



REAL ESTATE TAX BILLING

RELEASE NOTES – DECEMBER 2016

This document explains new product enhancements added to the ADMINS Unified Community for Windows **REAL ESTATE TAX** system.

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1. TABLES

The tax rate table has been enhanced to allow for a split between Municipal and School rates as a site specific change for a community. Contact support@admins.com if your site uses this type of split rate to arrange for it to display on your forms.

1.1. Tax Rate Table [New]

In the example below, the full tax rate is \$33.68, and is made up of the \$15.49 for the Municipal rate plus the \$18.19 for the school rate.

15.49
18.19
33.68

Tax Rate Table

Year: 2017
 Type: 10 Real Estate
 District: 1
 Parcel Class: 1 Residential Tax
 Bill Category: 01

Apply To:
 Percentage of Value: 100.00
 Value Over
 First \$
 Percentage of Tax

Minimum Value of Value:
 as Surcharge on Value Exempt: 00
 Calculated on: Net Gross

Calculation:
 Flat Amount:
 Tax Rate: 14.66 Per 1000.00

Minimum Tax Required: Maximum Tax Required:

Figure 1 Before

Tax Rate Table [TRAINING]

Year: 2017
 Type: 10 Real Estate
 District: 1
 Parcel Class: 0 Mixed-Use
 Bill Category: 01 RE Tax

Apply To:
 Percentage of Value: 100.00
 Value Over
 First \$
 Percentage of Tax

Minimum Value of Value:
 as Surcharge on Value Exempt: 00
 Calculated on: Net Gross

Calculation:
 Flat Amount:
 Tax Rate: 33.68 Per 1000.00

Minimum Tax Required: Maximum Tax Required:

Municipal Tax Rate: 15.49 School Tax Rate: 18.19

Figure 2 After

[ADM-AUC-RE-8349]

2. MASSACHUSETTS DIVISION OF LOCAL SERVICES BULLETIN 2016-06B

The state of Massachusetts issued Bulletin 2016-06b, Revised Abatement, Exemption and Deferral Forms and Taxpayer Fact Sheets effective November 7, 2016. Changes were incorporated into the forms in November and are mentioned here to reflect the change. The link for the bulletin is <http://www.mass.gov/dor/docs/dls/publ/bull/2016/2016-06b.pdf>.

The changes are illustrated in the figures below.



2.1. Abatement (and Denial of Abatement) Certificate Changes [Fix]

State Tax Form 135/135E
Revised 2/1999

THE COMMONWEALTH OF MASSACHUSETTS
Town of ADMINS
Office of the Board of Assessors

Tax Bill
Billing
Issued

Property Tax Abatement Denial Notice
Fiscal Year 2015

This notice informs you that your application dated 6/15/2015 for an abatement of the tax year 2015 Tax assessed as of January 1, 2014 to [REDACTED] has been denied under the provisions of Chapter 59 of the General Laws.

Your application was denied by vote of the Assessors on 6/15/2015.

You may appeal this denial in the manner and under the conditions provided by Chapter 59, Sections 64-65B of the General Laws.

Under those sections, your appeal may be made to the Appellate Tax Board. The appeal must be filed within three months of the date your application was denied by vote of the Assessors or within three months of the date the application was deemed denied, whichever is applicable. With certain exceptions, you must also pay at least one-half the tax on personal property and, if the real property tax for the fiscal year is more than \$3,000, you must also pay at least one-half the tax on real property without incurring interest on any installment payment in order for the Appellate Tax Board to hear it.

The Assessors may grant an abatement in final settlement of your application during the period for filing an appeal. However, if a settlement is not reached and an abatement not granted during that period, you must file an appeal.

Figure 3 Abatement Denial–Before

State Tax Form 135/135E
Revised 11/2016

THE COMMONWEALTH OF MASSACHUSETTS
Town of ADMINS
Office of the Board of Assessors

Property Tax Abatement Denial Notice
Fiscal Year 2017

This notice informs you that your application dated 11/15/2016 for an abatement of the tax year 2016 Tax assessed as of January 1, 2006 to [REDACTED] has been denied under the provisions of Chapter 59 of the General Laws.

Your application was denied by vote of the Assessors on 12/2/2016.

You may appeal this denial in the manner and under the conditions provided by Chapter 59, Sections 64-65B of the General Laws.

Under those sections, your appeal may be made to the Appellate Tax Board. The appeal must be filed within three months of the date your application was denied by vote of the Assessors or within three months of the date the application was deemed denied, whichever is applicable. With certain exceptions, you must also pay at least one-half the tax on personal property and, if the real property tax for the fiscal year is more than \$5,000, you must also pay at least one-half the tax on real property without incurring interest on any installment payment in order for the Appellate Tax Board to hear it.

