Installing the Mod IV Master File

From the Keyprompt go to "TAX" ---> "TAX PROFFING" ---> "DUPLICAT MAINT"

Next select "Compare Duplict" and select the printer.

A screen similar to figure 1 will appear, put your "caps lock" key on

```
Date 12/23/03 FORE TAX COLLEGATION Version 2.00

Define Fields

C Print Block & Lot Differences

I Reset Fields

R Run Comparison

Printer Dest X EXIT

CODE: 

COMPARE TAX COLLEGATION

Version 2.00

Version 2.00
```

Figure 1

Select "D" for Define Fields and figure 2 will be displayed

```
O=check (N)=No check <Return> No chang
         Municipal Software
Property Class
Property Location
Building Description
Land Description
Acreage
Tax Map Page
Owner
Street Address
City State Zip Code
Senior Citizen:
Vetrans
windows:
Survivors
Disabled
special Tax Codes
Bank Code
Land Tax Value
Improvement Tax value
Net Taxable Value
1st Quarter
2nd Quarter
3rd Quarter
4th Quarter
Exemptions
```

figure 2

Selecting "Y" (yes check this field) or "N" (do not check this field) will define which fields will be copied form the county data base it is recommended that the following fields be copied from the county data base as in figure 2. Its up to the individual Tax Collector if they want to accept the name and address changes as they may be a few weeks old. After selecting "Y" or "N" to the "Exemptions" field the main menu see figure 1 will be displayed.

Next select "R" run from the main menu and the file will be processed and a print out of the changes will be sent to the printer and will look similar to figure 3

| ADDED RECORD 6 | 2 | QFARM | NEW ID | 25171 |
|--------------------|-------|--------------|--------|-------|
| ADDED RECORD 7 | 10.01 | QFARM | NEW ID | 25189 |
| ADDED RECORD 17 | 11.01 | | NEW ID | 25196 |
| ADDED RECORD 17 | 11.01 | QFARM | NEW ID | 25206 |
| ADDED RECORD 19 | 2.07 | | NEW ID | 25213 |
| ADDED RECORD 19 | 2.08 | | NEW ID | 25220 |
| ADDED RECORD 19 | 2.08 | QFARM | NEW ID | 25238 |
| ADDED RECORD 35 | 5.01 | OFARM | NEW ID | 25245 |
| ADDED RECORD 35.09 | 13 | X | NEW ID | 25252 |
| ADDED RECORD 39 | 2.02 | | NEW ID | 25260 |
| ADDED RECORD 59 | 1.02 | | NEW ID | 25277 |
| ADDED RECORD 64 | 2.04 | QFARM | NEW ID | 25284 |
| ADDED RECORD 76 | 34.01 | | NEW ID | 25291 |
| ADDED RECORD 81 | 8 | QFARM | NEW ID | 25301 |
| ADDED RECORD 84 | 2.01 | | NEW ID | 25319 |
| | | | | |
| | | | | |

| CAN'T DELETE | 6 | 2 | Has Transactions Transfer Them F | |
|--------------|-------|-------|--|-------|
| CAN'T DELETE | 7 | 10 | QFARM Has Transactions Transfer Them I | First |
| DELETED | 17 | 3121 | QFARM | |
| DELETED | 19 | 2 | | |
| DELETED | 35.09 | 2 | | |
| DELETED | 39 | 2.02 | QFARM | |
| CAN'T DELETE | 63 | 64 | Has Transactions Transfer Them F | First |
| CAN'T DELETE | 63 | 65 | Has Transactions Transfer Them F | |
| CAN'T DELETE | 63 | 66 | Has Transactions Transfer Them F | |
| CAN'T DELETE | 63 | 67 | Has Transactions Transfer Them 1 | First |
| CAN'T DELETE | 76 | 34.01 | QFARM Has Transactions Transfer Them I | |
| DELETED | 81 | 9 | QFARM | |
| DELETED | 86 | 3.06 | QFARM | |
| DELETED | 86 | 3.07 | QFARM | |
| DELETED | 86 | 3.08 | QFARM | |
| DELETED | 86 | 3.09 | QFARM . | |
| DELETED | | 3.03 | S Alan | |
| DELETED | 3 | 6.02 | QEARM | |
| DELETED | 19 | 2.07 | QFARM | |
| DELETED | 1 | 5.30 | | |
| O FIGURE 180 | | | | |

