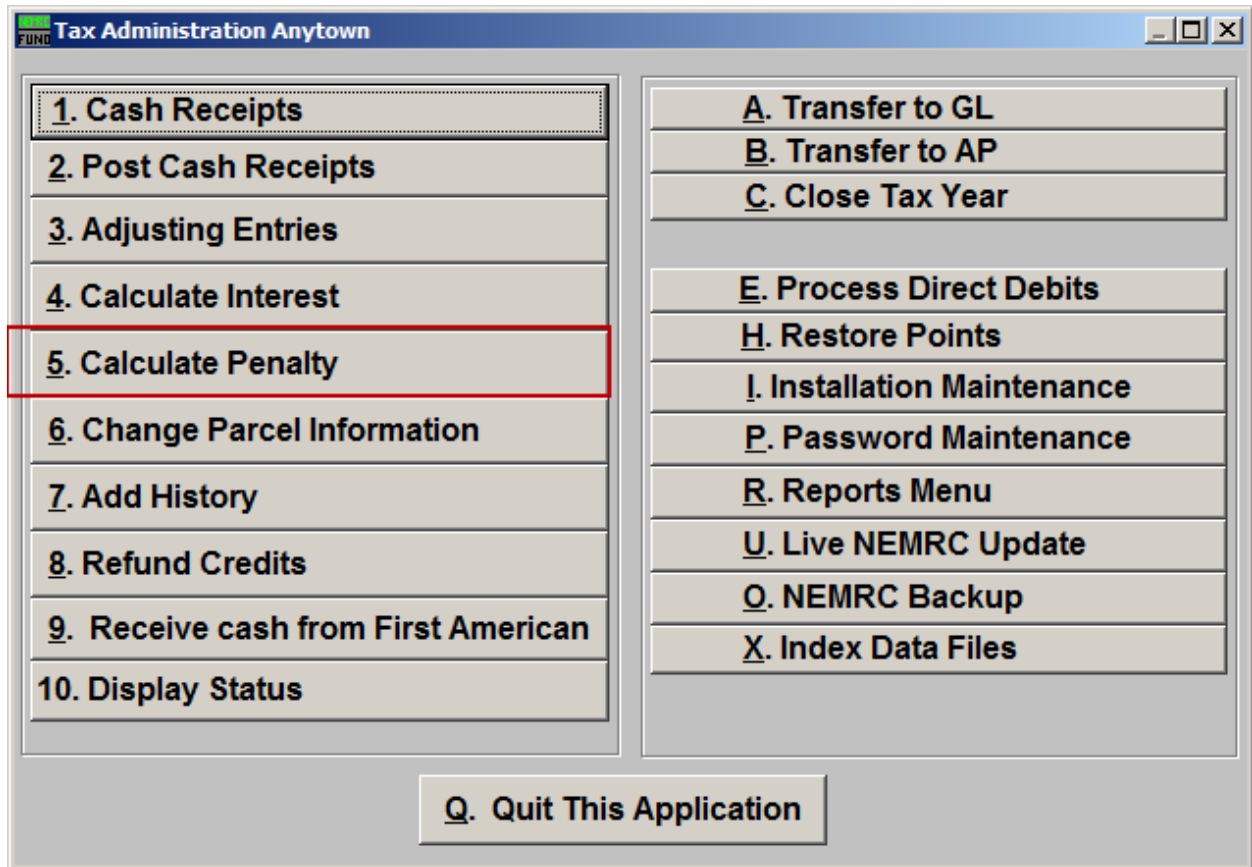


Tax Administration

5. Calculate Penalty

Table of Contents

Calculate Penalty	2
Individual	3
All Parcels	4



Click on “5. Calculate Penalty” off the Main Menu. The follow window will appear:

Tax Administration

Calculate Penalty

Calculate Penalty

1 ☐ Individual
2 ☒ All Parcels

Tax Year Find

Penalty Rates

Payment 1	8.00
Payment 2	8.00
Payment 3	8.00
Payment 4	8.00

New for 2006
☐ Calculate Additional Penalty

Proof Sheet

☒ Parcel Detail ☐ Parcel Order
☐ Summary Only ☒ Name Order

Preview Print

Calculate

Cancel

1. **Individual:** Click to check the circle next to “Individual” to calculate the penalty for a single Parcel.
2. **All Parcels:** Click to check the circle next to “All Parcels” to calculate the penalty for all Parcels.

