

MARCH 2022

This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for Windows **TAX TITLE** system.

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1 REPORTS

[AUC] 4963-Repo	ort Library Tax Title / Deferral				
Goto	Report Library Tax Title / Deferral				
Actions	Report Name 11368-Tax Title - As Of a Date		port Run Run	Â	
	11383-Tax Title Balances as of (Trial Ba	lance)	Run Run		
Report Categories	5991-Deferral Form 410	Sample	Run		
1 Collection Reports	11386-Jax Jitle/Deferred Redeemed Parcels 11401-Tax Title Transaction History List	Sample	Run		
3 Other Reports	11402-Tax Title Transaction Summary	Sample	Run		
4 TT / Deferral Reports	11403-Continue Municipal Lien Form 291 5914-Tax Taking Form 410	Sample	Run		
	11390-Tax Title Account Profile	Sample	Run		
	5224-TI - Rossible Candidates and Exclusions	Sample	Pup		
	5815-Parcels by Tax Title Type	Sample	Run		
	5223-Parcel Flag Edit List	Sample	Run		
					RCRPTLIB

ADMINS added an "Original Taking Bill Year" column to the Excel® version of the #11368 Tax Title - As of a Date Report & all versions of the #11383 Tax Title Balances as of (Trial Balance) Report.

This is helpful for parcels with an original taking date that is not in the same fiscal year as the taking. The report # was added to the resulting report names to make it easier to find when retrieving output.

The Original Taking BILL Year is the Bill Year

that is being put into tax title and could be different from the calendar year and the fiscal year

1.1 #11368 Tax Title - As of a Date Report [Enhancement]

This additional column is available on the **Excel**[®] version of the report. Physical page size limitation does not allow for the additional column when run as Print/Preview/**PDF**[®].)

	G. 4 File	5 - ♂ - Home	≂ Insert Page Lavout F	Formulas Data Re	view View ΩTell	T. I me what you y	ax_Title_A	sof_14-Sep	p-2021_	l - Excel				
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	Δ	в	C	D	F	F	G	н	1		к	1	м	N
1			Ŭ				Title				N.			
2						Tax	nue							
3	Year	Bill#	Owner Name	Location	Owner	Charges	Payments	Adjustments	Refunds	Balance	Accrued_Int	14-Sep-2021	Original_Taking	Last Assessed Value
4	2019	006768-00				2002.12				2002.12	109.70	2,111.82		
5	2020	006768-00				1515.92				1515.92	81.74	1,597.66		
6			Total 0003-0001-000	2 244 FARM ST		3518.04				3518.04	191.44	3,709.48	5/12/2021	473,50
7	2002	006781-00	and the second sec	and the second s		85.44				85.44	249.99	335.43		
8	2003	006781-00				100.75				100.75	294.04	394.79		
9	2004	006781-00				105.39				105.39	290.41	395.80		
10	2005	006781-00	COMPTON PROF. C.	and the second s		104.8				104.8	272.09	376.89		

Figure 1 Before – only the Original Taking Date was shown

E 5 - C - ∓ File Home Insert	ne what you want	to do	Tax_Tit	le_Asof_113	69_02032022	2_MUPDEV5[2]] - Excel			T
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1								-		
3								Oniginal	Onininal	
4 Parcel# Lu	Charges	Payments	Adjustments	Refunds	Balance	Accrued Int	03-Feb-2022	Unginai	Unginai	alue TT Attorney
5 Parcel 0003-0003-0000	1643.94				1643.94	106.65	5 1,7	50.5 Taking Year	Taking Date	1,900
6 Parcel 0004-0014-0000	6930.99				6930.99	449.66	3 7,3	80.6	0/0/2024	6,600
7 Parcel 0004-0033-0000	2769.66				2769.66	4,317.11	7,0	86.7	9/6/2021	9,300
Parcel 0004-043B-0000	1878.25				1878.25	4,095.11	5,9	73.3 2020	9/8/2021	4,700
Parcel 0007-0002-0000	1308.49				1308.49	894.60	2,2	03.0	7/4/0004	6,400 LCCP
0 Parcel 0007-0009-0000	721.74	640			81.74	3.51		85.2	7/1/2001	0,500
								1992	10/30/1992	
								2013	7/28/2014	
								2020	9/8/2021	

