



TAX TITLE / TAX DEFERRAL

RELEASE NOTES – SEPTEMBER 2014

This document explains new product enhancements added to the ADMINS Unified Community for Windows **Tax Title / Tax Deferral** system.

The ADMINS Support staff installed these changes to your system on **September 6, 2014.**

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1. ORIGINAL TAKING

1.1. Instrument Of Taking

1.1.1. Document & Certificate Numbers

The Instrument of Taking report was changed. Prior to the update, if no Certificate # was available, the Document number was printed.

If only the document # were available, it was listed as Certificate #. Now, it will be printed in the Land Court row properly labeled as a Doc#.

```

Property: Land and Building(s) containin
Location: 129 FARM ST
Parcel: 0012 -0019 -0000
Registry: Deed Book-LC 918 Page-13
Land Court: Cert#-183626

```

Figure 1 Before No Cert #, just a Doc #

```

Property: Land and Building(s) containin
Location: 12 CHASE ST
Parcel: 0009 -0016 -0000
Registry: Deed Book-30848 Page-132
Land Court: Doc#-160444

```

Figure 2 After– No Cert #, just a Doc #

If both certificate and document #s were available, they were each labeled as certificate #s. Now each will print on the Land Court line with a correct label.

```

Property: Land and Building(s) containin
Location: 12 CHASE ST
Parcel: 0009 -0016 -0000
Registry: Deed Book-30848 Page-132 26
Land Court: Cert#-123456 Cert#-160444

```

Figure 3 Before - Both Certificate and Document #

```

Property: Land and Building(s) containin
Location: 12 CHASE ST
Parcel: 0009 -0016 -0000
Registry: Deed Book-30848 Page-132 26
Land Court: Cert#-123456 Doc#-160444

```

Figure 4 After – Both Certificate and Document Number

If neither the certificate number nor the document number was available, nothing printed for the Land Court: row. This will continue to work the same way.

```

Property: Land containing 849,159 Sq.Ft. (more or less)
Location: FARM ST
Parcel: 0007 -0011 -0000
Registry: Deed Book-LC769 Page-156 17-Dec-1998
Land Court:

```

Figure 5 Before and After – Neither Document nor Certificate Number

To access this Instrument of Taking, go to **Collections ▶ Tax Title ▶ Original Taking** and select the **Issue Instrument of Taking** step.



2. TAX TITLE

2.1. Balance Inquiry Screen


2.1.1. Form 410

The Tax Taking Form 410 has been updated. To prepare to use this report, first set up the site specific values to be printed on your form. **Select Collections ► Module Maintenance ► Module Control for Form 410.**

Collections

- Payments
- Adjustments
- Refunds
- Uncollectables
- Treasury Receipts
- Cash Book
- Municipal Lien Certificates
- Partial Payment Letters
- Mortgage Lenders
- Tax Title
- Deferrals
- Reports
- Tables
- Queries
- Module Maintenance ► Module Control Table
- Interfaces/Imports ► Module Control For Form 410

Seq#	Description	Answer
9600	Header Information Line #1	City of Peabody
9601	Header Information Line #1	Office of the City Treasurer
9602	Header Information Line #3	City Hall
9603	Header Information Line #4	24 Lowell St.
9604	Header Information Line #5	Peabody, Massachusetts 01960
9605	Header Information Line #6	978-538-5760
9606	Header Information Line #7	
9607	Header Information Line #8	
9608	Header Information Line #9	
9609	Header Information Line #10	
9610	Form 410 Information (Middle of Letter)	City of Peabody, Massachusetts
9611	Signature	Jeanne Carnevale
9612	Signature Title	City Treasurer
9613	Town Seal	



City of Peabody
Office of the City Treasurer
City Hall
24 Lowell St.
Peabody, Massachusetts 01960
978-538-5760

To whom it may concern:

The amount necessary to redeem the property known as MAP 0004 LOT 0015 with an address of 468 HARTFORD AV in the City of Peabody, Massachusetts is as follows:

