



SAINT LOUIS COUNTY
Revenue

September 3, 2024

MEMORANDUM

To: All Lending Institutions
Re: Real Property Tax Billing

We are offering the following options for real property tax billing for 2024.

Option 1: (All Lending Agency with more than 500 properties MUST use Option 1)

Lending Agency will select parcels to be billed from a full file of all taxable properties in St Louis County Missouri. (Full file means at least 396,803 parcels) You will select parcels to be paid by placing Agency code(s) (previously assigned by St Louis County) on parcels you select for billing.

Option 2:

Lending Agency with 500 or less parcels send requests for bills on **the attached** EXCEL spreadsheet which is formatted to our specifications. **Other excel spreadsheets will NOT be accepted** you must use the attached spreadsheet as is. See attached for Excel spreadsheet and return to us via e-mail to jgaston@stlouiscountymo.gov.

We need your choice of option one or two no later than September 30, 2024.

- Those that choose option one, will receive **full file** to select accounts to be flagged with your agency code. Data files of selected accounts must be returned to County not later than **October 1, 2024**.
- Those choosing option two must send a list of parcel numbers on our Excel spreadsheets via e-mail, formatted to our specifications not later than **September 30, 2024**.
- St Louis County will make available tax amounts for payment as soon as possible after billing. Those choosing Option 1 will be notified and will have the file available for processing. Option 2 requests will receive an EXCEL spreadsheet via e-mail with chosen parcel numbers and tax amounts due.

All payments must be received in Collector's office by **December 1st** to allow time for processing. Additional bills may be requested for payment by using the same method as you did for the initial payments, or you may pay additional parcels online by direct debit at www.stlouiscountymo.gov (call for additional information).

Thank you in advance for your cooperation and prompt attention to this matter.
Jamie Gaston—Accountant II – (314) 615-2550