



*Remembering the Past, Preparing for the Future*

Charles T. Barton  
Auditor

Dear Taxpayer:

Please take the attached form to your fire department to request the fire fee be removed from your tax notice. Once this form is complete, **retain a copy for future reference** and return the original to this office.

This form is intended to remove the fire fee for **one year only, for the current tax notice; it does not remove the fire fee permanently**. The fire fee can only be removed permanently by the assessor's office using the list provided once a year to the fire department by the County. **Note that the attached form asks both you and the fire department to retain a copy for future reference. Please insist that the fire department retain a copy and use it for the purpose of updating their records for following tax years.**

It is the fire department's responsibility to, once a year, review a computer list and verify those parcels that are required to pay a fire fee and those parcels that are not required to pay a fire fee. The updated list is returned to the assessor's office and the information entered into the assessor's database. Tax notices (with or without fire fees) are then generated from this database. Ask your fire department to please correct and return the list supplied by the assessor in order to correctly update this permanent file. **(This is the only way your fire fee can be removed permanently.)** If everyone does his or her part, this should not be a problem in future years.

Thank you for your time and effort to correct this problem.

Charles T. Barton  
Auditor Aiken County



www.aikencountysc.gov

**Aiken County**  
**Office of the Auditor**  
Charles T. Barton, Auditor  
PO Box 94, Aiken, SC 29802-0094  
(803) 642-1511 Fax (803) 642-1530

## REQUEST TO DELETE/ADD FIRE FEE

Name of Property Owner(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Receipt Number: \_\_\_\_\_ Tax Map Number: \_\_\_\_\_

Amount to be Deleted: \$ \_\_\_\_\_ or Added: \$ \_\_\_\_\_

Person Authorizing: \_\_\_\_\_

Fire Department: \_\_\_\_\_

Date: \_\_\_\_\_

Please take or send this form to your local fire department and have an authorized person complete. When completed, return to:

AIKEN COUNTY AUDITOR  
PO Box 94  
Aiken, SC 29802-0094

When the transaction is completed, a copy of this form will be forwarded to your local fire department for future billing records.

**Fire Departments – Please retain this as a record to delete/add for future years.**

**Property Owners – Please retain a copy for your records for future reference.**

**YOUR LOCAL FIRE DEPARTMENT IS RESPONSIBLE FOR SETTING FIRE FEE AMOUNTS.**

**Collection of the individual subscription fees shall be made through the Aiken County Treasurer's Office and Tax Collector's Office. After collection of the fees by the County Treasurer and County Tax Collector, unpaid fire fees shall be removed from the County's books and returned to the fire department for any further collection efforts.**

***ONLY ONE (1) REQUEST PER FORM, PLEASE***