Year	Bill #	Category/Description	Amount	Abat/Estm	Adjuct	Paid	Prind	Balance
2010	10103600	01 Tax	4,705.29	0.00	0.00	3,947.85	0.00	757.44
		05 Abater Lien	80.06	0.00	0.00	80.06	0.00	0.00
		30 Advertising Fee	129.00	0.00	0.00	129.00	0.00	0.00
		33 Demand	5.00	0.00	0.00	5.00	0.00	0.00
		40 Tax Interest	853.16	0.00	0.00	812.65	0.00	40.51
2011		01 Tax	5,962.71	0.00	0.00	0.00	0.00	5,962.71
		05 Abater Lien	187.01	0.00	0.00	0.00	0.00	187.01
		09 Trac & Lien	280.00	0.00	0.00	0.00	0.00	280.00
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		40 Tax Interest	3,264.91	0.00	0.00	2,921.32	0.00	343.59
2012		01 Tax	6,055.92	0.00	0.00	0.00	0.00	6,055.92
		05 Abater Lien	233.08	0.00	0.00	0.00	0.00	233.08
		09 Trac & Lien	960.00	0.00	0.00	0.00	0.00	960.00
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		40 Tax Interest	2,382.57	0.00	0.00	1,604.12	0.00	778.45
2013		01 Tax	6,696.57	0.00	0.00	0.00	0.00	6,696.57
		05 Abater Lien	394.41	0.00	0.00	0.00	0.00	394.41
		09 Trac & Lien	960.00	0.00	0.00	0.00	0.00	960.00
		33 Demand	5.00	0.00	0.00	0.00	0.00	5.00
		40 Tax Interest	1,152.96	0.00	0.00	0.00	0.00	1,152.96
Balance Due								21,594.14
Interest as of 8/29/2014								2,315.51
Total Amount Due								23,909.65

This calculation is through 8/29/2014. The per diem charge on this tax due is 9.4659.

Sincerely,

Jeanne Carnevale,
City Treasurer

The values in the Module Control Form 410 table correspond to the highlighted text in the sample report shown here. Contact support@admins.com if you need assistance with filling in these values.



To generate this form, click on the **Form 410** button at the left of the Tax Title Balance Inquiry Screen. Once generated, a copy of this form will be attached to the Tax Title Balance Inquiry screen for the parcel. The attachment may be viewed or emailed from this screen.

The screenshot shows the 'Tax Title Balance Inquiry' interface. On the left, there is a sidebar with buttons: 'Form 410', 'Trx Hist List', 'Summary List', and 'Parcel Details'. The main area displays parcel information (Parcel 0004 -0015 -0000), owner details (HARRTFORD AVE LTD), and a table of charges:

Description	Charge	Deduction	Interest	Net Bill	Paid	Refund	Adjust
Tax	23312.49			23312.49	3947.85		
Water Lien	894.56			894.56	80.06		
Trash Lien	1400.00			1400.00			
Advertising Fee	129.00			129.00	129.00		
Demand	20.00			20.00			5.00
Tax Interest	5749.99		1903.61	7653.60	5338.09		
Water Lien Intere							
Trash Lien Intere							

Below the table, there are tabs for 'Balances All Years', 'Summary by Year', 'Detail', 'Transactions', 'Trx Summary', and 'Attachments (5)'. A blue arrow points from the 'Attachments (5)' tab to a detailed view of the attachment:

Seq#	Description	Filename	View	Email
19	Form Printed on 03-Sep-2014	b_70_000400150000_201409031345.pdf	V View	Z Email

[ADM-AUC-TT-3823]

3. REPORTS

During subsequent and original takings, the tax title processing reports run from the Category Account Verification Report step were changed to provide more helpful information.

3.1. Betterment Account Error Check Report

This report includes the category number for the accounts that are in error.

This screenshot shows the 'Betterment Account Error Check' report. It lists accounts that are in error. Two 'Bot Used' entries are highlighted with blue boxes:

Account Number	Account Description	Account Error
0000-000-0000-00-00-00000	TITLE-V Committed Interest	Bot Used
0000-000-0000-00-00-00000	TITLE-V Committed Interest	Bot Used
0000-000-0000-00-00-00000	2008 Septic Loans Committed Interest	Bot Used

Figure 6 Before

This screenshot shows the 'Betterment Account Error Check' report after changes. The 'Bot Used' entries are now labeled as '23-Not Used' and '25-Not Used':

Account Number	Account Description	Account Error
0000-000-0000-00-00-00000	TITLE-V Committed Interest	23-Not Used
0000-000-0000-00-00-00000	TITLE-V Committed Interest	25-Not Used
0000-000-0000-00-00-00000	2008 Septic Loans Committed Interest	23-Not Used

Figure 7 After

3.2. Category Account Verification Report

This screenshot shows the 'Subsequent Tax Taking' report with the following entries:

Description	Date
Restart Subsequent Taking	
Category Account Verification Report	03-Sep-2014
List Candidates for Subsequent Tax Taking	
Build Workfile of Subsequent Candidates	09-Aug-2014
Edit Workfile of Subsequent Candidates	09-Aug-2014
Form 347 - Subsequent Tax Taking	09-Aug-2014
Post Subsequent Taking	

This report now excludes betterment categories as these categories do not use the billing category accounting rules. The **Category Account Verification Report** Step will now run this report, the Fee Verification Report and the Betterment Account Error Check Report shown above.

[ADM-AUC-TT-3824]