Figure 2 After – the Original Taking Bill Year and Original Taking Date are listed

1.2 #11383 Tax Title Balances as of (Trial Balance) Report [Enhancement]

File	ح ک на	्रे - = ome Insert Pag	je Layout Fo	rmulas [Data Revi	iew Vie	Baland w Q Tell me what you	eAsOf_	70_14-Sep-2	2021_	\[1].xml -	Excel								
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	A	в	с		D	E	F	G	н	1.1	J	к	L	N	Λ		N			0
1 Bill#		Owner	Location	Parcel		Category	Description	Charges	Abate_Deduct	Adj-Oth	Refunds	Payments	Balance	Original	Taking	Last	Assessed	Value	TT A	ttorney
2						01	Tax	1,848.37					1,848.37					_		
3						30	Advertising Fee	32.75					32.75							
4						33	Demand	5.00					5.00							
5						34	Advertising Prep Fee	10.00					10.00							
6						35	Instrument of Taking Pre	106.00					106.00							
7		Total Bill Year: 2019					Ŭ	2.002.12					2.002.12							
8						01	Тах	1 510 92					1 510 92							
9						33	Demand	5.00					5.00							
10		Total Bill Year: 2020					5 official of	1,515,92					1.515.93							
11 0067	68-00			0003 -0	001 -0002			3,518.04					3,518.04	5/12/202 [.]	1		4	173,500	CITY	
10007	00-00			0003 -0	001 -0002			0,018.04					0,018.04	3/12/202	1			13,000	CIT	

Figure 3 Before – only the Original Taking Date was shown

The additional column is available on the Excel® version of the report:

⊟ 5	* C* +						Bal	lanceA	sOf_7(0_11383	3_020420)22_MU	PDEV5[2] - Exc	el		
File	Home Insert Page Layout	Formulas Data F	Review View	🛛 Tell me v	/hat you want to do									-		
U43	\bullet : $\times \checkmark f_x$												M	N		
A IN	в	с	D	E	F	G		н	1	J	к	L	Original	Original		р
1													Taking Year	Taking Date		
2 Bill#	Owner	Location	Parcel	Category	Description	Charges	Abate	Deduct	Adj-Oth	Refunds	Payments	Balance			d Value	TT Attorney
3				01	Tax	1,480.06						1,480.06				
4				30	Advertising Fee	42.88						42.88				
5				33	Demand	5.00						5.00				
6				34	Advertising Prep Fee	10.00						10.00				
7				35	Instrument of Taking Pre	106.00	1					106.00				
8	Total Bill Year: 2020					1,643.94	ł.					1,643.94				
9 001007-	00					1,643.94	1					1,643.94			431,900	
10													1			
11				01	Тах	6 767 11						6 767 11				
12				30	Advertising Fee	42.88						42.88	2020	9/8/2021		
13				33	Demand	5.00						5.00				
14				34	Advertising Pren Fee	10.00						10.00				
15				35	Instrument of Taking Pre	106.00						106.00				
16	Total Bill Year: 2020					6.930.99						6,930,99				
17 001035	00					6 930 99						6 030 00			356 600	
40				-		0,000.00	-					0,000.00			330,000	
18																
													2020	9/8/2021		

Figure 4 After – the Original Taking Bill Year and Original Taking Date are listed

