

## Printing Estimated Tax Bills

At the key prompt go to "TAX", "TAX PROOFING", then run "Pagesum Report" check the Assessed Values and the Deductions to the Tax Duplicate.

Total Taxable Assessment	\$235,466,200.00
Total Util Taxable Assessment	\$ 1,214,337.00
Total Taxable A/O Assessment	\$ 0.00
Total Util A/O Assessment	\$ 0.00
Total Assesment	\$236,680,537.00
Total Tax Due Current Year	\$ 6,172,878.36
Special Taxes	\$ 0.00
Special Taxes Added/Omtt	\$ 0.00
Deductions	\$ 34,250.00-
Total Net Tax Due	\$ 6,138,628.36

If they don't balance, **don't print your bills and call Municipal Software.**

if your duplicate is in proof, select "F8 DUPLICAT MAINT", "F4 Caculate Taxes"

```

/mis/tax2/sussex Extend Duplicate

1 - Print Over Paid Report
2 - Print Adjustment Report
3 - Update All Tax Records with New Tax Rate
4 - Estimate 3rd Quarter Taxes
5 - Update All Quarters After Estimated Bills
X - Exit

choice: █
```

Select "Estimate 3<sup>rd</sup> Quarter Taxes". **NOTE: Do not do any adjustments such as appeals, this is an estimated rate only and is not the final rate, we do the adjustments when we get the "final rate".**

Enter the rate in decimal format e.g. \$4.235 as 4.235

Enter The Estimated Tax Rate : \$

Enter The Estimated Tax Rate : \$4.235

```

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X - Exit

Choice:

```

Select “X”, then “F9 Return”, check a few block and lots out to make sure the rate was properly applied.

Next, if you wish to add a “Note” on the bill go to “F6 Municipal Info”, and edit the comment field

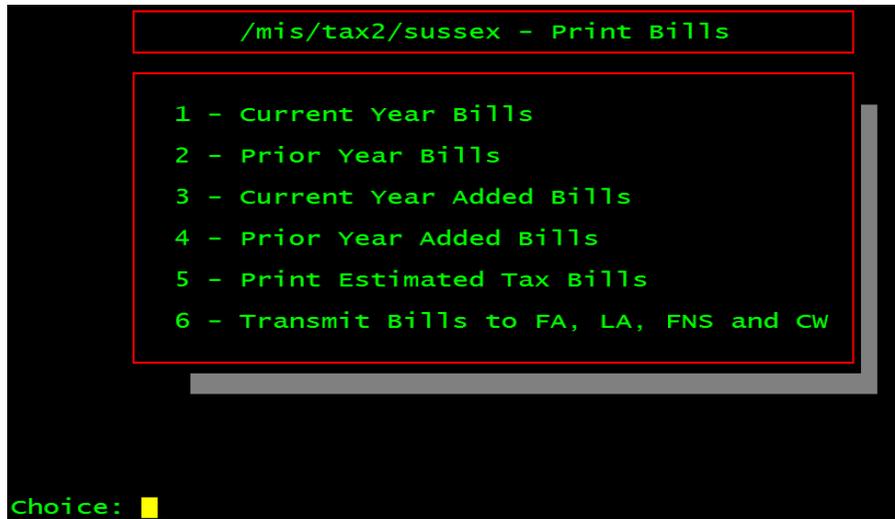
```

MUNICIPAL DATA VY2K
TYPE: TAX COLLECTON
NAME & TITLE: TERRY BESHADA, CTC
MUNICIPALITY: SUSSEX BOROUGH
ADDRESS: 2 MAIN STREET
CITY, ST: SUSSEX, NJ
ZIP, COUNTY: 07461 - SUSSEX
PHONE: 973-875-4831
OFFICE HRS: 9:00 AM - 4:30 PM
COMMENT: This is an estimated tax bill and
is due Aug 1st 2008

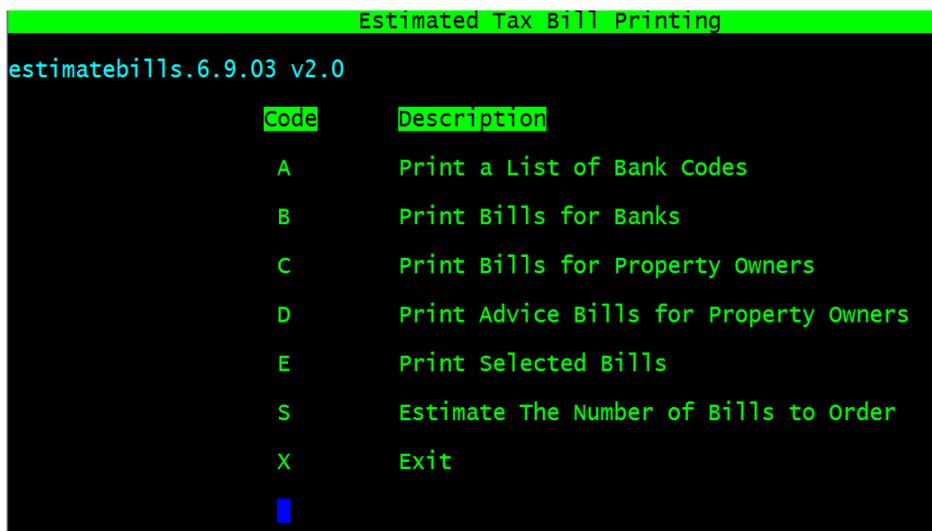
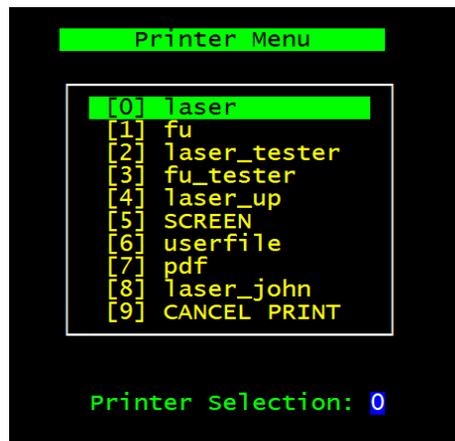
Action 1 1=Edit 2=Int & Grace 3=Billng 4=Bill Align ESC=Quit No Save 8=Exit

