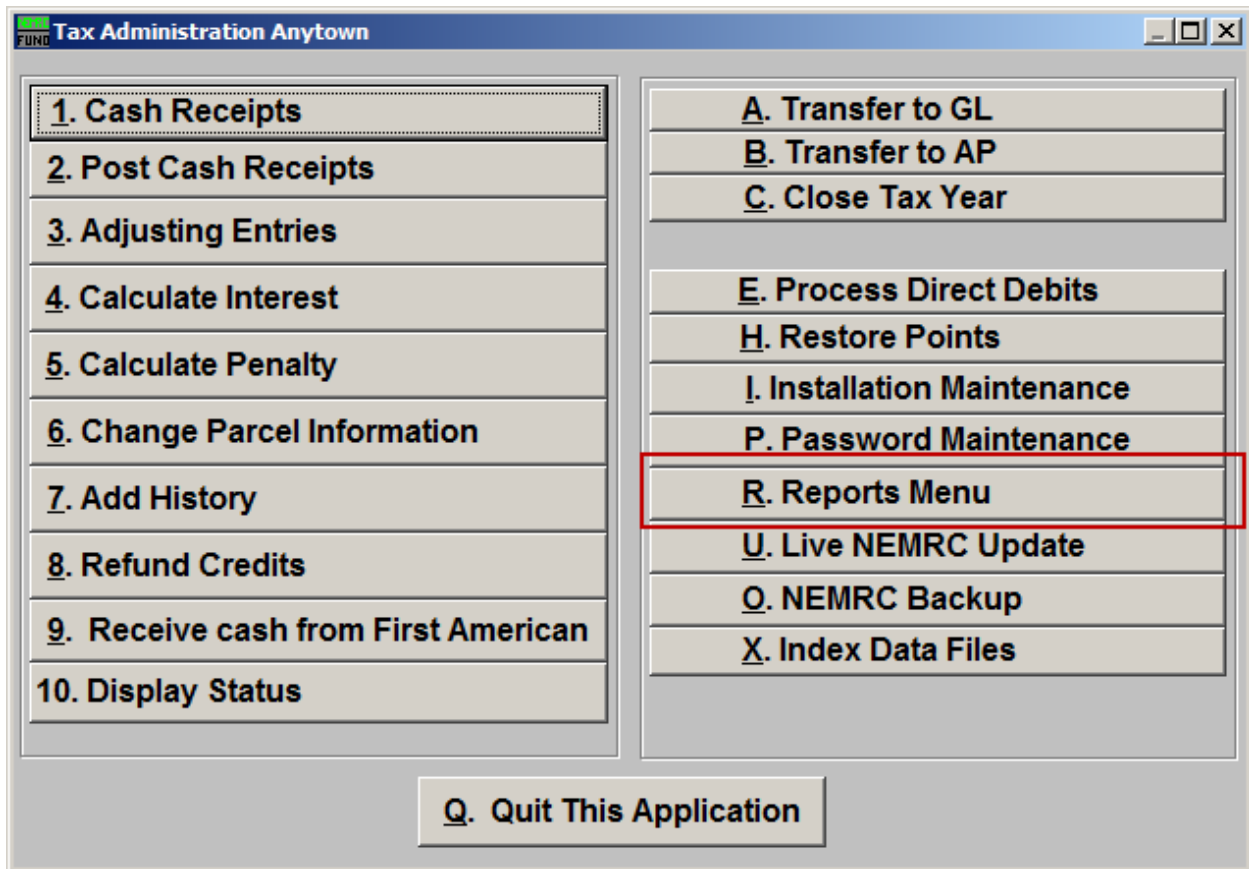


Tax Administration

R. Reports Menu: 4. Delinquent Tax Notices

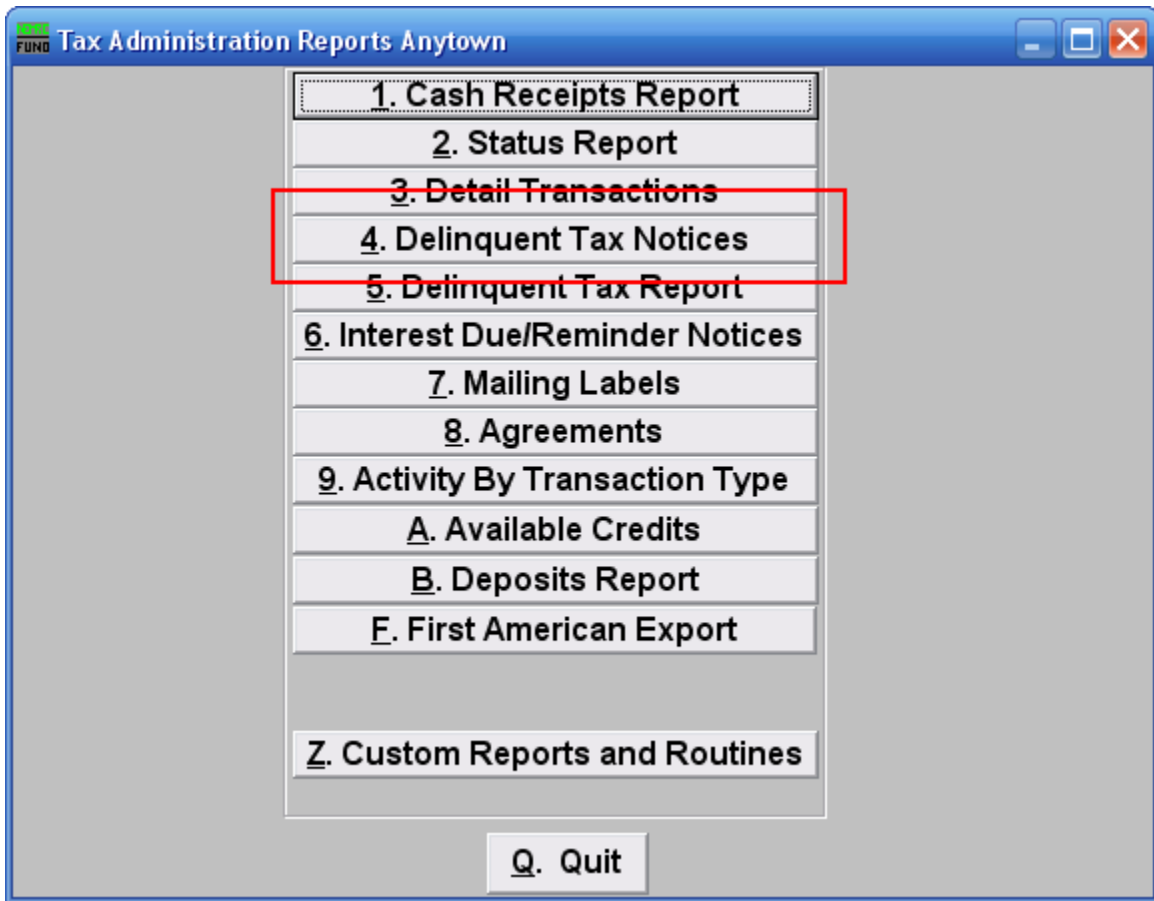
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Range	Error! Bookmark not defined.
All Parcels	Error! Bookmark not defined.
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Click on “R. Reports Menu” off the Main Menu and the following window will appear:

Tax Administration



Click on “4. Delinquent Tax Notices” on the Reports Menu and the following window will appear:

Tax Administration

Delinquent Tax Notices

The screenshot shows a software window titled "Delinquent Notices/Report". At the top, there are two tabs: "1 General" and "2 Notice". The "General" tab is selected and highlighted with a red box. Below the tabs, there are several sections of controls:

