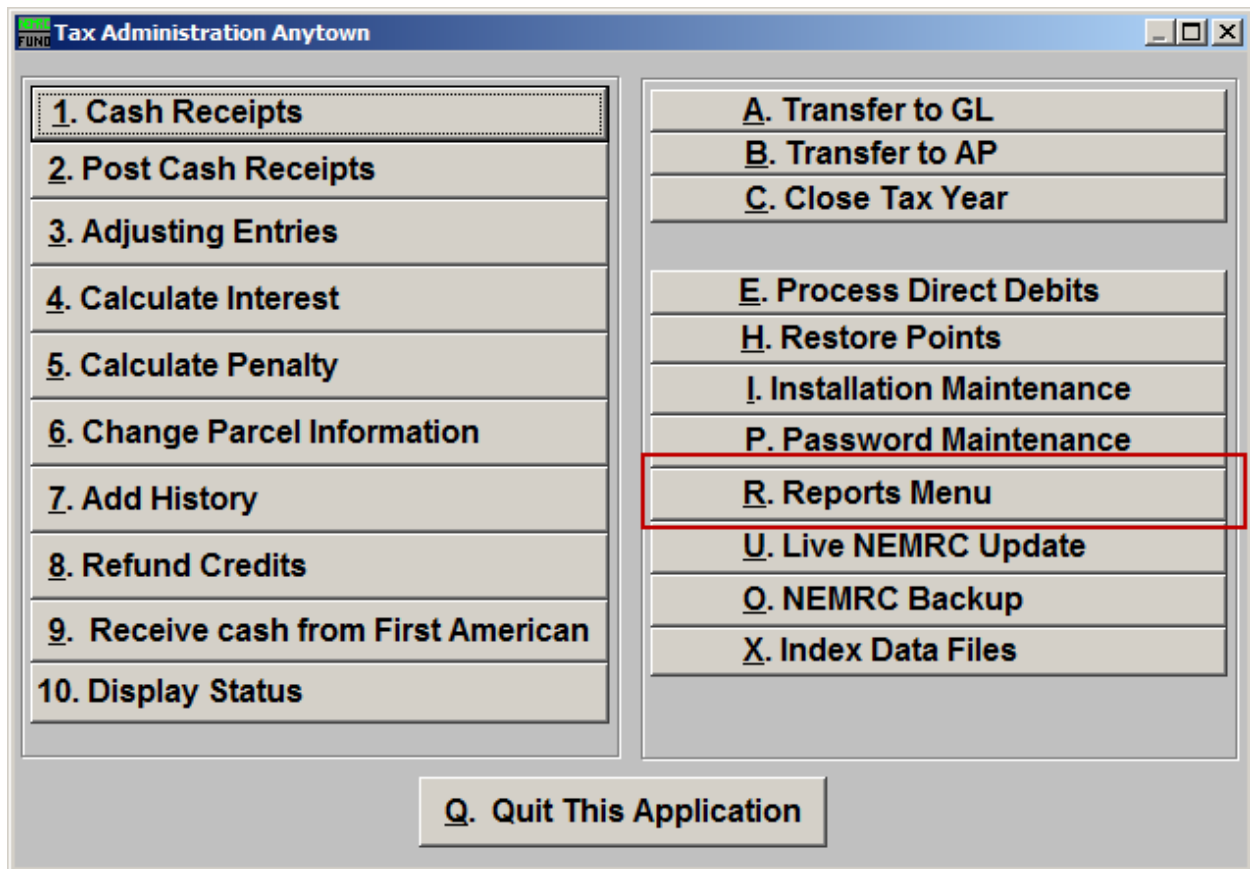


Tax Administration

R. Reports Menu: 6. Interest Due/Reminder Notices

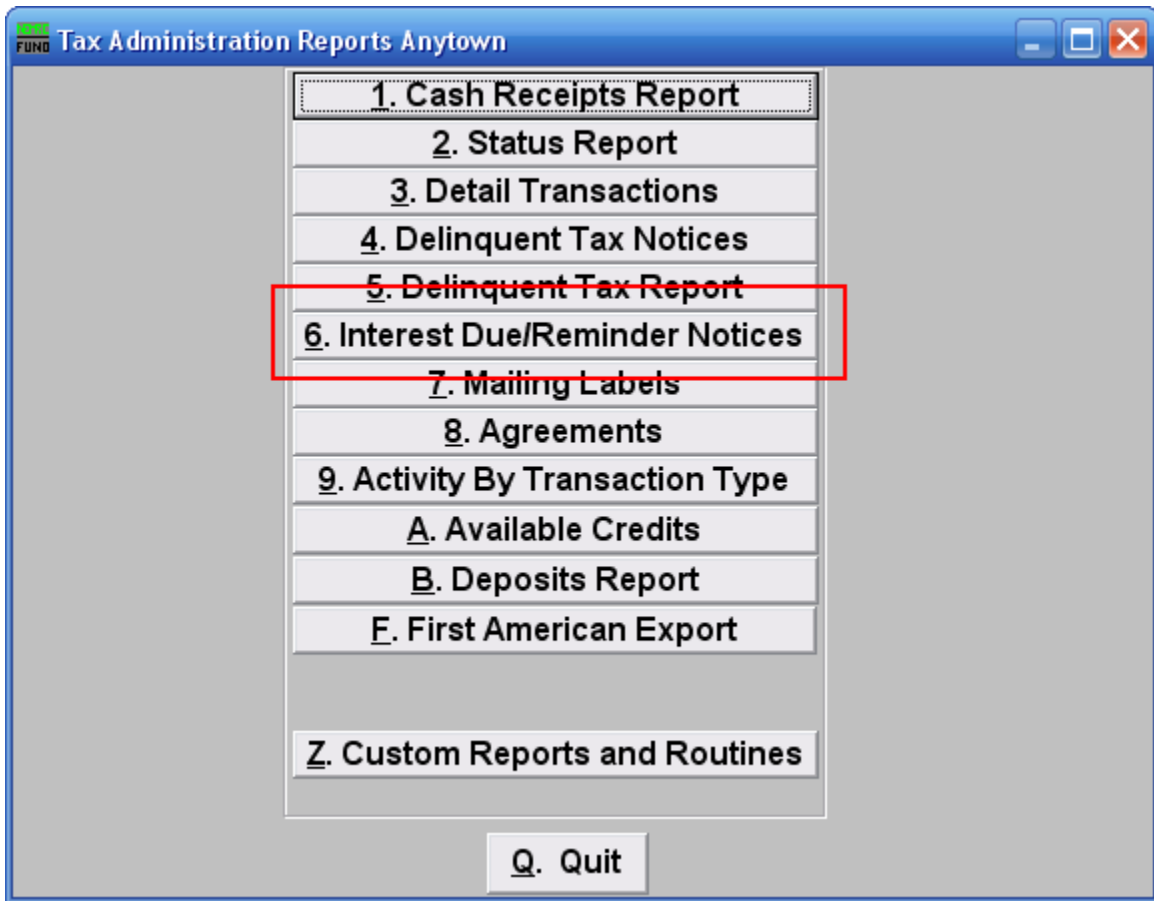
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Click on “R. Reports Menu” and the following window will appear:

Tax Administration



Click on “6. Interest Due/Reminder Notices” from the Reports Menu and the following window will appear:

Tax Administration

Interest Due/Reminder Notices

The screenshot shows a window titled "Interest Due Notices" with a blue title bar. Below the title bar is a tabbed interface. The first tab, labeled "General" with a red "1" above it, is active. The second tab, labeled "Notice" with a red "2" above it, is also visible. The "General" tab contains the following elements:

- Tax Year Range:** Two text input fields separated by a "to" label, each with a "Find" button.
- Selection Options:** Three radio buttons: "Individual", "Range", and "All Parcels" (which is selected).
- Treasurers Address:** A multi-line text area containing "P.O. BOX 555" and "ANYTOWN, VERMONT 55555".
- Order Options:** Two radio buttons: "Parcel Order" and "Name Order" (which is selected).
- Checkboxes:** Two checkboxes: "Use as a reminder notice." and "Use Letterhead.", both of which are unchecked.

At the bottom of the window is a gray bar containing four buttons: "File", "Preview", "Print", and "Cancel".

