

TAX BILLING YEARLY CHECKLIST

Summer Billing

The following steps must be completed. Some of the steps may be assigned to another person or department, but all steps should be reviewed before printing tax bills.

- | Assessor's Office | Date Completed |
|---|-----------------------|
| 1. Run Misc. Totals/Statistics to use for balancing tax roll to assessing MBOR totals | _____ |
| 2. Provide report and/or totals for all types of properties to Treasurer | _____ |
| 3. Export values from Assessing | _____ |

- | Treasurer's Office | Date Completed |
|---|-----------------------|
| 1. Create new tax year database | _____ |
| 2. Determine which previous year database files will be copied to new database | _____ |
| 3. Import files from Assessing | _____ |
| 4. Run a Standard Tax Roll (Original Roll-No Adjustments) to balance
<i>(multiple copies of this roll must be run to have totals for each property type)</i> | _____ |
| 5. Establish the link to the proper new assessing database | _____ |
| 6. Review the following setup screens that may have been copied from previous year: | |
| Unit Address | _____ |
| Tax Year in Calculation Options | _____ |
| Property Class Codes | _____ |
| School District Codes | _____ |
| Equalization Factors (if applicable) | _____ |
| DDA and other capture district codes (exclusions will need add'l review later) | _____ |
| Fiscal Years (if printing on tax bills) | _____ |
| Postal Permit (if printing on tax bills) | _____ |
| GL numbers (review if new millage items are used) | _____ |
| Master Mortgage Code list | _____ |
| Special Assessment Codes and Descriptions | _____ |
| 7. Create millage tables for: (list all that apply for your unit to each School District) | |
| Ad Valorem + DDA | _____ |
| Pre-94 IFT | _____ |
| Post-94 IFT | _____ |
| IFT-REZ | _____ |
| REZ | _____ |
| NEZ | _____ |
| OPRA | _____ |
| CFA/CFR | _____ |
| MBT Exemptions (for all Tax Millage tables) | _____ |

Treasurer’s Office Continued...

Date Completed

- 8. Get approval of millage rate report from County Treasurer (suggested) _____
- 9. Review parcels with special circumstances (list additional if needed)
 - IFT parcels with alternate SET rate _____
 - DNR parcels with no Admin Fee _____
 - Other: _____
 - Other: _____
 - Other: _____
- 10. Run a Standard Tax Roll (Original Roll-No Adjustments) to include tax calcs
(multiple copies of this roll must be run to have totals for each property type) _____
- 11. Run a Standard Warrant to verify calculated tax dollars
(multiple copies of this roll must be run to have totals for each property type) _____
- 12. Review bill format and update if necessary _____
- 13. Verify the "Send Bill To" information _____
- 14. Update Tax Bill Messages (if printing on tax bills) _____
- 15. Print bill sample for a parcel from each millage table type to review calculations _____
- 16. Send sample bills to external printer if applicable _____
- 17. Verify Interest/Penalty dates and calculations _____
- 18. Mortgage Codes:
 - Import Mortgage Code request files _____
 - Update manual Mortgage Code changes _____
 - Print Mortgage Code compare report to find codes w/no Master record _____
 - Print Mortgage Code/Parcel # Cross Reference report _____
- 19. Add Special Assessments:
 - Import all Special Assessment files where electronic data is available _____
 - Add manual Special Assessments _____
 - Print Special Assessment rolls _____
- 20. Process JBOR/MTT/STC adjustments prior to summer billing (optional)
 - Assessing creates Adjustments export file and provides totals for balancing _____
 - Import Adjustments file from Assessing _____
 - Run a Standard Tax Roll (Adjustment Roll-All Adjustments)
(multiple copies of this roll must be run to have totals for each property type) _____
 - Balance JBOR and MTT/STC adjustments to date with Assessing _____
- 21. Run Settlement Report as a baseline _____
- 22. Run Invalid Address Report (coordinate changes with Assessing) _____
- 23. Run Random Number Utility for ePayments _____

Treasurer's Office Continued...

Date Completed

- 24. Number tax bills _____
- 25. Create a backup of your BALANCED database _____
- 26. Commit Calculated Tax Amounts for Summer season _____
- 27. If you are linked to the Equalizer Assessing program, run the utility
to write floating values in order to update names and addresses _____
- 28. Print tax bills or export to printing vendor _____
 - Export Mortgage company files _____
 - Print Taxpayer Informational Copy of bills sent to Mortgage company (if applicable) _____
 - Print non-Mortgage code bills _____
- 29. Print Tax Rolls or export to printing vendor _____

Questions or concerns? Please contact Tax Support at either 517.641.8900 or taxsupport@bsasoftware.com.