```

Next , go to “F7 TAX PROOFING”, “F6 Print Tax Bills”



Select “Print Estimated Tax Bills”  
Select your printer



I suggest you test print one page of bills, to make sure the printing fits in the form properly,

“Print Selected Bills”.

```
Print Single Bill

Code      Description
A         Print Bank Copy
B         Print Property Owners
C         Print Advice for Property Owner
D         Print Duplicate

X         Exit
█
```

Select “Print Duplicate”

```
TAX RECORD IDENTIFICATION SUSSEX BOROUGH
PRINT A SINGLE TAX BILL
Use Easiest Way To Identify Record <ESC> or '*' returns you to the main menu.

Place Stub Under Barcode Reader :  barcode
Tax I.D. :                          id
Block, Lot, and Qualification :     block  lot  qualif
Owner's Name :                      name
Location :                          location
```

Enter the “Block and Lot”, if the Bill does not line up properly, call Municipal Software.  
Press <ESC>, then select “X”

```
Estimated Tax Bill Printing
estimatebills.6.9.03 v2.0

Code      Description
A         Print a List of Bank Codes
B         Print Bills for Banks
C         Print Bills for Property Owners
D         Print Advice Bills for Property Owners
E         Print Selected Bills
S         Estimate The Number of Bills to Order
X         Exit
█
```

Select "Print Bills for Property Owners",

```
Owner Tax Bill Sorting

Code      Description
B         Sort By Block and Lot
N         Sort By Owner Last Name

X         Exit
█
```

Select your sorting method (B&L or Name)  
My Suggestion is to Print the Property Owners, then the Bank copies (excluding First American and FIS, Countrywide and Wellsfargo), and then Advice Copies.  
Lastly select "Transmit Bills to ....."

```
/mis/tax2/knowlton - Print Bills

1 - Current Year Bills
2 - Prior Year Bills
3 - Current Year Added Bills
4 - Prior Year Added Bills
5 - Print Estimated Tax Bills
6 - Transmit Bills to First American/Lereta
X - Exit

Choice: █
```

Enter your County and Municipal Code (you can find it in the duplicate if you don't know it)

```
Enter County Code:      21
Enter Municipal Code:  13
```

You should see "Sending of Billing File was Successful" (from First American, Land America, FNIS, Countrywide and Wellsfargo) if not please call Municipal Software

```
k to process

Creating File Please Wait ....
2113fa

Encrypting File Please Wait ....

PKZIP(R) Version 2.51 FAST! Compression Utility for SCO Unix 4-15-1998
Copyright 1989-1998 PKWARE Inc. All Rights Reserved. Shareware Version
PKZIP Reg. U.S. Pat. and Tm. Off. Patent No. 5,051,745

  Encrypting files

Updating .ZIP: /mis/tax2/knowlton/2113fa.zip
Updating File: 2113fa.txt  Deflating (83.0%), Encrypting, done.

Sending File Please Wait .....

Cleaning Up Please Wait .....

Remote system type is unknown.
Using ascii mode to transfer files.
Local directory now /mis/tax2/knowlton
06-15-04 10:57AM                75743 2113lc.zip

Sending of Billing File was Successful. Press enter.....
```

**That's it you are Finished.**

Except for the stuffing part.....