- 1. The “General” tab:** This tab covers the basic settings for selecting accounts.
- 2. The “Notice” tab:** This tab covers the details to show on the notices.

Tax Administration

The “General” tab

If you chose the “General” tab the following window will appear:

The screenshot shows a software window titled "Interest Due Notices" with a blue title bar. Inside, there are two tabs: "General" (selected) and "Notice". The "General" tab contains the following elements:

- Tax Year Range:** Two text input fields separated by "Find" and "to" buttons, each with a "Find" button.
- Selection Options:** A red rectangular box highlights three radio button options:
 - ☐ Individual **1**
 - ☐ Range **2**
 - ☒ All Parcels **3**
- Treasurers Address:** Three stacked text input fields containing "P.O. BOX 555", "ANYTOWN, VERMONT 55555", and an empty field.
- Ordering and Formatting:**
 - Radio buttons for "Parcel Order" and "Name Order" (selected).
 - Checkboxes for "Use as a reminder notice." and "Use Letterhead." (both unchecked).
- Footer:** A row of four buttons: "File", "Preview", "Print", and "Cancel".

- 1. Individual:** Click to choose this option if you want this report to be for an individual Parcel.
- 2. Range:** Click to choose this option if you want this report to be for a Range of Parcels.
- 3. All Parcels:** Click to choose this option if you want this report to be for All Parcels.

