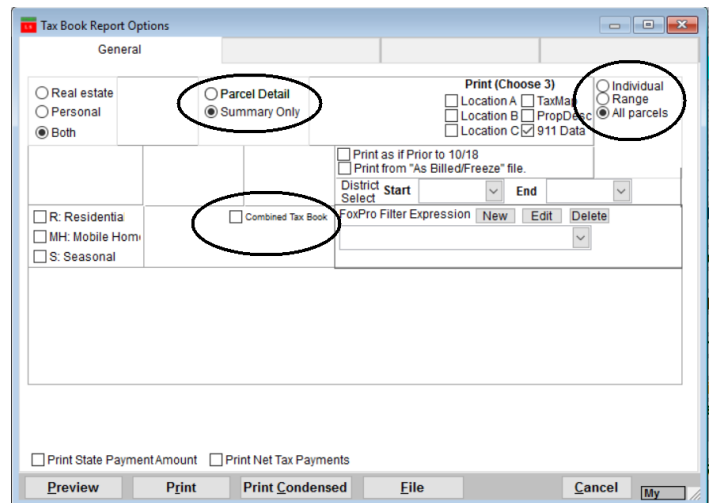
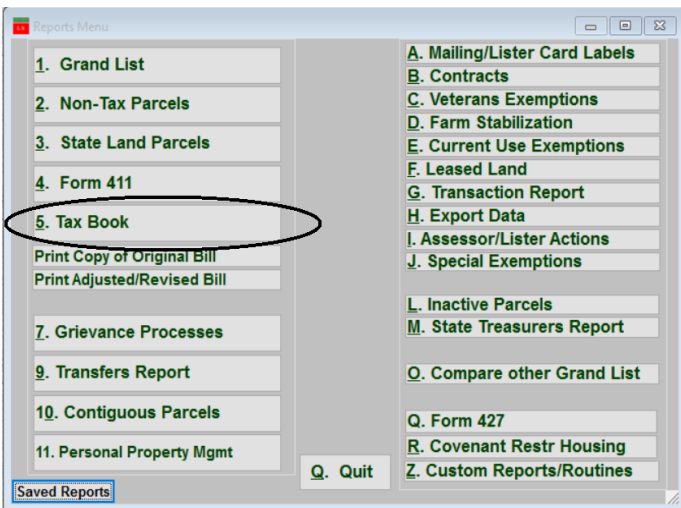


427 Instructions

You will send your form 427 report directly from your grand list after you have printed your tax bills. **SEND form 427 for your Town/City** only once unless you are making a correction to a previous submission. Follow the steps below to send your 427 to PVR.

- You must enter the Grand List from where you printed your tax bills. In this example we are creating the 427 file from the 'Anytown 20## As Billed Grand List'
- This feature will automatically report all tax rates that have been billed from this grand list entity. If you would like to see what tax rates will be included simply look at your 'Tax Book' summary page.
- You can also manually add any tax rates that were billed from entities outside the Municipality. For example: Village taxes that are billed directly from the Village office down the street from the Town office.

1. Open your 20## as billed grand list, in this example we are using the 'Anytown 2016 As Billed Grand List'. To see a list of rates that will be included automatically go to the '**R reports menu**' and select '**5 Tax book**'. Then select 'Summary Only' and 'All Parcels' as seen below. If your municipality has "Village" or other "Districts" that are billed from this grand list make sure to include those by checking the '**Combined Tax Book**' checkbox as well.



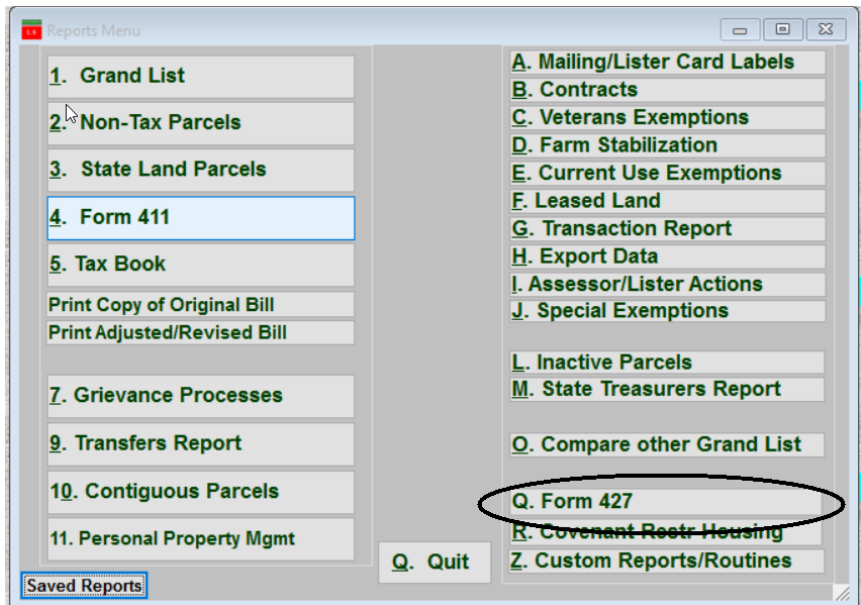
08/01/2016 03:28 pm Anytown 2016 As-Billed Grand List Page 1 of 1
 Tax Book Report IT Consultant 2
 *** GRAND TOTALS ***