Figure 3

If there are any messages "Can't Delete" you must "Z" Transfer the transaction (from the action line when you have the tax record on the screen) to another block and lot, then repeat this process until there are no more additions or deletions.

Next print a "page summary" from the key prompt "TAX" ---> "TAX PROOFING" ---> "Pagesum Report" The report should look similar to figure 4

Figure 4

| Total Taxable Assessment \$221,607,500.00 Total Util Taxable Assessment \$1,090,464.00 Total Util Taxable Assessment \$0.00 Total Dtil A/O Assessment \$0.00 Total Tax Due Current Year \$0.00 Special Taxes \$0.00 Special Taxes \$0.00 Special Taxes Added/Omtt \$0.00 Total Net Tax Due \$0.00 Total Taxes Due Quarter \$0.00 Total Taxes Due Added/Omitted \$0.00 Total Taxes Due By Quarter \$0.00 Total Taxes Paid Ist Half 2005 Total Taxes Paid Added/Omitted \$0.00 Total Taxes Paid Added/Omitted \$0.00 Total Taxes Paid Regular 2004 \$0.00 Total Taxes Paid Added/Omitted \$0.00 Total Taxes Paid Added/Omitted \$0.00 Total Taxes Paid Regular 2004 \$0.00 Total Overpaid Records Applied to Curr Year \$0.00 Total Overpaid Refunded Current Year \$0.00 | Hopewell Township Tax Depart January 2004 Mon Jan 19 12:38:43 | | t Sui | nmary For Month Ending | |
|--|---|--|------------------|------------------------|--|
| Total Taxable A/O Assessment \$ 0.00 Total Util A/O Assessment \$ 0.00 Total Assesment \$ 0.00 Total Assesment \$ 222,697,964.00 Total Tax Due Current Year \$ 3,098,320.60 Special Taxes \$ 0.00 Special Taxes \$ 0.00 Special Taxes Added/Omtt \$ 0.00 Deductions \$ 92,250.00- Total Net Tax Due \$ 3,006,070.60 Total Taxes Due Quarter 1 : \$ 1,503,041.51 Total Taxes Due Quarter 2 : \$ 1,503,029.09 Total Taxes Due Quarter 3 : \$ 0.00 Total Taxes Due Quarter 4 : \$ 0.00 Total Taxes Due Added/Omitted : \$ 0.00 Total Taxes Due By Quarter : \$ 3,006,070.60 Total Taxes Due 1st Half 2005 \$ 0.00 Total Taxes Paid Ist Half 2005 \$ 0.00 Total Taxes Paid Regular 2004 \$ 44,406.64 Total Taxes Paid Added/Omitted \$ 0.00 Total Taxes Paid Regular 2004 \$ 44,406.64 Total Taxes Paid Added/Omitted \$ 0.00 Total Taxes Paid Regular 2004 \$ 44,406.64 Total Taxes Paid Regular 2004 \$ 44,406.64 Total Taxes Paid Regular 2004 \$ 7,376.63 Total Overpaid Records Applied to Curr Year \$ 7,376.63 Total Overpaid Refunded Current year Only \$ 0.00 Total Overpaid Transfer Current Year \$ 0.00 | Total Taxable Assessment | \$22 | \$221,607,500.00 | | |