- Selection Options:** Three radio buttons: "Individual", "Range", and "All Parcels". "All Parcels" is selected.
- Tax Year Range:** Two input fields for years, with "Find" buttons on either side.
- Collectors Address:** Two stacked text input fields containing "P.O. BOX 555" and "ANYTOWN, VERMONT 55555".
- Date Selection:** Two radio buttons: "Current" (selected) and "As of a date" followed by a date input field.
- Order and Location Options:** Two columns of radio buttons. The first column has "Parcel Order" and "Name Order" (selected). The second column has "Closed Years" (selected), "All Years", "Combine Years" (selected), and "Seperate Years". The third column has "Location in header", "Location in detail" (selected), and "No Location".
- Balance Filter:** A section with the text "Skip parcels with a balance less than or equal to" followed by an input field containing "0.00".
- Include Bankruptcies:** A checkbox that is checked.
- Filter Section:** A section labeled "FoxPro Filter Expression" with "New", "Edit", and "Delete" buttons, and a text input field with a dropdown arrow.
- Bottom Buttons:** A row of four buttons: "File", "Preview", "Print", and "Cancel".

1. General tab: Choose this tab to change options for this notice.

2. Notice tab: Choose this tab to change the notice.

Refer to the section below for each tab.

Tax Administration

The “General” tab

The screenshot shows a software window titled "Delinquent Notices/Report" with a "General" tab selected. The window contains several input fields and radio buttons. A red box highlights three radio buttons: "Individual 1", "Range 2", and "All Parcels 3". Below these are fields for "Tax Year Range" with "Find" and "to" buttons. The "Collectors Address" field contains "P.O. BOX 555" and "ANYTOWN, VERMONT 55555". There are radio buttons for "Current" and "As of a date". A section with multiple radio buttons includes "Parcel Order", "Name Order", "Closed Years", "All Years", "Combine Years", "Seperate Years", "Location in header", "Location in detail", and "No Location". A field for "Skip parcels with a balance less than or equal to" has the value "0.00". A checkbox for "Include Bankruptcies" is checked. At the bottom, there are buttons for "File", "Preview", "Print", and "Cancel".

Delinquent Notices/Report

General | Notice

☐ Individual **1**
☐ Range **2**
☒ All Parcels **3**

Tax Year Range Find to Find

Collectors Address

☒ Current
☐ As of a date

☐ Parcel Order ☒ Closed Years ☒ Combine Years ☐ Location in header
☒ Name Order ☐ All Years ☐ Seperate Years ☒ Location in detail ☐ No Location

Skip parcels with a balance less than or equal to

Include Bankruptcies ☒

FoxPro Filter Expression New Edit Delete

File **Preview** **Print** **Cancel**

- 1. Individual:** Click on this option to have this notice be for an Individual Parcel.
- 2. Range:** Click on this option to have this notice be for a range of Parcels.
- 3. All Parcels:** Click on this option to have this notice be for all Parcels.

Refer to the section below that relates to your choice.