Refer to the section below that relates to your choice.

Tax Administration

Individual

If you chose “Individual” the following window will appear:

Calculate Penalty

Press F4 to Recall 235030059-

1 ☒ Individual ☐ All Parcels

Parcel ID - **Find** Year **Find**

Name **Find**

2 **Penalty Rates**

Payment 1	8.00
Payment 2	8.00
Payment 3	8.00
Payment 4	8.00

3 **New for 2006**
☐ Calculate Additional Penalty

4 **Proof Sheet**
☒ Parcel Detail ☐ Parcel Order
☐ Summary Only ☒ Name Order **5**

6 **Preview** **7** **Print**

8 **Calculate**

9 **Cancel**

- 1.** Select the Parcel you are seeking. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
- 2. Penalty Rates:** Enter the rates of penalty to be calculated for each payment number.
- 3. Calculate Additional Penalty:** Click to select this option if you have already calculated penalty and are updating based on changes in Parcel billing conditions.
- 4. Parcel Detail OR Summary Only:** Click to include the individual Parcel and Tax Year detail on the proof sheet OR report only the totals by Tax Year.
- 5. Parcel Order OR Name Order:** If Parcel detail is selected above then click to choose which order you would like the information to print in.
- 6. Preview:** Click this button to preview a report of the penalty calculated. Refer to GENERAL PREVIEW for more information.
- 7. Print:** Click this button to print a report of the penalty calculated. Refer to GENERAL PRINTING for more information.

Tax Administration

8. **Calculate:** It is recommended that you review a proof sheet before clicking to actually calculate the penalty charges.
9. **Cancel:** Click “Cancel” to return to the Main Menu.

All Parcels

If you chose “All Parcels” the following window will appear:

The screenshot shows a software window titled "Calculate Penalty" with a blue header bar. Inside the window, there are several sections and controls:

- Radio Buttons:** "Individual" and "All Parcels". "All Parcels" is selected.
- Tax Year:** A text box containing the number "1".
- Find:** A button next to the Tax Year field.
- Penalty Rates:** A section with a title bar. It contains four rows, each with a label ("Payment 1" through "Payment 4") and a text box containing "8.00".
- Calculate Additional Penalty:** A checkbox labeled "Calculate Additional Penalty".
- Proof Sheet:** A section with a title bar. It contains four radio buttons: "Parcel Detail", "Parcel Order", "Summary Only", and "Name Order".
- Buttons:** "Preview", "Print", "Calculate", and "Cancel".

Numbered callouts (1-9) are placed over the interface elements to indicate the sequence of steps for using the window.

1. Select the Tax Year that this Penalty will apply to. For more help on finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.
2. **Penalty Rates:** Enter the rates of penalty to be calculated for each payment number.
3. **Calculate Additional Penalty:** Click to select this option if you have already calculated penalty and are updating based on changes in Parcel billing conditions.
4. **Parcel Detail OR Summary Only:** Click to include the individual Parcel and Tax Year detail on the proof sheet OR report only the totals by Tax Year.
5. **Parcel Order OR Name Order:** If Parcel detail is selected above then click to choose which order you would like the information to print in.

Tax Administration

6. **Preview:** Click this button to preview a report of the Penalty Calculated. Refer to GENERAL PREVIEW for more information.
7. **Print:** Click this button to print a report of the Penalty Calculated. Refer to GENERAL PRINTING for more information.
8. **Calculate:** It is recommended that you review a proof sheet before clicking to actually calculate the penalty charges.
9. **Cancel:** Click “Cancel” to return to the Main Menu.