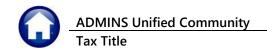


Use this process to produce statements suitable for mailing in a window envelope to the current owners of a parcel in Tax Title. The process has a customizable letter, allows selecting from all parcels with outstanding balances, prints the statements, and optionally attaches a **PDF**[®] copy of each to the Tax Title parcel.

CONTENTS

TAX	TITLE ACCOUNT STATEMENTS PROCESS	2
L.3		
1.1.1		
L.4	Edit Work File	5
L.5	Edit List	6
L.6	Print Account Statements	6
1.1.2	Sample Statement	7
L.7	Attachment Step	8
1.1.3	Select Yes to Attach	8
1.1.4	Select No to Attach	8
INDI	VIDUAL TAX TITLE STATEMENTS	9
	1 2 3 1.1.1 4 5 6 1.1.2 7 1.1.3 1.1.4	.1 Restart Process. .2 Tax Title Account Statement Form Text. .3 Select Parcels with Outstanding Balances. 1.1.1 Rerun the Selection Step .4 Edit Work File .5 Edit List.



1 TAX TITLE ACCOUNT STATEMENTS PROCESS

To begin, from the menu, select:

Collections > Tax Title > Tax Title Account Statements

🔤 [AUC] 11421-Tax Title Account Stat	ements				×
Tax Title Account	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		
Select Parcels with Outstanding Balances	01-Mar-2022	12:43:07.45	12:43:11.45		
Edit Work File	01-Mar-2022	15:51:34.93	15:51:35.21		
Account Statement Edit List	01-Mar-2022	15:51:53.53	15:51:53.53		
Print Account Statements	02-Mar-2022	09:31:25.15	09:31:32.12		
Attach Account Statements					
		TTACCSTN	/IT-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 independently.

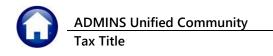
1.1 Restart Process

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 🔿 Yes	
Lookup OK Cancel Clear All	

1.2 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 for 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:



🚃 [AUC] 11420-Tax Title Account Statement Form Text

	Tax Title Acco	unt State	ement Form Text			
Goto						
Actions	Form TTACCSTMT Tax Title Account Statement					
	Statement Header		Collections -> Module Control -> Module Control for	or Form 410		
Steps Menu	This office wishes to inform you that your Real Est. account is in a "Tax Title" status, and a lien again		5600 Line 1 Town of Admins			
2 Edit List	property has been recorded at the Norfolk County Re	gistry of	5601 Line 2			
2 EUR LIGI	Deads for unsaid Real Estate Jox Bills (original	. date)	5602 Line 3 219 Lewis Wharf 5603 Line 4 Boston, M9 02001	Use t	he (Original	Date) and
	fo (original FY year) id taxes, sussequent outstanding tax years can be vertified to the tax t	itle	5604 Line 5 617,494,5100			d (Original Bil
	account, year after year, if taxes are not satisfie	d in full				xt - the system
	. The Town will pursue all available remedies to s		5606 Line 7 5607 Line 8		place the te	
	payment if not paid in full in accordance with Mass General Law.	achusetts	5607 Line 8 5608 Line 9			ata specific to
-4-	deletat Law.		5609 Line 10	Statemen	the parc	
					and pure	
-			5610 Middle of Letter Town of Admins			
			5613 Town Seal D:\AUC Development\adwhow	e\auc\EORMS\Reports		
			concrete and by the perception of the			
		Token	is that can be used in Text			
		-				
	,	Origin	nal Date) - Original Taking Da	+o.		
	Statement Footer	1 C C				
	If your tax title account is in litigation, addition interest and fees may be owed, including redemption	(Ongin	nal FY Year) - Original Taking Fis			
	prostess and ross may as block, including reashperton	(Origin	nal Bill Year) - Original Taking Bill	Year		
5	1					
			1			

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.