Tax Administration

Individual/Range/All Parcels

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

Delinquent Notices/Report

General Notice

☐ Individual
☒ **Range**
☐ All Parcels

1 Parcel ID - **Find**
Name **Find**

2 Parcel ID - **Find**
Name **Find**

Tax Year Range **3** **Find** to **3** **Find**

Collectors Address **4** P.O. BOX 555 **4**
ANYTOWN, VERMONT 55555 **4**

☒ **Current** **5**
☐ As of a date

☐ Parcel Order
☒ **Name Order** **6**
☒ **Closed Years** **7**
☐ All Years

☒ **Combine Years** **8**
☐ Seperate Years

☐ Location in header
☒ **Location in detail**
☐ No Location **9**

Skip parcels with a balance less than or equal to **10** 0.00

Include Bankruptcies **11** ☒

FoxPro Filter Expression **12**

13 **14** **15** **16**

File **Preview** **Print** **Cancel**

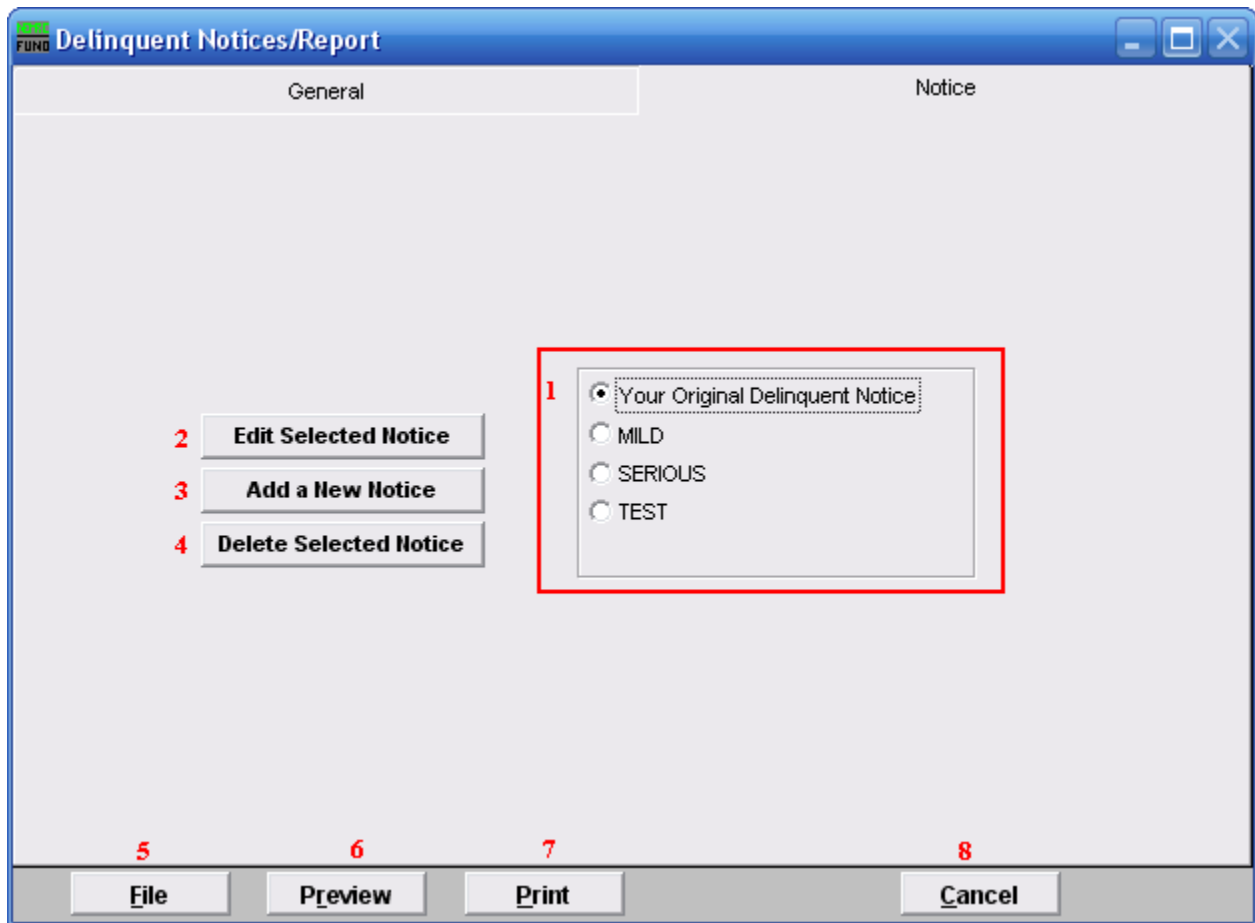
- 1.** These fields are only available if you chose “Individual” or “Range.” Select the Parcel you are seeking. If you chose “Range,” this is the Parcel you wish to start with. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
- 2.** These fields are only available if you chose “Range.” Find the Parcel you wish to end with. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.
- 3. Tax Year Range:** Enter the range of Tax Years to show on the notice.
- 4. Collectors Address:** Enter the delinquent tax collectors address for payment remittance.
- 5. Current OR As of a date:** Balances show on the report can be current or evaluated to be as of a previous date.

