be added in each section. This example shows two attachments uploaded for **ESE 524, Millage Resolution** documentation.



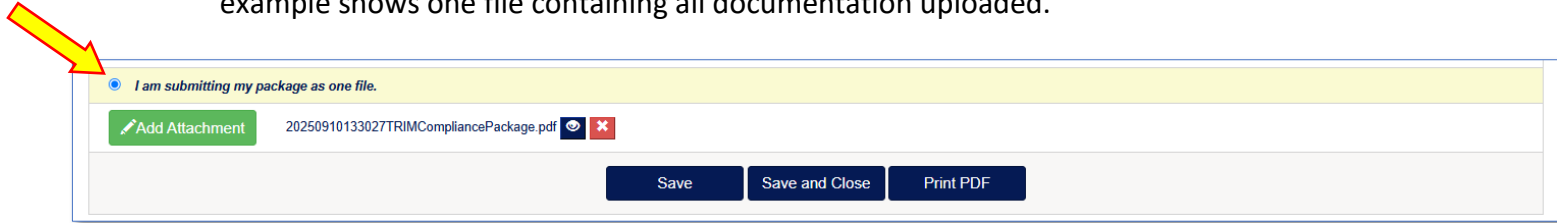
Date of Final Hearing:

09/05/2025

☒ **I am submitting individual documents.**

Add Attachment	ESE 524, Millage Resolution.	20250910132413ESE524MillageResolution.pdf 20250910132551NewspaperAd.pdf
Add Attachment	Ordinance or Resolution Adopting Budget, indicating order of adoption.	
Add Attachment	ENTIRE PAGE(s) from the newspaper for all newspaper advertisements:	
	a. Budget Summary Advertisement. b. Notice of Proposed Tax Increase or Budget Hearing Advertisement. c. Notice of Tax for School Capital Outlay. d. Amended Notice of Tax for School Capital Outlay.	
Add Attachment	Proof of Publication from the newspaper for all newspaper advertisements.	
Add Attachment	Additional Documentation	
	Additional documentation may include items that clarify one or more parts of your package submission (e.g. Executive Orders which impacted your timeframe, additional information from newspaper publishers indicating their error in printing your required advertisements). Additional documentation is not required as a part of package submission.	

When submitting a package in one file, the system allows only one file. If a user clicks **Add Attachment** after a file has been uploaded, the new file will replace the current file. This example shows one file containing all documentation uploaded.



☒ I am submitting my package as one file.

20250910133027TRIMCompliancePackage.pdf  

To view uploaded documentation, click the blue “eye” icon next to the file name. To delete uploaded documentation, click the red “X” icon next to the file name.

Once all files have been uploaded, click **Save** or **Save and Close** (see [section 4](#)).

7. Certifying the DR-487 Series Forms to the Department

- 7.1** Depending on the status of the forms in the DR-487 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-487 Series - Certification

DR-487 Series - 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-487 Series - Certification

DR-487 Series - Ready to Certify

If the forms are correct, certify this series below.

After certification, your forms will be available to the TRIM team for review.

Certify DR-487 Series

Return to Dashboard

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

DR-487 Series - Certification

DR-487 Series - 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 TRIM team for review.

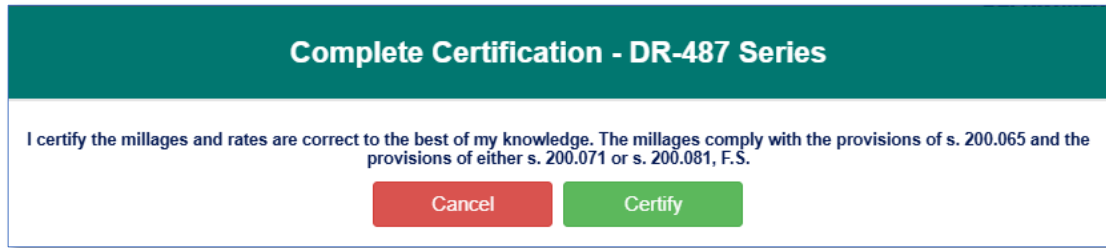
Return to Dashboard

NOTE: Only users with **User Primary with Certification** access to **OASYS eTRIM** can certify forms. If the **Certify DR-487 Series** button does not appear when all forms are in **Complete** status, contact the taxing authority's **OASYS Access Manager** for more information.

- 7.2** 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-487 Series** button.

A dialog box with the certification statement appears.

A dialog box titled "Complete Certification - DR-487 Series" with a teal header. The main content area is white and contains a certification statement: "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." Below the text are two buttons: a red "Cancel" button and a green "Certify" button.

Complete Certification - DR-487 Series

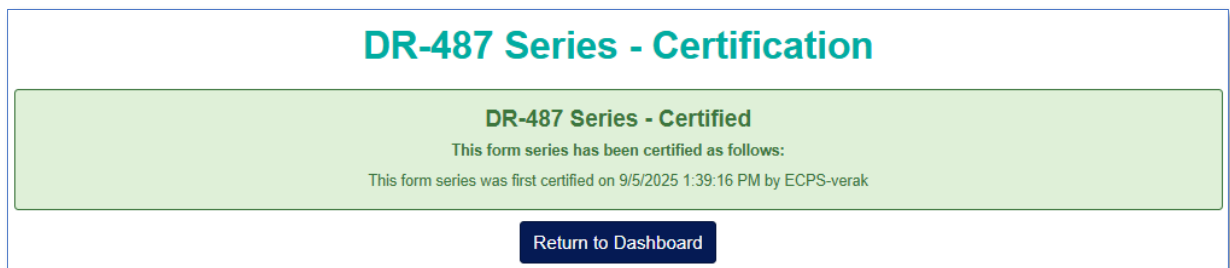
I certify the millages and rates are correct to the best of my knowledge. The millages comply with the provisions of s. 200.065 and the provisions of either s. 200.071 or s. 200.081, F.S.

[Cancel](#) [Certify](#)

Click the **Certify** button to certify the Form DR-487 Series or click the **Cancel** button to return to the **Taxing Authority Worklist** without certifying the Form DR-487 Series.

OASYS eTRIM applies the user's electronic signature certifying the forms and informs the Department that the taxing authority has submitted the TRIM compliance package for review.

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

A confirmation message box titled "DR-487 Series - Certification" in teal. The main content area is light green and contains the text: "DR-487 Series - Certified", "This form series has been certified as follows:", and "This form series was first certified on 9/5/2025 1:39:16 PM by ECPS-verak". At the bottom is a dark blue button labeled "Return to Dashboard".

DR-487 Series - Certification

DR-487 Series - Certified

This form series has been certified as follows:

This form series was first certified on 9/5/2025 1:39:16 PM by ECPS-verak

[Return to Dashboard](#)

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

Addendum A - Terminology

TRIM Entities

Dependent District	District 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 • 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 changes 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.
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.