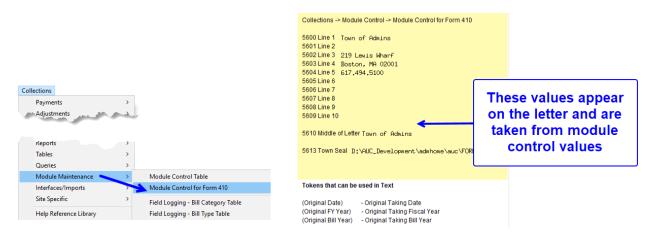
Use the tokens by entering (Original Date), (Original FY Year) or (Original Bill Year) *use parenthesis to tell the process to substitute the value.

-- Added By Changed 04-Mar-2022 by ANTHEA

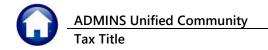
Figure 1 The Tax Title Account Statement Form Text screen

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 M	Module Control		
Seq#Description	Answer	Edit Button	^
5600 Header Information Line #1	Town of Admins	1 Edit	
5601 Header Information Line #2			
5602 Header Information Line #3	219 Lewis Wharf		
5603 Header Information Line #4	Boston, MA 02001		
5604 Header Information Line #5	617,494,5100		
5605 Header Information Line #6			
5606 Header Information Line #7			
5607 Header Information Line #8			
5608 Header Information Line #9			
5609 Header Information Line #10			
5610 Form 410 Information (Middle of Letter)	Town of Admins		1
5613 Town Seal	D:\AUC_Development\admhome\auc\FORMS\Repor	t	٦

Figure 2 Module Control Values used on the Statement

1.3 Select Parcels with Outstanding Balances

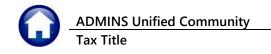
Run the Select Parcels with Outstanding Balances step; the system will present this prompt; enter a dollar amount to include parcels with balances over the entered amount. Enter .01 to capture all of the parcels with outstanding balances in a work file.

Task 11423: Select Parcels with Outstanding Balances	Х
Select Parcels with Outstanding Balances	
Include Parcels with Balances over \$x (enter .01 for all) 100.00	7
Run as O Preview O Print O PDF © Excel If Printing use Duplex @ Yes No Lookup OK Cancel Clear All	

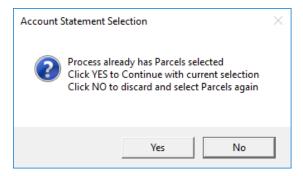
The edit list below will be displayed as part of the selection step.

Fil	∽ → , e Home Insert	Page Layout Formulas		itatement_11426_LUANN[1].xml - Excel me what you want to do			ि Theresa C		□ × A Share
G27	• • • ×	√ fx							
	А	В	С	D	E	F	G	н	1.18
1					Original		Attorney		
2	Parcel	Location	Owner-at-Taking	Current-Owner	Taking-Date	Balance	Code		
3	0003-0003-0000				10/1/2021	1,742.14			
4	0004-0014-0000				10/1/2021	14,749.19			
5	0004-0015-0000				7/18/2011	222.00			
6	0004-0033-0000				7/1/2001	2,769.66			
7	0004-043B-0000			3	10/30/1992	1,965.32			
12	0009-0078-0000				8/25/2021	3,691.71			
13	0009-0110-0000				9/15/2021	640.89			
14	0012-0019-0000				9/15/2021	805.71	CITY		
15	0014-090A-0000				6/10/1998	3,831.23			
25	0029-287A-0000				9/15/2021	264.69			
1	Ttaccstmt	tedt (+)		: 4					Þ
Read	у						<u> </u>	-	+ 138%

Figure 3 Edit list run as Excel®



1.1.1 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.

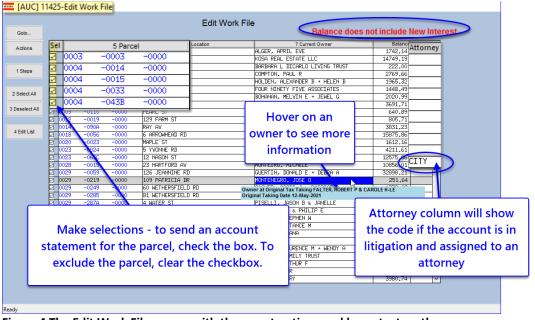
Click **[No]** – to discard what is already selected and run the process again. A new edit list will be produced.

1.4 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 \Box to remove the checkmark for that record.

