



This document explains new product enhancements added to the **ADMINS Unified Community (AUC)** for **Windows Tax Title** module.

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1 Tax Title Form 6053 & 6053A [Enhancement]

The Massachusetts department of revenue has issued new State forms (6053 and 6053A) for the tax taking process.

1.1 Tax Taking Setup Table

To accommodate the new 6053/6053A forms additional information is now required to be entered into the Tax Taking Setup Table.

Navigation Path: Collections > Tax Title > Original Tax Taking

Tax Title Setup Table

Bill Year: 2023

Include only accounts over \$: 100.00

Interest Thru Date: 08-Sep-2025

Date of Preliminary Notice: 21-Jul-2025

Date of Final Notice: 31-Jul-2025

Date of Advertisement Notice: 08-Sep-2025

Date of Instrument of Taking: 15-Sep-2025

Date of Taking: 21-Oct-2025

Place of Taking: Town Hall

Time of Taking: 10:00 ☐ Clock ☒ AM ☐ PM

Land Court Date:

Advertising Locations:

Newspapers/Dates:

Field	Description
Place of Taking	Where the tax taking will be held – e.g. Town Hall.
Time of Taking	Time that the taking is being held – e.g. 10:00 (AM or PM)
Land Court Date	If there is a land court date, enter it here. If no land court date is known, leave the field blank.



1.2 Original Tax Taking Process

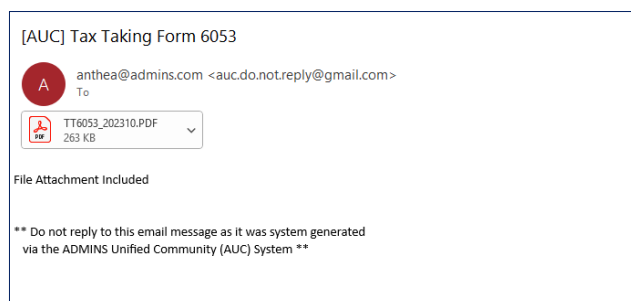
The system has been enhanced to include these new State forms in the Original Tax taking process.

Navigation Path: Collections > Tax Title > Original Tax Taking

Original Tax Taking				
Description	Date	Start	End	Success
Restart Original Taking				
Tax Title Setup Table	21-Oct-2025	14:49:48.79	14:49:48.79	
Maintain Tax Title Fees	30-Sep-2025	10:48:40.86	10:48:40.86	
Category Account Verification Report	31-Jul-2025	12:20:01.60	12:20:13.37	
List Candidates for Original Taking	21-Jul-2025	12:40:35.63	12:41:10.67	
Build Workfile of Original Candidates	19-Aug-2025	15:37:25.35	15:37:39.30	
Original Candidates Sales History				
Edit Workfile of Original Candidates				
Notices				
Issue Preliminary Notice CSV (Optional)				
Issue Final Notice and CSV File	19-Aug-2025	15:40:47.58	15:41:34.64	
Issue Advertisement Notice CSV File	30-Sep-2025	10:41:34.14	10:43:48.12	
Produce STF 6053 STF 6053A				
Issue Instrument of Taking				
Issue Form 346 / Post Taking				

Produce STF 6053 STF 6053A

1. Displays the forms 6053/6053A on the screen so they can be printed and displayed at the properties.
2. Generates a file of just the 6053 forms and emails that file to the **TTDIST** distribution list to be posted on the Towns website.





3. Attaches a copy of the 6053/6053A forms to the parcel in the tax title Inquiry screen.

Balances All Years Summary by Year Detail Transactions Trx Summary Attachments		
Seq#	Description	Filename
1	Final Notice on 20-May-2022	Finnot_202100686100.pdf
3	Instrument of Taking on 27-Jul-2022	Instak_202100686100.pdf
4	Account Statement Printed 02-Sep-2022	AS_000800020022_20220902121534.PDF
5	Redeem_Cert on 23-Sep-2022	Redeem_0008-0002-0022.pdf
6	Account Statement Printed 27-Nov-2023	AS_000800020022_20231127140349.PDF
7	Final Notice on 15-Nov-2024	Finnot_202300686100.pdf
8	Final Notice on 18-Nov-2024	Finnot_2023006861 .pdf
9	Instrument of Taking on 03-Dec-2024	FinalNot_006861_2412031722.PDF
16	Form 6053/6053A on 05-Nov-2025	SF6053_006861_2511051531.PDF

[ADM-AUC-TT-3907]

2 Help Reference Library & ADMINS Website

This section lists the new and updated documents that are available in the Help Reference Library and the ADMINS website.

2.1 New Content on ADMINS.com

Links below will be helpful and are available on the ADMINS.COM website.

Site Link: [Videos & Quick Tips](#)

- New - Element Categories - [Element Categories in Reports](#)