



JOEL M. GREENBERG
 SEMINOLE COUNTY TAX COLLECTOR
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Branch Office Service Policy Notice to Commercial Accounts Effective **February 01, 2018**

The Office of the Seminole County Tax Collector occasionally modifies our Commercial Accounts Service Policy regarding the number of individual dealer, title service, and financial institution transactions we will process. As of February 1, 2018, we are implementing the following changes:

<u>2</u> Transactions per check	<u>1</u> Transaction per check
8:30am-4:00pm	4:00pm-4:45pm

- No further call to a workstation or Que-ticket will be issued to process commercial account work after 4:45pm.
- A total of **six** transactions per day per dealer, financial institution, or title service may be processed over the counter.
- You may still choose to drop any amount of dealer, financial institution, or title service transactions at any time during our office hours and it will be processed and ready for your pick up within 48 to 72 hours.
- When you arrive at the Casselberry or Lake Mary or Longwood Greeter station, be sure to announce you are a “dealer”, or “financial institution”, or “title service”.

Our goal is to provide our commercial accounts with good customer service, while acknowledging our responsibility to provide equal timely service to all our other walk-in customers. We believe our dropped dealer work turn-around, generally within 24 to 48 hours, and occasionally at the 72 hours standard, is unequaled in the surrounding counties that are willing to process your transactions.

*At managerial discretion, we may limit service to any out of county dealer, financial institution, or title service.

Our County ~ Our Priority

Sanford Branch Office
 1101 E First Street
 Sanford, FL 32771

Casselberry Branch Office
 104 Wilshire Blvd
 Casselberry, FL 32707

Oviedo Branch Office
 1490 Swanson Dr #100
 Oviedo, FL 32765

Longwood Branch Office
 260 Wekiva Rd #1050
 Longwood, FL 32779

Lake Mary Branch Office
 845 Primera Blvd
 Lake Mary, FL 32746