Sector File Edit File	aland	eAsOf_70_14-Sep-2021									
Courier New	onnac	▼ 8 ▼ B I U	• E ##	E = = 🐣							
11383-TTTR	NHIS_	SYCAT_ASOF.REP Printed	14-Sep-2021 at 1	4:55:55 Tax	C: Title Balar	ity of ADMI nces as of	NS (Trial Balance)				Page 1
Bill Type:	70	Tax Title		as of 14-Sep-20	021					Test Dessered	
Bill#	Owne: Cate	r and Address gory	Charges	Abatements/ Deductions	Adj-Oth	Refunds	Payments	Balance	Taking	Value	TT_Attorney
006768-00											
	0003	-0001 -0002									
1	01	Tax	1848.37					1848.37			
1	30	Advertising Fee	32.75					32.75			
1	34	Advertiging Prep Fee	10.00					10.00			
	35	Instrument of Taking Pre	106.00					106.00			
*** Total	*** B	ill Year: 2019	2002.12					2002.12			
	01	- Tax	1510.92					1510.92			
	33	Demand	5.00					5.00			
*** Total	*** B		1515.92					1515.92			
		- Total:	3518.04					3518.04	12-May-2021	4	73500 CITY





The additional column is also available on the Print/Preview/PDF® version of the report:

- TedRE - B	alan	ceAsOf_70_11383_020420	22_MUPDEV5	[1]							
	onnac										
Courier New		- 8 - <u>B / U</u>									
11202-7770	NUTC	BYCAT AGON DED Drinted	04-Feb-2022 at	10-10-08 by MURD	PUE						Page 1
11303 1116		DIGAL_ADDI.KEF FILMOU	04 7ED 2022 80	10.10.00 by 10PD	2.5						raye 1
					Tax Title Bala	inces as of (1	frial Balance)				
Bill Type:	70	Tax Title		as of 02042022							
									Original	Original	
Bill#	Owne	r and Address	Charges	Abatements/ Deductions	Adj-Oth	Refunds	Payments	Balance	Taking Year	Taking Date	d e TT Attornev
001007-00											
	01	Tax	1480.06					1480.06			
	30	Advertising Fee	42.88					42.88			
	33	Demand	5.00					5.00			
	34	Advertising Prep Fee	10.00					10.00			
	35	Instrument of Taking Pre	106.00					106.00			
AAA Total	*** 0		1642 94					1642 94			
Total			1043.54					1043.34			
		Total:	1643.94					1643.94			0
									1		
									2020	08-sep-2021	

Figure 6 After – the Original Taking Bill Year and Original Taking Date are listed

[BLG-SUP-SAPLAUC-1437]

2 TABLES [Enhancement]

ADMINS added a Fee/GL Post Date column to the #11352 Additional Fee Edit List report. This provides an opportunity to check the edit list and anticipated posting date prior to posting to be sure it will post to the correct date.

2.1 Additional Fees – Edit List

To access the screen, from the menu, select:



Collections > Tax Title > Enter Additional fees

Figure 7 Before – the added fee edit list had no GL date



TedRE - AddFeeEdt_11352				-	
Courier New • 11 • B / U					
 11352-TTADDFEEEDT.REP	Printed 01-Mar-2022 at 15:25:22 by WENDY City of ADMI Additional Fee Ed	NS it List		Page 1	
** Tax Title - Additional Peac Bill4 Ye 001007-00 20 02-Mar-2022	it Report on Bill / Current Owner Parcel8 / 0003 Grand Total ***	Location 0003 -0000 #Entries: 1	Notes / Category test 2 70 Legal Fees	Charges 80.00	

Figure 8 After – column with Fee/GL Date

[ADM-AUC-TT-3870]

TAX TITLE ACCOUNT STATEMENTS PROCESS 3

To begin, from the menu, select:

Collections > Tax Title > Tax Title Account Statements

[AUC] 11421-Tax Title Account Sta	tements				×
Tax Title Accoun	t Statement	ts			
Description	Date	Start	End	Success	
Restart Process					
Tax Title Account Statement Form Text	02-Mar-2022	17:19:10.52	17:19:10.52	2 🗹	
Select Parcels with Outstanding Balances	01-Mar-2022	12:43:07.45	12:43:11.49	5 🗹	
Edit Work File	01-Mar-2022	15:51:34.93	15:51:35.23		
Account Statement Edit List	01-Mar-2022	15:51:53.53	15:51:53.53	3 🗹	
Print Account Statements	02-Mar-2022	09:31:25.15	09:31:32.12	2 🗹	
Attach Account Statements					
		TTACCSTN	1T-Single User		UP

The steps menu will guide the "single user" process, meaning that if the user "Jane" begins the process, only "Jane" will be able to complete the process.