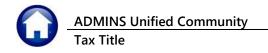
If most parcels *should not* receive a statement, click on [3 Deselect All] and then check I the boxes for the few that will receive a statement.



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

Figure 4 The Edit Work File screen with three sort options and hovertext on the owner

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



1.5 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 Staten	ent Edit List	×			
Tax Title Account S	atement Edit List				
un as Preview Printing use Duplex	t OPDF OExcel Yes No OK Cancel Clear	A11			
ccountStatement_11426_MUPDEV5[75			- Ø Page 1
		Town of Bellingham Account Statement Edit L	st		
******				Original	Attorney
Parcel	Location	Owner at Taking	Current Owner	Taking Date	Balance ** Code

0003-0003-0000				08-Sep-2021	1,643.94
0004-0014-0000				08-Sep-2021	21,326.20
0004-0033-0000				01-Jul-2001	3,079.35
0004-0037-0000				15-Jul-2022	1,772.19
0004-043B-0000				30-Oct-1992	2,039.71
0007-0002-0000				28-Jul-2014	1,612.83 LCCP
0007-0009-0000				15-Jul-2022	6,865.78
0008-0002-0022				15-Jul-2022	1,765.86
0009-0052-0000				19 Jul-2022	6.963.51

Figure 5 The edit list run as Preview (locations and names intentionally obscured)

1.6 Print Account Statements

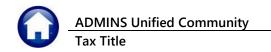
Task 11427: Print Account Statements	×
Print Account Statements	
Required: Calculate Interest Thru (mmddyyyy)	
6 Lookup OK Cancel Clear All	

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 1.1.2 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.