| Total Util A/O Assessment \$ 0.00 Total Assessment \$222,697,964.00 Total Tax Due Current Year \$ 3,098,320.60 Special Taxes \$ 0.00 Special Taxes \$ 0.00 Special Taxes \$ 0.00 Deductions \$ 92,250.00- Total Net Tax Due \$ 3,006,070.60 Total Taxes Due Quarter 1 : \$ 1,503,041.51 Total Taxes Due Quarter 2 : \$ 1,503,029.09 Total Taxes Due Quarter 3 : \$ 0.00 Total Taxes Due Quarter 4 : \$ 0.00 Total Taxes Due Added/Omitted : \$ 0.00 Total Taxes Due By Quarter : \$ 3,006,070.60 Total Taxes Due By Quarter : \$ 3,006,070.60 Total Taxes Paid Added/Omitted : \$ 0.00 Total Taxes Paid Ist Half 2005 \$ 0.00 Total Taxes Paid Regular 2004 \$ 44,406.64 Total Taxes Paid Added/Omitted \$ 0.00 Total Taxes Paid Ist Half 2005 \$ 0.00 Total Taxes Paid Regular 2004 \$ 44,406.64 Total Taxes Paid in 2004 \$ 44,406.64 Total Taxes Paid Regular 2004 \$ 47,406.64 Total Taxes Paid Regular 2004 \$ 7,376.63 Total Overpaid Records Applied to Curr Year \$ 7,376.63 Total Overpaid Refunded Current Year 0nly \$ 0.00 Total Overpaid Transfer Current Year \$ 0.00 | Total Util Taxable Assessment | | \$ | 1,090,464.00 | |
| Total Tax Due Current Year \$ 3,098,320.60 Special Taxes \$ 0.00 Special Taxes \$ 0.00 Special Taxes \$ 0.00 Special Taxes Added/Omtt \$ 0.00 Special Taxes Added/Omtt \$ 0.00 Special Taxes Due Quarter 1 : \$ 1,503,041.51 Total Taxes Due Quarter 2 : \$ 1,503,029.09 Total Taxes Due Quarter 3 : \$ 0.00 Total Taxes Due Quarter 4 : \$ 0.00 Total Taxes Due Quarter 4 : \$ 0.00 Total Taxes Due Added/Omitted : \$ 0.00 Total Taxes Due By Quarter : \$ 3,006,070.60 STOTAL Taxes Due By Quarter : \$ 3,006,070.60 STOTAL Taxes Due 1st Half 2005 \$ 0.00 Total Taxes Paid Ist Half 2005 \$ 0.00 STOTAL Taxes Paid Regular 2004 \$ 44,406.64 STOTAL Taxes Paid Regular 2004 \$ 0.00 STOTAL Taxes Paid Regular 2004 \$ 0.00 STOTAL Taxes Paid Added/Omitted \$ 0.00 STOTAL Taxes Paid In 2004 \$ 0.00 STOTAL Taxes Paid Regular 2004 \$ 0.00 STOTAL Overpaid Records Applied to Curr Year \$ 0.00 STOTAL Overpaid Refunded Current Year \$ 0.00 STOTAL Overpaid Refunded Current Year \$ 0.00 STOTAL Overpaid Transfer Current Year \$ 0.00 STOTAL Overpaid | Total Taxable A/O Assessment | | \$ | 0.00 | |
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| Special Taxes | Total Assesment | | \$22 | 2,697,964.00 | |
| Special Taxes Added/Omtt \$ 0.00 Deductions \$ 92,250.00- Total Net Tax Due \$ 3,006,070.60 Total Taxes Due Quarter 1 : \$ 1,503,041.51 Total Taxes Due Quarter 2 : \$ 1,503,029.09 Total Taxes Due Quarter 3 : \$ 0.00 Total Taxes Due Quarter 4 : \$ 0.00 Total Taxes Due Added/Omitted : \$ 0.00 Total Taxes Due By Quarter : \$ 3,006,070.60 Total Taxes Due By Quarter : \$ 3,006,070.60 Total Taxes Paid Ist Half 2005 \$ 0.00 Total Taxes Paid Regular 2004 \$ 44,406.64 Total Taxes Paid Added/Omitted \$ 0.00 Total Taxes Paid Added/Omitted \$ 0.00 Total Taxes Paid in 2004 \$ 44,406.64 Total Taxes Paid Taxes in 2003 \$ 69,200.29 Total Overpaid Records Applied to Curr Year \$ 7,376.63 Total Overpaid Refunded Current year Only \$ 0.00 Total Overpaid Transfer Current Year \$ 0.00 | Total Tax Due Current Year | | \$ | 3,098,320.60 | |