This allows sites with multiple staff members to each run the process without interfering with one another. The steps are described in the sections below.

3.1 Restart Process

The first step is labelled

Restart Process

; use this step to discard any work in process and begin again. The default radio button is set to "O No"; be sure to select the "O Yes" radio button to clear the Date, Start, End, and Success indicators from the steps to start from scratch.

Task 11422: Restart Process	×
Restart Process	
Are you sure? No O Yes 	
Lookup OK Cancel Clear All	



3.2 Tax Title Account Statement Form Text

Edit the text that will appear on the statements using this step. There are 20 fields, each 60 characters, to enter the "body" of the letter to be sent to each owner. In addition, there are five fields that will print as a "closing" at the bottom of each letter. Click on the **Tax Title Account Statement Form Text** button to access the screen:



There are three "tokens" used to customize the text in the body of the letter so that each statement can have a unique "Original Date", "Original Bill Year", and "Original Fiscal Year" referenced* in the body of the letter.

Use the tokens by entering (Original Date), (Original FY Year) or (Original Bill Year) **use parenthesis to tell the process to substitute the value*.

Figure 9 The Tax Title Account Statement Form Text screen

The (Original Date) means original tax taking date. (Original FY Year) is the fiscal year that the original taking was done. The (Original Bill Year) token is the bill year for which the original taking was done.

In addition to the data entered on the form above, the statements also use data supplied in module control.



To make changes to the information listed on the screen, from the menu, select:



Collections Module Maintenance Module Control

	System Module C	ontrol		
Seg#Description		lanswer	Edit Button	
5600 Header Information Line #1	1	Town of Admins	1 Edit	
5601 Header Information Line #2			7	
5602 Header Information Line #3		219 Lewis Wharf		1
5603 Header Information Line #4		Boston, MA 02001		1
5604 Header Information Line #5		617,494,5100		
5605 Header Information Line #6				
5606 Header Information Line #7				7
5607 Header Information Line #8				
5608 Header Information Line #9				1
5609 Header Information Line #10				
5610 Form 410 Information (Middle of L	etter)	Town of Admins		יך
5613 Town Seal		D:\AUC_Development\admhome\auc\FORMS\Report		יר

Figure 10 Module Control Values used on the Statement

3.3 Select Parcels with Outstanding Balances

Run the Select Parcels with Outstanding Balances step; the system will present this prompt; enter a dollar amount to include parcels with balances over the entered amount. Enter .01 to capture all the parcels with outstanding balances in a work file.

Task 11423: Select Parcels with Outstanding Balances						
Select Parcels with Outstanding Balances						
Include Parcels with Balances over \$× (enter .01 for all) 100.00						
Run as O Preview O Print O PDF © Excel If Printing use Duplex @ Yes O No Lookup OK Cancel Clear All						

The edit list below will be displayed as part of the selection step.

1	☐ ちィ ♂・ ÷ AccountStatement_11426_ ^{nl-fixel}								
F	ile Home Insert Page Layo	out Formulas Data	Review View Q Tell me what you	want to do			Theresa C		
11	45 ▼ : X √ <i>f</i> ×								
	A	В	С	D	E	F	G		
1					Original				
2	Parcel	Location	Owner-at-Taking	Current-Owner	Taking-Date	Balance			
127	0098-0083-0000	LEDYARD ST	SMITH MAURICE J JR	SMITH MAURICE J JR	7/2/2007	2,459.99			
128	0098-0090-0000	FLORIDA ST	JONES GERALD R	ESTATE OF JONES GERALD R	12/1/1994	2,516.09			
129	0098-0126-0000	93 SALISBURY ST	GOOFY, GREGORY R	GOOFY, GREGORY R	9/25/2019	26,819.61			
130	0098-0135-0000	111 PULASKI BV	MICKEYMOUSE, STEVEN	MICKEYMOUSE, STEVEN	9/25/2019	5,019.55			
131	0098-0156-0000	17 GABY LN	POPEYE REALTY TRUST	POPEYE REALTY TRUST	6/30/2017	30,624.56			
132	0098-084+-0000	HUNT ST	SMITH MAURICE J JR	SMITH MAURICE J JR	7/2/2007	15,655.61			
133	0098-085A-0000	HUNT ST	SMITH MAURICE J JR	SMITH MAURICE J JR	7/2/2007	2,407.64			
134	0101-0002-0005	BOUND RD	DONALD DUCK, JUNIO R	ESTATE OF DONALD DUCK, JUNIOR	9/16/2013	377.90			
135	5	Total # Parcels 132		Total Balance		1,011,965.70			
136									
137	·								
138	Selection Legend:			2					
139				.5					
140	Select Minimum Balance Amount:	100.00							
141									
142	** Balance doesnt include any NE\	V INTEREST that might be	calculated when statements are printe	d					
143									