1.1.2 Sample Statement

2		ADMINS	1		219 L Boston	Page 1 of 1 n of Admins ewis Wharf , MA 02001 7.494.5100
KOSA REAL ESTATE LLC 50 ADAMS ST MEDWAY CA 93921-7274						
τ ΧΑΤ		COUNT	STATEN	IENT		
To Whom it May Concerr	n:					
4 lien against your property h unpaid Real Estate Tax Bill outstanding tax years can satisfied in full. The Town v in accordance with Massac	be certified to vill pursue all :	the tax title acco available remedi	unt, year afte	er year, if ta	xes are not	
outstanding tax years can b satisfied in full. The Town v	be certified to vill pursue all a chusetts Gene edeem the pro	the tax title acco available remedi eral Law. operty known as	unt, year afte es to seek pa PARCEL 00	eryear, if ta ayment if no 04 0014	xes are not ot paid in full 0000 with a	n
Unpaid Real Estate Tax Dim outstanding tax years can I satisfied in full. The Town v in accordance with Massac The amount necessary to r address of 462 HARTFOR	be certified to vill pursue all a chusetts Gene edeem the pro D AV in the To 2 Amount	the tax title acco available remedi ral Law. operty known as own of Admins Abate/Exm	unt, year afte es to seek pa PARCEL 000 is as follows: Adjust	er year, if ta ayment if no 04 0014 2 Paid	xes are not ot paid in full 0000 with ar Refund	Balance
The amount necessary to r address of 462 HARTFORM 2020 001035-00 Tax	be certified to vill pursue all a chusetts Gene edeem the pro D AV in the To 2 Amount 6,815.12	the tax title acco available remedi oral Law. operty known as own of Admins Abate/Exm 0.00	unt, year afte es to seek pa PARCEL 000 is as follows: Adjust 0.00	er year, if ta ayment if no 04 0014 2 2 Paid 0.00	xes are not ot paid in full 0000 with an Refund 0.00	Balance 6,815.12
Visite Tax bill outstanding tax years can bill satisfied in full. The Town v in accordance with Massac The amount necessary to r address of 462 HARTFOR 20 Vear Bill# Category/Description 2020 001035-00 Tax 2020 001035-00 Advertising Fee	be certified to vill pursue all a chusetts Gene edeem the pro D AV in the To 2 Amount 6,815.12 20.00	the tax title acco available remedi eral Law. operty known as own of Admins Abate/Exm 0.00 0.00	unt, year afte es to seek pa PARCEL 000 is as follows: Adjust 0.00 0.00	er year, if ta ayment if no 04 0014 2 2 Paid 0.00 0.00	xes are not ot paid in full 0000 with an Refund 0.00 0.00	Balance 6,815.12 20.00
The amount necessary to r address of 462 HARTFOR	be certified to vill pursue all a chusetts Gene edeem the pro- D AV in the To 2 Amount 6.815.12 20.00 5.00	the tax title acco available remedi rral Law. Operty known as own of Admins Abate/Exm 0.00 0.00	unt, year afte es to seek pa PARCEL 00 is as follows: Adjust 0.00 0.00 0.00	er year, if ta ayment if no 04 0014 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	xes are not to paid in full 0000 with an Refund 0.00 0.00 0.00	Balance 6,815.12 20.00 5.00
Vilpato Real Estate Tax Din outstanding tax years can I satisfied in full. The Town v in accordance with Massac The amount necessary to r address of 462 HARTFORI 2020 001035-00 Tax 2020 001035-00 Tax 2020 001035-00 Advertising Fee 2020 001035-00 Advertising Prep Fee	be certified to vill pursue all a chusetts Gene edeem the pro- D AV in the TC 2 Amount 6.815.12 20.00 5.00 10.00	the tax title acco available remedi rral Law. operty known as own of Admins Abate/Exm 0.00 0.00 0.00 0.00	unt, year afte es to seek pa PARCEL 000 is as follows: Adjust 0.00 0.00 0.00 0.00	er year, if ta ayment if no 04 0014 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	xes are not t paid in full 0000 with ar Refund 0.00 0.00 0.00 0.00	Balance 6,815.12 20.00 5.00 10.00