Figure 4 Abatement Denial–After

State Tax Form 147/147E
Revised 7/2009

THE COMMONWEALTH OF MASSACHUSETTS
Town of ADMINS
Office of the Board of Assessors

Property Tax Abatement Certificate
Fiscal Year 2015

CUMMINGS, GARY R
231 FARM ST, P O BOX 172
BELLINGHAM MA 02019-0172

The Board of Assessors voted on 6/15/2015 to allow an abatement under General Laws Chapter 59A, Section 27B for the tax year 2015.

Address: 231 FARM ST, BELLINGHAM MA

Your application for an abatement has been allowed under the provisions of Chapter 59 of the General Laws.

APPEALS: You may appeal the amount allowed in the manner and under the conditions provided by Chapter 59, Sections 64-65B of the General Laws. Under those sections, your appeal may be made to the Appellate Tax Board. The appeal must be filed within three months of the date the assessors voted to allow your abatement. With certain exceptions, you must also pay at least one-half the tax on personal property and, if the real property tax for the fiscal year is more than \$3,000, you must also pay at least one-half the tax on real property without incurring interest on any installment payment, in order for the appeal to be heard. The assessors may grant an abatement in final settlement of your application during the period for filing an appeal. However, if a settlement is not reached and an abatement not granted during that period, you must file an appeal.

Figure 5 Abatement Certificate–Before

State Tax Form 147/147E
Revised 11/2016

THE COMMONWEALTH OF MASSACHUSETTS
Town of ADMINS
Office of the Board of Assessors

Property Tax Abatement Certificate
Fiscal Year 2017

The Board of Assessors voted on 12/2/2016 to allow an abatement under General Laws Chapter 59A, Section 27B for the tax year 2017.

"Adjusted Tax" is entire year's tax as abated.

Your application for an abatement has been allowed under the provisions of Chapter 59 of the General Laws.

APPEALS: You may appeal the amount allowed in the manner and under the conditions provided by Chapter 59, Sections 64-65B of the General Laws. Under those sections, your appeal may be made to the Appellate Tax Board. The appeal must be filed within three months of the date the assessors voted to allow your abatement. With certain exceptions, you must also pay at least one-half the tax on personal property and, if the real property tax for the fiscal year is more than \$5,000, you must also pay at least one-half the tax on real property without incurring interest on any installment payment, in order for the appeal to be heard. The assessors may grant an abatement in final settlement of your application during the period for filing an appeal. However, if a settlement is not reached and an abatement not granted during that period, you must file an appeal.

Figure 6 Abatement Certificate–After

2.2. Deferrals [Fix]

In addition to the dollar amount changing from \$3000 to \$5000, the state form revision date was added in the upper left corner and the date field for the form was expanded to prevent truncation.



APPEALS: You may appeal the amount allowed in the manner and under the conditions provided by Chapter 59, Section 64-65B of the General Laws. Under those sections, your appeal may be made to the Appellate Tax Board. The appeal must be filed within three months of the date the assessor's voted to allow your deferral. With certain exceptions, if the real property tax for the fiscal year is more than \$3000, you must pay all of the tax without incurring interest on any installment payment in order for the appeals to be heard. The assessor's may grant a further deferral in final settlement to your application during the period for filing an appeal. However, if a settlement is not reached and a deferral not granted during that period, you must have filed a timely appeal for the assessor's to be able to take any further action on your application.

Figure 7 Before - Deferral

APPEALS: You may appeal the amount allowed in the manner and under the conditions provided by Chapter 59, Section 64-65B of the General Laws. Under those sections, your appeal may be made to the Appellate Tax Board. The appeal must be filed within three months of the date the assessor's voted to allow your deferral. With certain exceptions, if the real property tax for the fiscal year is more than \$5000, you must pay all of the tax without incurring interest on any installment payment in order for the appeals to be heard. The assessor's may grant a further deferral in final settlement to your application during the period for filing an appeal. However, if a settlement is not reached and a deferral not granted during that period, you must have filed a timely appeal for the assessor's to be able to take any further action on your application.

Figure 8 After-Deferral

Figure 9 Deferral Dates-Before

Figure 10 Deferral Dates-After

[TOC-SUP-SAPLAUC-2642]

3. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

3.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 11 shows a sample of the new numbering scheme. For example, a user may need the steps required to set the owner of record as of January 1 prior to running the billing. Support staff will refer the user to the help document **RE-270 Set Owner of Record January 1**, and the document is found in numerical order in the Help Reference Library.