3.3.1 Rerun the Selection Step



Change the criteria for the minimum balance amount and run the step again; the system will display this message:

Click **[Yes]** – to continue with the *currently selected parcels (will not select anything new)*. No edit list will be produced, and the system will return to the steps menu.

Click **[No]** – to discard what is already selected and run the process again. A new edit list will be produced.

3.4 Edit Work File

The Edit Work File button displays the multi-record selection screen. Sort the data by clicking on any of the three column header buttons: [5 Parcel], [6 Location], or [7 Current Owner]. Select the parcels that will receive a statement here. Note that the *balance displayed does not include new interest*.

If most parcels *should* receive a statement, use the [2 Select All] button first and then deselect records by clicking the Sel box to remove the checkmark for that record.

If most parcels *should not* receive a statement, click on [3 Deselect All] and then check I the boxes for the few that will receive a statement.

Additional information on a parcel is available via hover text on the Current Owner field.

When the selections are made, return to the steps menu using the [1 Steps] button.

ETTE [AUC]	11425-E	dit Work File				- 0	×	
Goto			Edit Work F	ile Balance	does not include Ne	w Interest	5	
	and the second s		0 1 <i>1</i>	Duluitee	does not include ne	Winterest		
Actions	Sel	5 Parcel	6 Location	TENEOULT TESLOVO T	10720.95			
	Image: Contract of the second seco	090 -0086 -00	O DITH MATN ST	SOUTH MAIN ST BELLINGHAM R T	25713.57			
		090 -0171 -00	DO DE ST	BOROWSKI, HENRY	692,63			
1 Steps		050 -0131 -00	WLAND RD	LYNCH, CHARLES E JR & KAREN A	3109.30			
	0	090 -014A -00	O AN ST	GAGNON, ELIZABETH A, TRUSTEE	48041.18			
		090 -0172 -00	no st	LANGUIRAND, ROBERT + HELENE	2776.91			
2 Select All		000 0172 00	ULASKI BV	TAFT ESTATES LLC				
2 Description All	_ <u>∠</u> , ∪	090 -0178 -00	NE GROVE AV	OFTE MALIOOUD M	N N			
3 Deselect All	S OF S	1 -0036 -0000 1	NO PINE GROVE AV	Owner at Original Tax Taking	DRIVE-IN PROPER	S, LLC		
		4 -004F E	MWOOD AV	Original Taking Date 30-Jun-2	2017			
A Edit List	2 00	-00	WRENCE ST	RECIDENCE HEI KED IT	2300.25			
4 COLLISI	2 009	-00 L	WRENCE ST	TOWN OF BELLINGHAM	4669.44			
	2 009	5	L PROSPECT ST	WELLS, IAN A & KENDRA L	364.29	Λ		
	2 009	4 <u>-009</u> A	IDREWS ST	TOWN OF BELLINGHAM	1968,89	$ \rangle \rangle$		
	2 009	4 0099 0000 A	(DREWS ST	ESTATE OF GERALD BURKE	2125.48	\square \searrow		
	009	4 1 1 07 -0000 IS	OCKHOLM ST	TOWN OF BELLINGHAM	ſ			
		ake selections by cl	PUPREX, EDWARD + CORVELTA Hov					
	Ľ ľ	lake selections by ci	lecking the box -	Current Owner	record to			
	us us	e the [2 Select All] a	nd [3 Deselect All]	SINKU, GEURGE R				
	ă t	outtons: then refine t	he selections by	CHEDMON DOWTD E	alsplay more in	Tormation		
	Ĕ	obooking the indi	vidual boxoc	EPLONE NERMON L + SONOM P)	
		checking the intri	vidual Doxes	EDETTER ZEKE & GTI DO	1225 54			
	2 1009	4 -0267 -0000 7	WINTER ST	HTLL ROBERT P	1697.37			
	009	4 -0276 -0000 P	LASKI BV	G + G ASSOCIATES	3519.67			
	003	4 -050A -0000 P	THIER ST	TOWN OF BELLINGHAM	2364,70			
	009	5 -0008 -0000 9) WRENTHAM RD	TRUCHAN, MICHAEL JR	2383,29			
	009	5 -0023 -0000 1	31 WRENTHAM RD	PAPPAS, STEPHEN S	19854,12			
	009	5 -0038 -0000 8	GABY LN	CHIN, WAH CHIU-L/E	2536.51			
	009	6 -0019 -0000 6	SQUIRE LN	LOWRY CYNTHIA A	896.58			
	2 009	8 -0080 -0000 L	EDYARD ST	AREL, MARCEL + LILLIAN	2854.69 ¥			
Ready							UP	
				-		-		