Tax Administration

- 6. Parcel Order OR Name Order:** Select the order of notices to print out. The Parcel number order will keep all delinquent years together regardless of a change in owners.
- 7. Closed Years OR All Years:** The status of a Tax Year can be seen in the Tax Year look up. Commonly the option for all years is selected after the current Tax Year has gone delinquent but has not been closed. The function of closing a Tax Year changes the accounts used to post activity to the general ledger when linked in installation.
- 8. Combine Years OR Separate Years:** Combine year will report multiple years on one notice, separate years will report one year per notice.
- 9. Location in header OR Location in detail OR No Location:** Location information is usually the same for all years. This information can be printed in the header to appear once, in the detail will appear for every year reported, or will not appear at all.
- 10. Skip Parcels with a balance less than or equal to:** Tax Years with a balance that does not reach a minimum threshold can be eliminated from reporting.
- 11. Include Bankruptcies:** This option allows printing of Parcels which have been checked off as in bankruptcy in “6. Parcel Maintenance.”
- 12. FoxPro Filter Expression:** This option is only available if you chose “Range” or “All Parcels.” A conditional reporting expression developed with NEMRC support. This evaluates account information to determine if the account should be included. Contact NEMRC support to learn more about this option.
- 13. File:** Click this button to save this Notice on this computer. Refer to GENERAL FILE for more information.
- 14. Preview:** Click this button to preview this Notice. Refer to GENERAL PREVIEW for more information.
- 15. Print:** Click this button to print this Notice. Refer to GENERAL PRINTING for more information.
- 16. Cancel:** click “Cancel” to cancel and return to the previous menu.

Tax Administration

The “Notice” tab



1. Select a pre-existing notice by clicking on it.
2. **Edit Selected Notice:** Click this option to edit the information on the selected Notice. Refer below for an example of a Notice. The sections inside the red rectangles are what you may edit within a Notice
3. **Add a New Notice:** Click this option to create a new Notice.
4. **Delete Selected Notice:** Click this option to delete the selected Notice.
5. **File:** Click this button to save this Notice on this computer. Refer to GENERAL FILE for more information.
6. **Preview:** Click this button to preview this Notice. Refer to GENERAL PREVIEW for more information.

Tax Administration

7. **Print:** Click this button to print this Notice. Refer to GENERAL PRINTING for more information
8. **Cancel:** Click “Cancel” to cancel and return to the previous menu.

Below is an example of a Notice:

Tax Administration

TOWN OF ANYTOWN
MUNICIPAL OFFICE BUILDING
THE HILL
ANYTOWN VT 55555
802-555-5555
DELINQUENT TAX COLLECTORS NOTICE AS OF 10/22/2007

PARCEL NUMBER : 233600010-

CEASER JULIUS
10 TAYLOR ST
ANYTOWN, VT 05999

Taxes Assessed Against You

Year	Principal	Interest	Penalty	Other	Total Location
2006-2007	68.31	0.50	0.00	0.00	68.99 10 TAYLOR ST

TOTAL AMOUNT DUE 68.99

TAKE NOTICE

That taxes assessed against you as indicated hereon are placed in my hands for collection with a Warrant attached, upon which I am commanded to make a return.

I will receive taxes at my office in ANYPLACE ANYTOWN on Monday through Friday, between the hours of 8:30 A.M. and 4:00 P.M. If payment is made at that time summary action on my part will be avoided. Otherwise I am commanded to distrain the goods and chattels, until such taxes are paid. This is in accordance with the REQUIREMENTS of Law and I have no alternative but to comply with it. Your own compliance will avoid legal proceedings and additional expense.

Very respectfully,

.....Collector

Please Remit to :

DELINQUENT TAX COLLECTOR
ANYTOWN
P.O. BOX 370
ANYTOWN, ANYSTATE 55555

Please note that interest at 1.00% for the first 3 months and 1.00% thereafter on any unpaid delinquent taxes. Checks are to be made PAYABLE TO ANYTOWN.