	MUNICIPAL	HOMESTEAD	NON-RESI
TAXABLE PARCELS	1,028		
ACRES	24,475.55		
LAND	48,711,600		
BUILDING	143,477,400		
REAL	192,189,000	78,245,500	113,943,500
Add			
(+) NON-APPROVED CONTRACTS		0	0
(+) NON-APPROVED FARM CONTRACTS		0	0
(+) INVENTORY	0		
(+) EQUIPMENT	117,612		117,612
Subtract			
(-) VETERAN	80,000	80,000	0
(-) FARM STAB	0	0	0
(-) CURRENT USE	12,326,496	2,716,200	9,610,296
(-) CONTRACTS	0	0	0
(-) SPECIAL EXEMP.		0	88,659
GRAND LIST	1,799,001.16	754,493.00	1,043,621.57
HOMESTEAD	152,298,500		
HOUSESITE	121,620,700		
LEASE	0.00		
NON-TAX COUNT	35		
NON-TAX VAL.	23,331,700		
LATE HOMESTEAD PENALTY:			1,070.55
RATE NAME	TAX RATE	X GRAND LIST	= TOTAL RAISED
NON-RESIDENTIAL ED.	1.4359	1,043,621.57	1,498,536.16
HOMESTEAD ED.	1.5959	754,493.00	1,204,095.38
VETERANS EXEMPTION	0.0006	1,799,001.16	1,079.46
MUNICIPAL	0.4095	1,799,001.16	736,690.89
TOTAL TAX			3,441,472.44

Tax Rates shown here:



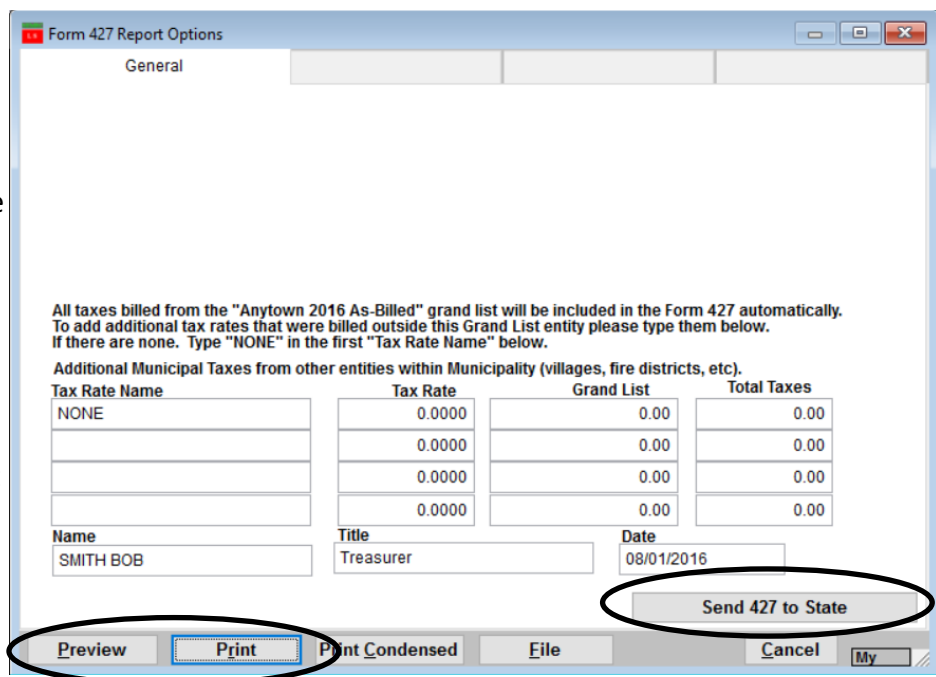
2. Next select 'Q Form 427' as seen below.



3. Fill in any rates that were billed outside this grand list. If there are no additional tax districts then enter 'NONE' as seen below. If there were additional taxes billed outside this grand list then enter the correct Tax Rate name, Tax rate, Grand list, and Total Taxes Raised in the spaces provided.

4. Enter your Name and Title in the Space provided then click 'Print' or 'Preview' to see what you are about to send to the State. Below is a sample 427 report.

5. Click the 'Send 427 to State' button when you ready to send the file.



08/01/2016 03:46 pm	Anytown 2016 As-Billed Grand List Form 427 In All Districts	Page 1 of 1 IT Consultant 2	
Number of Installments - 4 Installment Due Dates - 08/31/2016,11/30/2016,02/28/2017,05/31/2017 Installment Calculation Type - Even Payments Method One Grand List Unit Equals 100 Dollars			
RATE NAME	TAX RATE	GRAND LIST	TOTAL TAXES
9 NON-RESIDENTIAL ED.	1.4359	1,043,621.57	1,498,536.16
8 HOMESTEAD ED.	1.5959	754,493.00	1,204,095.38
1 VETERANS EXEMPTION	0.0006	1,799,001.16	1,079.46
0 MUNICIPAL	0.4095	1,799,001.16	736,690.89
Additional taxes from other entities for this municipality			
RATE NAME	TAX RATE	GRAND LIST	TOTAL TAXES
1 NONE			
Name: SMITH BOB	Title: Treasurer	Date: 08/01/2016	