Figure 11 The Edit Work File screen with three sort options and hovertext on the owner



3.5 Edit List

This Account Statement Edit List is displayed as part of the selection and is also available from the edit work file screen and on the step menu. Run as Preview/Print/PDF® or in Excel® format. The edit list should be run after making any selections within the Edit Work File screen, to provide a list of the currently selected parcels to receive statements. This is a required step and must be run before the print step will become available

📧 Task 11426: Account Statement Edit List	×			
Tax Title Account Statement Edit List				
Run as Preview Print PDF Excel If Printing use Duplex Yes No				
Lookup OK Cancel Clear All				
TedRE - AccountStatement_11426_ File Edit Format Options				
Courier New ▼ 9 ▼ B I U ■ ▼ Ξ 雲 Ξ 叠				
11426-TTACCSTMTEDT.REP Printed 03-Mar-2022 at 10:35:05 ACCOU	City of ADMINS nt Statement Edit Lis	at		Page 1
11426-TTACCSTMTEDT.REP Printed 03-Mar-2022 at 10:35:05 Accou Parcel Location	City of ADMINS nt Statement Edit Lis 	St 	Original Taking Date	Page 1 Balance **
11426-TTACCSTMTEDT.REP Frinted 03-Mar-2022 at 10:35:05 Accou Parcel Location 0003-0001-0002 0003-0001-0000 0004-014-0000 0004-014-0000 0004-0018-0000 0004-014-0000 0007-0002-0000 0007-0002-0000 0007-0002-0000 0007-0002-0000 0007-0002-0000 0007-001-0000 0009-0778-0000 0009-078-0000	City of ADMINS nt Statement Edit Lis	st. Current Owner	Original= Taking Date 12-May-2021 01-Oct-2021 01-Jot-2021 01-Jot-2021 01-Jot-2021 01-Jot-2021 03-Oct-2021 26-JJJ-2014 01-Oct-2021 15-Sep-2021 25-Aug-2021	Page 1 Balance ** 3,629.04 1,667.14 6,936.12 2,769.66 1,778.25 1,273.49 1,670.09 7,343.56 2,020.99 3,691.11
11426-TTACCSTMTEDT.REP Frinted 03-Mar-2022 at 10:35:05 Accou	City of ADMINS nt Statement Edit Lis	Current Owner	Original Taking Date 12-May-2021 01-OCt-2021 01-OCt-2021 01-JU-2021 01-JU-2021 03-OCt-2021 28-JU1-2014 01-OCt-2021 20-OCt-2021 15-Sep-2021 25-Aug-2021 25-Aug-2021 	Page 1 Balance ** 3, 629.04 1, 667.14 6, 936.12 2, 769.66 1, 778.25 1, 278.45 1, 67.09 7, 343.56 2, 020.99 3, 691.71 32, 997.05