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| Total Net Tax Due \$ 3,006,070.60 Total Taxes Due Quarter 1 : \$ 1,503,041.51 Total Taxes Due Quarter 2 : \$ 1,503,029.09 Total Taxes Due Quarter 3 : \$ 0.00 Total Taxes Due Quarter 4 : \$ 0.00 Total Taxes Due Added/Omitted : \$ 0.00 Total Net Taxes Due By Quarter : \$ 3,006,070.60 Total Taxes Due Ist Half 2005 \$ 0.00 Total Taxes Paid 1st Half 2005 \$ 0.00 Total Taxes Paid Added/Omitted \$ 0.00 Total Taxes Paid Added/Omitted \$ 0.00 Total Taxes Paid in 2004 \$ 44,406.64 Total Taxes Paid in 2004 \$ 44,406.64 Total Taxes Paid Taxes in 2003 \$ 69,200.29 Total Overpaid Records Applied to Curr Year \$ 7,376.63 Total Overpaid Refunded Current Year \$ 0.00 Total Overpaid Transfer Current Year \$ 0.00 | Special Taxes Added/Omtt | | \$ | 0.00 | |
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| Total Taxes Due Quarter 2 : \$ 1,503,029.09 Total Taxes Due Quarter 3 : \$ 0.00 Total Taxes Due Quarter 4 : \$ 0.00 Total Taxes Due Added/Omitted : \$ 0.00 Total Net Taxes Due By Quarter : \$ 3,006,070.60 Total Taxes Due 1st Half 2005 \$ 0.00 Total Taxes Paid 1st Half 2005 \$ 0.00 Total Taxes Paid 1st Half 2005 \$ 0.00 Total Taxes Paid Regular 2004 \$ 44,406.64 Total Taxes Paid Added/Omitted \$ 0.00 Total Taxes Paid in 2004 \$ 44,406.64 Total Taxes Paid Taxes in 2003 \$ 69,200.29 Total Overpaid Records Applied to Curr Year \$ 7,376.63 Total Overpaid Refunded Current year Only \$ 0.00 Total Overpaid Transfer Current Year \$ 0.00 | Total Net Tax Due | | \$ | 3,006,070.60 | |
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| Total Overpaid Records Applied to Curr Year \$ 7,376.63 Fotal Overpaid Refunded Current year Only \$ 0.00 Fotal Overpaid Transfer Current Year \$ 0.00 | rotal Taxes Paid in 2004 | | Ş | 44,406.64 | |
| Total Overpaid Refunded Current year Only \$ 0.00 Total Overpaid Transfer Current Year \$ 0.00 | Total Prepaid Taxes in 2003 | | \$ | 69,200.29 | |
| Total Overpaid Transfer Current Year \$ 0.00 | Total Overpaid Records Applied to | Curr Year | \$ | 7,376.63 | |
| - | Total Overpaid Refunded Current y | ear Only | \$ | 0.00 | |
| Total Current Voer Tou Daid | Total Overpaid Transfer Current Y | 'ear | \$ | 0.00 | |
| Total Current lear lax Faid \$ 120,903.30 | Total Current Year Tax Paid | | \$ | 120,983.56 | |

If your assessments and deductions are in "Proof" you are done, if not check them page by page until they are in proof.

If your assessments and deductions are not correct your TAX BILLS will not be correct.