

# TAX BILLING SEMINAR

May 2026

NEMRC will be providing in-person seminars. This seminar will be covering the NEMRC TAX BILLING process in the Grand List module on June 2<sup>nd</sup>, 3<sup>rd</sup>, & 5<sup>th</sup>. Important Notes: There is a new location for Burlington see note at the bottom of this page. Also, Seminar Handouts will be emailed to you prior to the seminar to print or view on your computer.

*(All Officials that process Tax Bills are encouraged to attend)*

This is a vital time of year for Vermont municipal officials to tune up on their **Tax Billing** procedures! Whether you are a seasoned or new, ensuring your NEMRC software skills are sharp is key to a smooth billing cycle.

This class covers a lot about Tax Billing. Here is a breakdown of the **essential topics** that ensure every attendee, regardless of experience, gets the most value from the session.

**For your convenience register on line at [www.nemrc.com](http://www.nemrc.com) to reserve your seat as soon as possible.  
Space for this seminar is limited.**

## Topics

**Important** Class materials will need to be downloaded and printed in advance for this seminar. NEMRC will send an email with the handouts prior to the seminar.

1. NEMRC Tax Administration - Review available credits from the previous Tax year.
2. Downloading Education tax rates and Entering Municipal tax rates
3. How to use important reports: Tax book, State Treasurers report, Transfer to Tax Administration and Status report.
4. New – Import of credits from NEMRC Tax Administration module
5. Production of tax bills
6. Process to follow for Transferring tax data from the Grand List and receiving into Tax Administration
7. How, What, Why, and Who should send a 427.
8. Update on NEMRC new Dot Net software.

## ➤ Speakers

1. Chris Miele, Vice President of NEMRC
2. Penny Muzzey, Technical Support NEMRC

Please read the enclosed registration form and share it with fellow municipal personnel. We look forward to meeting with you.

- To register directly visit our website [WWW.NEMRC.COM](http://WWW.NEMRC.COM) and click on the link Tax Billing Seminars.
- Please register on or before Wednesday May 27<sup>th</sup> as space is limited.
- If you have any questions please call (800) 387 – 1110 or send an email to [Chris@nemrc.com](mailto:Chris@nemrc.com)

**Please note: Rutland area Seminar** will be held at the Vermont State University Castleton Campus. VSU Castleton Campus, Room 1787. There is limited space and there is a short walk from the parking lot to the building. Space is limited to 50 people so register early for this site.

**Burlington area Seminar** will be held at St Michaels College in Colchester. In the Dion building 3<sup>rd</sup> floor in the Roy Event Center. Parking throughout campus so be prepared to walk.

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