Refer to the section below that relates to your choice.

Tax Administration

Individual/Range

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

The screenshot shows a software window titled "Interest Due Notices" with a blue header bar. Below the header are two tabs: "General" and "Notice". The "General" tab is active. The window contains several input fields and buttons. Red numbers 1 through 11 are placed next to specific elements to indicate their function as described in the list below. A red rectangular box highlights the "Range" selection area and the two "Press F4 to Recall" sections.

1. Tax Year Range: Select the Tax Year you are wish to start with, and the Tax Year you wish to end with. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.

2. Select the Parcel you are seeking, or if you chose “Range” the Parcel you wish to start with. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.

3. These fields are only available if you chose “Range.” Select the Parcel you wish to end with. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.

4. Treasurers Address: Enter the Treasurer’s mailing address in the fields provided.

5. Parcel Order OR Name Order: Click to select whether these notices print in order of Parcel ID number or in order by Name.

6. Use as a reminder notice.: Print this notice on plain paper.

7. Use Letterhead.

8. File

9. Preview

10. Print

11. Cancel

1. **Tax Year Range:** Select the Tax Year you are wish to start with, and the Tax Year you wish to end with. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.
2. Select the Parcel you are seeking, or if you chose “Range” the Parcel you wish to start with. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
3. These fields are only available if you chose “Range.” Select the Parcel you wish to end with. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
4. **Treasurers Address:** Enter the Treasurer’s mailing address in the fields provided.
5. **Parcel Order OR Name Order:** Click to select whether these notices print in order of Parcel ID number or in order by Name.
6. **Use as a reminder notice.:** Print this notice on plain paper.

Tax Administration

- 7. Use Letterhead.:** Print this notice on letterhead.
- 8. File:** Click this button to save these notices on this computer. Refer to GENERAL FILE for more information.
- 9. Preview:** Click this button to preview these notices. Refer to GENERAL PREVIEW for more information.
- 10. Print:** Click this button to print these notices. Refer to GENERAL PRINTING for more information.
- 11. Cancel:** Click “Cancel” to cancel and return to the previous screen.

Tax Administration

All Parcels

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

1. **Tax Year Range:** Select the Tax Year you wish to start with, and the Tax Year you wish to end with. For additional help with finding a Tax Year, refer to TA GENERAL TAX YEAR LOOKUPS.
2. **Treasurers Address:** Enter the Treasurer’s mailing address in the fields provided.
3. **Parcel Order OR Name Order:** Click to select whether these notices print in order of Parcel ID number or in order by Name.
4. **Use as a reminder notice.:** Print this notice on plain paper..
5. **Use Letterhead.:** Print this notice on letterhead.
6. **File:** Click this button to save these notices on this computer. Refer to GENERAL FILE for more information.
7. **Preview:** Click this button to preview these notices. Refer to GENERAL PREVIEW for more information.

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8. **Print:** Click this button to print these notices. Refer to GENERAL PRINTING for more information.
9. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

Tax Administration

The “Notices” tab

If you chose the “Notices” tab then the following window will appear:

The screenshot shows a software window titled "Interest Due Notices" with a blue header bar. Below the header, there are two tabs: "General" and "Notice". The "Notice" tab is selected. The main area of the window is divided into two sections, labeled 1 and 2. Section 1 contains a text box labeled "Title" with the text "INTEREST DUE NOTICE AS OF 11/15/2007". Section 2 contains several text boxes for entering the notice content. The first text box in section 2 contains the text: "The above notice is for the current year taxes only. If you owe prior years, you will receive a separate notice from the delinquent tax collector showing amounts due for taxes, interest and penalty." The second text box in section 2 contains the text: "Interest is accrued each month and the fourth and final installment will be due on May 10, 2007. Anything still owed after this date will be considered delinquent and will have an 8% penalty assessed on any unpaid balance." The third text box in section 2 contains the text: "If you disagree with this notice or have any questions, please contact the municipal office Monday thru Friday between the hours of 8:00 a.m. and 4:30 p.m. at 802-555-5555." At the bottom of the window, there are four buttons: "File", "Preview", "Print", and "Cancel".

1 Title INTEREST DUE NOTICE AS OF 11/15/2007

2

The above notice is for the current year taxes only. If you owe prior years, you will receive a separate notice from the delinquent tax collector showing amounts due for taxes, interest and penalty.

Interest is accrued each month and the fourth and final installment will be due on May 10, 2007. Anything still owed after this date will be considered delinquent and will have an 8% penalty assessed on any unpaid balance.

If you disagree with this notice or have any questions, please contact the municipal office Monday thru Friday between the hours of 8:00 a.m. and 4:30 p.m. at 802-555-5555.

File Preview Print Cancel

- 1. Title:** Enter the title to print for this notice.
- 2.** Enter what you want the notice to say in the fields provided.