[ADM-AUC-DOC-111]



Property Tax Help Reference Library


Reference Card			Last Run	Time
RE-100 Property Tax Help Documents Index	View	Email	11-Dec-2016	13:05:13.03
----- MAINTENANCE -----				
RE-110 Splits & Combinations	View	Email	14-Oct-2016	17:09:37.62
----- BILLING -----				
RE-210 Q1 Real Estate Billing	View	Email	02-Jul-2015	12:37:27.65
RE-220 Q2 Real Estate Billing	View	Email	14-Oct-2016	17:09:51.56
RE-230 Q3 Real Estate Billing	View	Email	14-Oct-2016	17:09:56.39
RE-240 Q4 Real Estate Billing	View	Email		
RE-250 Q3 Personal Property Billing	View	Email	01-Dec-2016	16:59:00.36
RE-270 Set Owner of Record as of Jan 1	View	Email	14-Oct-2016	17:10:15.91
RE-280 Upload Sales History	View	Email	14-Oct-2016	17:10:20.45
RE-290 Upload Billing Extract	View	Email	14-Oct-2016	17:10:24.38
RE-300 Upload Liens	View	Email	14-Oct-2016	17:10:27.69
RE-310 Omitted - Supplemental - Revised	View	Email	14-Oct-2016	17:10:31.10
RE-320 Personal Property Revised/Omitted	View	Email	14-Oct-2016	17:10:47.44
RE-330 Estimated Bill - How to Adjust after Issuance?	View	Email	18-Oct-2016	09:59:06.69
RE-340 Preliminary Bill - How to Adjust during Tax Roll?	View	Email	18-Oct-2016	09:40:47.46
RE-350 Q1 Tax Balancing Template	View	Email	14-Oct-2016	17:18:25.76
RE-360 Q1 Balancing Instructions	View	Email	14-Oct-2016	17:18:41.66
RE-370 Q2 Balancing Template	View	Email	14-Oct-2016	17:18:46.78
RE-380 Q2 Balancing Instructions	View	Email	14-Oct-2016	17:18:57.60
RE-390 Q3 Balancing Template	View	Email	14-Oct-2016	17:19:12.22
RE-400 Q3 Balancing Instructions	View	Email	14-Oct-2016	17:19:23.60
----- BETTERMENTS -----				
RE-460 Betterment Accounting	View	Email	14-Oct-2016	17:19:38.63
RE-470 Betterments - Setup New Project	View	Email	14-Oct-2016	17:19:43.10
RE-480 Betterment Payoff	View	Email	14-Oct-2016	17:19:51.45
RE-490 Betterments - Suspend/Apportion	View	Email	18-Oct-2016	10:01:20.06
RE-500 Recognize Future Betterments in Current FY	View	Email	21-Jan-2014	12:09:18.45
----- DEDUCTIONS -----				

[\[More\]](#)

Figure 11 New Numbering System for the Help Reference Library

3.1. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.



AUC PROPERTY TAX HELP DOCUMENTS INDEX

-A-

[Abatement History Report](#)..... 1 .. RE-550

[Abatements – Names on Refunds](#) RC-740

[Abatement Processing](#) RE-530

[Abatement Rescission](#)..... RE-540

[Account Balances](#) 2 .. RC-180

[Adjusting Estimated Bills after Issuance](#) RE-330

[Adjustments](#) RC-320

[Applying Payments to Tax, Interest, Fees](#) RC-190

[ADMINS Report Generator \(ARG\)](#) RE-730

-B-

[Convert RRC to CSC
\(Personal Property Concord MA\)](#)..... RE-690

[Copy Tables for New Year](#) RC-1500

[Create CSV Files from Excel Templates](#) RE-710

[CUSI Interfaces](#)..... RE-670

-D-

[Daily Delinquent List Interface](#) RC-1640

[Daily File](#)..... RC-1620

[Dates–Pay/Transaction Date vs.
Deposit Date](#) RC-1820

[Deduction Codes Table](#)..... RE-510

Figure 12 Help Documents Alphabetical Index with Clickable Links



Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. The initials correspond to the Library, so in the example shown, **RE** is the **Property Tax Help Reference Library**, and **RC** is the **Revenue/Collections Help Reference Library**. If the reference is to a Release Note, the **Month** and **Year** of the release note will be referenced.

	
Controlling Access to the Budget	BU-130
Cost Breakdown Reports	DEC-2016 ¹
Create CSV Files from Excel Templates	BU-310

¹ Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

3.2. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

- RE-100 Property Tax Help Documents Index [New]