Figure 12 The edit list run as Preview (locations and names intentionally obscured)

3.6 Print Account Statements



The **Print Account Statements** step prompt requires entering an Interest Date in the format MMDDYYY– new interest on balances will be calculated through to this date. If desired, select the date from the **[Lookup]**. This date will appear on the statement below the grid.

Statements can span over pages if the parcel's original taking

was many years ago. The grid below the "body" of the letter will show the Year of taking, the Bill #, the charge Category/Description, the Amount, any Abatements/Exemptions, Adjustments, Paid Amounts, Refunded Amounts, and a Balance.

If the charge is fully paid then it does not appear, only those transactions that have a balance will be shown. If there is a charge that is a credit - it will be included to show the correct balance

The numbers on the sample in section 3.6.1 correspond to the numbers in this document to show where the data on the form is coming from. Data not marked is hardcoded on the forms.



3.6.1 Sample Statement

2 Parcel: 0004 0014 0000		ADMINS	1		Town 219 Le Boston, 617	Page 1 of 1 of Admins wis Wharf MA 02001 7.494.5100
KOSA REAL ESTATE LLC 50 ADAMS ST MEDWAY CA 93921-7274						
ΤΑΧ Τ		COUNT	STATEN	IENT		
To Whom it May Concern:	:					
The amount necessary to re address of 462 HARTFORD	deem the pro AV in the To 2	ral Law. operty known as o <mark>wn of Admins</mark> i	PARCEL <mark>00(</mark> s as follows:	04 0014	0000 with an	_
Year Bill# Category/Description	Amount	Abate/Exm	Adjust	Paid	Refund	Balance
2020 001035-00 Tax	6,815.12	0.00	0.00	0.00	0.00	6.815.12
	20.00	0.00	0.00	0.00	0.00	
2020 001035-00 Advertising Fee					0.00	20.00
2020 001035-00 Advertising Fee 2020 001035-00 Demand	5.00	0.00	0.00	0.00	0.00	20.00
2020 001035-00 Advertising Fee 2020 001035-00 Demand 2020 001035-00 Advertising Prep Fee 2020 001035-00 Advertising Prep Fee	5.00 10.00	0.00	0.00	0.00	0.00	20.00 5.00 10.00
2020 001035-00 Advertising Fee 2020 001035-00 Demand 2020 001035-00 Advertising Prep Fee 2020 001035-00 Instrument of Taking Pre 2020 001035-00 Instrument of Taking Rec	5.00 10.00 10.00 76.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	0.00	20.00 5.00 10.00 10.00 76.00
2020 001035-00 Advertising Fee 2020 001035-00 Demand 2020 001035-00 Advertising Prep Fee 2020 001035-00 Instrument of Taking Pre 2020 001035-00 Instrument of Taking Rec 2020 001035-00 Instrument of Taking Rec 2020 001035-00 Tax Interest	5.00 10.00 10.00 76.00 547.29	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	20.00 5.00 10.00 10.00 76.00 547.29
2020 001035-00 Advertising Fee 2020 001035-00 Demand 2020 001035-00 Advertising Prep Fee 2020 001035-00 Instrument of Taking Pre 2020 001035-00 Instrument of Taking Rec 2020 001035-00 Tax Interest This calculation is through 30-Mar-	5.00 10.00 10.00 76.00 547.29	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 Ba	0.00 0.00 0.00 0.00 0.00 Iance Due	20.00 5.00 10.00 10.00 76.00 547.29 6,936.12
2020 001035-00 Advertising Fee 2020 001035-00 Demand 2020 001035-00 Advertising Prep Fee 2020 001035-00 Instrument of Taking Re 2020 001035-00 Instrument of Taking Re 2020 001035-00 Tak Interest This calculation is through 30-Mar- The per diem charge on this tax du	5.00 10.00 76.00 547.29 2022. e is 3.04.	0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 Ba	0.00 0.00 0.00 0.00 0.00 lance Due wInterest	20.00 5.00 10.00 76.00 547.29 6,936.12 547.29
2020 001035-00 Advertising Fee 2020 001035-00 Demand 2020 001035-00 Advertising Prep Fee 2020 001035-00 Instrument of Taking Pre 2020 001035-00 Instrument of Taking Rec 2020 001035-00 Tax Interest This calculation is through 30-Mar- The per diem charge on this tax du 5 If your tax title account is in litigatio may be owed, including redemptio	5.00 10.00 76.00 547.29 2022. e is 3.04. n, additional i n fees.	0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 Ba Ne Total Ar	0.00 0.00 0.00 0.00 0.00 0.00 lance Due winterest	20.00 5.00 10.00 76.00 547.29 6,936.12 547.29 7,483.41