Vilpato Real Estate Tax Din outstanding tax years can b satisfied in full. The Town v in accordance with Massac The amount necessary to r address of 462 HARTFORI 2020 001035-00 Tax 2020 001035-00 Tax 2020 001035-00 Tax 2020 001035-00 Advertising Fee 2020 001035-00 Demand 2020 001035-00 Demand 2020 001035-00 Instrument of Taking Pre	be certified to vill pursue all a chusetts Gene edeem the pro D AV in the To 2 Amount 6,815.12 20.00 5.00 10.00	the tax title acco available remedi oral Law. operty known as own of Admins Abate/Exm 0.00 0.00 0.00 0.00 0.00 0.00	unt, year afte es to seek pa PARCEL 000 is as follows: Adjust 0.00 0.00 0.00 0.00	er year, if ta ayment if no 04 0014 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	xes are not t paid in full 00000 with ar Refund 0.00 0.00 0.00 0.00 0.00	Balance 6,815.12 20.00 5.00 10.00 10.00
Vilpato Real Estate Tax Din outstanding tax years can I satisfied in full. The Town v in accordance with Massac The amount necessary to r address of 462 HARTFORI 2020 001035-00 Tax 2020 001035-00 Tax 2020 001035-00 Advertising Fee 2020 001035-00 Advertising Prep Fee	be certified to vill pursue all a chusetts Gene edeem the pro- D AV in the TC 2 Amount 6.815.12 20.00 5.00 10.00	the tax title acco available remedi rral Law. operty known as own of Admins Abate/Exm 0.00 0.00 0.00 0.00	unt, year afte es to seek pa PARCEL 000 is as follows: Adjust 0.00 0.00 0.00 0.00	er year, if ta ayment if no 04 0014 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	xes are not t paid in full 0000 with ar Refund 0.00 0.00 0.00 0.00	Balance 6,815.12 20.00 5.00 10.00
Year Bill# Category/Description 2020 001035-00 Tok 2020 001035-00 Advertising Free 2020 001035-00 Advertising Prep 2020 001035-00 Advertising Prep 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	be certified to vill pursue all a chusetts Gener edeem the pro- 2 Amount 6.815.12 20.00 5.00 10.00 10.00 76.00 547.29	the tax title acco available remedi rral Law. operty known as own of Admins Abate/Exm 0.00 0.00 0.00 0.00 0.00 0.00	unt, year afte es to seek pa PARCEL 000 is as follows: Adjust 0.00 0.00 0.00 0.00 0.00	er year, if ta ayment if no 04 0014 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	xes are not t paid in full 0000 with a Refund 0.00 0.00 0.00 0.00 0.00 0.00	Balance 6.815.12 20.00 5.00 10.00 10.00 76.00
Vilpaio Real Estate Tax Din outstanding tax years can I satisfied in full. The Town v in accordance with Massac The amount necessary to r address of 462 HARTFOR 2020 001035-00 Tax 2020 001035-00 Tax 2020 001035-00 Advertising Fee 2020 001035-00 Demand 2020 001035-00 Instrument of Taking Pre 2020 001035-00 Instrument of Taking Re	be certified to vill pursue all a chusetts Gene deem the pro- 2 <u>Amount</u> 6815.12 2000 5.00 10.00 10.00 76.00 547.29	the tax title acco available remedi rral Law. operty known as who of Admins Abate/Exm 0.00 0.00 0.00 0.00 0.00 0.00 0.00	unt, year afte es to seek pa PARCEL 000 is as follows: Adjust 0.00 0.00 0.00 0.00 0.00	er year, if ta ayment if no 04 0014 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	xes are not t paid in full 0000 with ar Refund 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Balance 6,815.12 20:00 5:00 10:00 10:00 76:00 547:29
Visitation real Estate rax bin outstanding tax years can b satisfied in full. The Town v in accordance with Massac The amount necessary to r address of 462 HARTFORI 2020 001035-00 Tax 2020 001035-00 Tax 2020 001035-00 Advertising Fee 2020 001035-00 Advertising Fee 2020 001035-00 Demand 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 This calculation is through 30-Mar	be certified to vill pursue all a chusetts Gene deem the pro- 2 Marount 6.815.12 2000 5.00 10.00 10.00 76.00 547.29 -2022. ue is 3.04. on, additional i	the tax title acco available remedi oral Law. operty known as own of Admins Abate/Exm 0.00	unt, year afte es to seek pa PARCEL 000 is as follows: Adjust 0.00 0.00 0.00 0.00 0.00	er year, if ta ayment if no 04 0014 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	xes are not t paid in full 0000 with ar Refund 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	Balance 6,815.12 20:00 5:00 10:00 76:00 547.29 6,936.12

