

INSTRUCTIONS ON TAX CLEARANCE

Purpose: A Tax Clearance is to determine whether an owner/lessee, etc. is current in their Real Property Taxes and other County Taxes.

A Tax Clearance for Real Property is issued only if the owner/taxpayer/company is current in their Real Property and other County Taxes.

If an owner/taxpayer/company is current with their Real Property Taxes, they will then be directed to the Treasury Department to determine whether they are current with other County Taxes.

A Tax Clearance will then be issued from the Treasury Department.

1. Owner/Taxpayer/Company is required to fill out Request for Tax Clearance Form (located at www.kauai.gov)
 - a. One (1) Owner/Taxpayer/Company only per form
 - b. Fee is \$5.00 for clearance – paid at Treasury Department if clearance is issued (payable to the **Director of Finance**)
 - c. If more than one person is requesting a clearance, each one will need to fill out a separate form.
 - d. Form may be filled out at the counter or mailed in
 - i) **If form is filled out at counter**, Real Property Taxes will be checked if current. The Treasury Department will also check their records for current Taxes. If taxes are current, a Tax Clearance will issued after a payment of \$5.00
 - ii) **If form is mailed in**, a \$5.00 check made payable to the Director of Finance will need to accompany the request. Real Property Taxes will be checked if current. The Treasury Department will also check their records for current Taxes. If taxes are current, a Tax Clearance will issued and mailed to the requesting Owner/Taxpayer/Company.

Mail To: **4444 RICE ST STE 463, LIHUE HI 96766**

2. If taxes **are** current on all the parcels and other County Taxes the Owner/Taxpayer/Company owns; a clearance is issued.
3. If taxes **are NOT** current on all the parcels and other County Taxes the Owner/Taxpayer/Company owns; a clearance is **NOT** issued.