The interest rate for the calculation is found on the Bill Type Table; Tax Title is type "70".

Bill Type											
Goto											
Actions	Year	2023									
	Type	Description	Int Rate	Days in Yr	Min. Balar	ce Ovr Pay	Refund Int M	1odule	Avail U	til 🔺	1
	10	Real Estate	.14	365.00		2	RI	E			
	15	Tax Deferral	.08	365.00		2	RI	E			
	20	Motor Excise	.12	365,00		2	M	E			
1 Add Type	30	Personal Property	.14	365.00		2	PI	P			
	40	Water Utility									
2 Delete Type	50	Sewer Utility									
	60	Trash Utility									
	65	Stormuster Utilitu	<u> </u>								
3 Edi	Туре	Description		Int Rate	Days in Yr	2	T	T			
	70	Tax Title		.16	365,00	2	н	R			
	20-	constae - · ·	_			2	M	B			
Bill C	91	Toters				2	M	B			
	95	Misc Billing				2	M.	B			
		ranual Persints	- la marca	-	the second se	day and		- ed	7	-	

Collections > Tables > Bill Type

1. These values are taken from module control as shown on Figure 10.

2. The parcel number is printed at the top of each page.

3. The address is for the current owner of the parcel

4. The "body" text as entered in Figure 9.

5. The "closing" text as entered in Figure 9.

6. The date as entered on the prompt for interest calculation.

7. New interest is calculated and added to the balance due to provide a total amount due.



3.7 Attachment Step

running the step.

The final step in the process,	Attach Account Sta	tements	must be run; o	once this	step is	complete	e, the
Task 11429: Attach Account Statements Attach Account Statements Attach Account Statement to Parcel	× OYes O No Cancel Clear All	menu steps will b There is an option the Tax Title parc The default the fi attach the statem Inquiry screen.	e reset, and al n to not attach el; click on the rst time this st nent to the par	l work fil the acc step to ep runs cel in Th	les will l ount sta see this is O Ye s e Tax T	be remov atements prompt. s which w itle Balan	ed. to vill o ce
On completion of the steps, th	ne menu will be	Tax Title /	Account Stateme	nts	End	Success	
reset and look like this.	/ I	Restart Process	Date	Start	End	Success	
3 7 1 Select Yes to A	ttach	Tax Title Account Statement Form Te	×t				
		Select Parcels with Outstanding Balar Edit Work File	ICES				
If O Yes is selected the first ti	me the step is run.	Account Statement Edit List					
that will continue to be the de	fault for the user	Print Account Statements Attach Account Statements					



Collections > Tax Title > Tax Title Balance Inquiry > [Attachments]

Figure 13 Statements are available in the Tax Title Balance Inquiry Screen Attachments tab

3.7.2 Select No to Attach

If **O** No is selected, the system will display this message, clear the steps screen, and remove all work files. This message will be displayed:



4 HELP REFERENCE LIBRARY

ADMINS added the following new or updated documents to the Help Reference Library.

4.1 New or Updated Documents

• Tax Title

RC-480 Tax Title Statements

[New]