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

				Bill T	ype					
Goto										
Actions	Year	2023								
	Type	Description	Int Rate	Days in Yr	Min. Balance	Ovr Pay	Refund Int M	oduleA	/ail Util	^
	10	Real Estate	.14	365.00			RE	. 2		1
	15	Tax Deferral	.08	365.00			RE	. 2		
	20	Motor Excise	.12	365.00			ME	. 2		1
1 Add Type	30	Personal Property	.14	365.00			PP	2		1
	40	Water Utility								1
Delete Type	50	Sewer Utility								1
	60	Trash Utility								1
		Stormuster Iltilitu								1
3 Edi	Тур	e Description		Int Rate	Days in Yr		TT			1
	70	Tax Title		.16 3	365.00		HR			1
0.11	207	constrat	1				ME		þ	
вії с	91	Toters					ME		þ	1
	95	Misc Billing					ME		Б	

Collections ▶ Tables ▶ Bill Type

1. These values are taken from module control as shown on Figure 2.

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

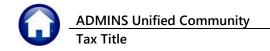
3. The address is for the current owner of the parcel

4. The "body" text as entered in Figure 1.

5. The "closing" text as entered in Figure 1.

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.



1.7 Attachment Step

The final step in the process, Attach Ac	count Statements	must be run; one	ce this ste	ep is com	nplete,
		u steps will be reset,	and all w	ork files	will be
Task 11429: Attach Account Statements	× remove	d. There is an option t	o not att	ach the a	account
Attach Account Statements		nts to the Tax Title pa			
Attach Account Statement to Parcel $\ {f 0}\ {f Yes}\ {ightarrow}\ No$		prompt.	reer, ener	on the s	
Lookup OK Cancel Clear All	will atta	ault the first time this ch the statement to tl	•		
	Balance	Inquiry screen.			
On completion of the steps, the menu will be	Balance	Inquiry screen. Tax Title Account Staten	nents		
On completion of the steps, the menu will be reset and look like this:	Descrip	Tax Title Account Staten	n ents Start	End	Success
•	Descrip	Tax Title Account Staten		End	Success
•	Descrip	Tax Title Account Staten		End	Success
reset and look like this:	Descrip Restr Tax Title Accoun	Tax Title Account Staten tion Date rt Process		End	Success
reset and look like this:	Descrip Restr Tax Title Accoun Select Parcels wit	Tax Title Account Staten tion Date int Process t Statement Form Text h Outstanding Balances		End	Success
reset and look like this: 1.1.3 Select Yes to Attach	Descrip Rest Tax Title Accoun Select Parcels wit Edit	Tax Title Account Staten tion Date rt Process t Statement Form Text h Outstanding Balances Work File		End	Success
•	Descrip Restr Tax Title Accoun Select Parcels with Edit Account S	Tax Title Account Staten tion Date int Process t Statement Form Text h Outstanding Balances		End	Success

run, that will continue to be the default for the user running the step.

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

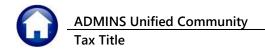
<u>G</u> oto Actio <u>n</u> s	1 Parcel 0004 -0014 -0000 2 Account 0004 -0014 -0000 3 0 wner 4 Location -0014 -0000	Tax Title Attachments	Owner at Taking	Current Owner	r	[V View] or [Z Email] the attachments from this screen.
	Balances All Years Summary by Year Detail Seq#Description 1 Final Notice on 15-Sep-2021	Transactions Trx Summ Filename Finnot_202000103500.pdf	Attachments Buttons			
Trx Hist List	2 Instrument of Taking on 15-Sep-2021 3 Account Statement Printed 02-Mar-2022	Instak_202000103500.pdf AS_000400140000_20220302151434.F				
Summary List	4 Account Statement Printed	03-Mar-2022 AS_000	400140000_202	20303121159,PDF	V View Z Email	
TAdd Attach						

Figure 6 Statements are available in the Tax Title Balance Inquiry Screen Attachments tab

1.1.4 Select No to Attach

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

I Task 11429: Attach Account Statements	×	Attach Account Statements	Х
Attach Account Statements Attach Account Statement to Parcel OYes No		Tax Title Account Statements will NOT be attached to the Parcel Process Terminated	
Lookup OK Cancel Clear All		ОК	



2 Individual Tax Title Statements

Title Charge Balances

Collections							
Payments	>	With the					
Adjustments	>	the Tax Ti					
Refunds	>						
Uncollectables	>						
Treasury Receipts	>	Only parce					
Municipal Lien Certificates	>	as only red					
Partial Payment Letters							
Mortgage Lenders	>						
Tax Title	>	Original Tax Taking					
Deferrals	>	Subsequent Tax Taking					
Reports	>	Reverse Tax Taking					
Tables	>	Disclaim Tax Taking					
Queries	>	Town Possession - Clear Tax					
Module Maintenance		Tax Title Account Update					
Interfaces/Imports	> 🎽	Tax Title Balance Inquiry					
		-					

With the June 2022 software update, the statement is now available for printing from the Tax Title Balance Inquiry screen for a specific parcel in Tax Title with a balance due.

Only parcels with a balance due will have the button available to produce a statement, as only records with a balance are shown on the statement.

Click the **[Acct Statement]** button to produce a statement for the current parcel.

The system will provide the option to attach a copy of the statement to the parcel, available for viewing or emailing from the **[Attachments]** tab.

Page 1 of 1 Town of Admins Tax Title Balance Inquiry 219 Lewis Wharf Boston, MA 02001 617 494 5100 how Past Ta Est E Paym 07-9c TAX TITLE ACCOUNT STATEMENT Interest Net Bill Up a it May Con Print Single Account Stat ent to Parcel @ Yes O No Lookup OK Cancel Clear All Tax Title Balance Inquiry rough 07-Apr-2022. on this tax due is 0.66 ngs 🔿 Yes 🔘 Action STEVE BOLTO Drig Payme Est. e Due Up ising Fee Trx Hist Lis If there is no balance due, the Acct Statement button is grayed out 4313,44 4313,44 Parcel Tota 4313.4 Dn

Collections > Tax Title > Tax Title Balance Inquiry > [Acct Statement]