



Property Tax Billing

WHAT IT DOES FOR YOU

Designed for government entities such as municipalities and school districts, the **AccuFund Property Tax Billing** module allows the user to manage tax assessments for many different types of property, which are categorized as either real (land, buildings) or personal (automobiles, motorcycles, trailers).

Property Tax Billing allows you to download data from county, state or assessors' records and maintain extensive information on properties and customers. Property tax payments are posted directly to a customer and can be integrated with utility billing. Tax payment activity is linked to customer information in the database, so you can ensure your records are correct. Most importantly, total data entry time is cut in half, allowing you to expedite delivery of tax bills.

another system, make alpha-numeric inputs and add data fields on-the-fly. Multiple assessments can be performed according to various tax values and tax years. Unlimited calculations are possible without performing additional programming, which means you can create calculations that are unique to your entity, such as surcharges and penalties.

A complete online history of tax activity can be maintained and linked to the customer database for the

Activity Date	Type	Year	Property Type	Charge	Description	Total Value	Total Posted
3/05/2006	Charge	2005	Real	REALInterest	2005 Delinquent Real Estate Taxes Interest		454.68
4/05/2006	Charge	2005	Real	REALInterest	2005 Delinquent Real Estate Taxes Interest		441.37
5/05/2006	Charge	2005	Real	REALInterest	2005 Delinquent Real Estate Taxes Interest		399.54
6/05/2006	Charge	2005	Real	REALInterest	2005 Delinquent Real Estate Taxes Interest		402.84
12/05/2005	Charge	2005	Real	REALPenalty	2005 Delinquent Real Estate Taxes Penalty		4,879.64
7/05/2006	Charge	2005	Real	REALInterest	2005 Delinquent Real Estate Taxes Interest		303.56
8/05/2006	Charge	2005	Real	REALInterest	2005 Delinquent Real Estate Taxes Interest		306.02
9/05/2006	Charge	2005	Real	REALInterest	2005 Delinquent Real Estate Taxes Interest		308.56
10/31/2005	Charge	2005	Personal	pptra	2005 PP Tax Relief		-62,278.33
10/31/2005	Statement	2005	Personal		2005 Personal Property Taxes		0.00
10/31/2005	Final	2005	Personal		2005 Personal Property Taxes		0.00
10/31/2005	Initial	2005	Personal		2005 Personal Property Taxes	28,421,280	140,848.79
10/31/2005	Statement	2005	Real		2005 Real Estate Taxes		0.00
10/31/2005	Final	2005	Real		2005 Real Estate Taxes		0.00
10/31/2005	Initial	2005	Real		2005 Real Estate Taxes	163,520,300	425,152.78

The Tax Activity Screen lets the user see each step of the billing process beginning with estimated, through initial billing and to final billing.

Property will be Changed

Property: 0001354-091

Owner: B L C CORPORATION (3396)

Mortgage: []

Options: Penalty Exempt Bill Mortgage

Type: Real Personal

Buttons: Previous, OK, Cancel

Select Property Area: []

Type: Decal

General: Description: 1997 CHEVROLET GMT-400 PICKUP

Tax Years (1): []

Fees: []

Demographics (1): []

Model: GMT-400 Serial Number: 1GCEK14W9V2216307

Year: 1997 State Tag: ZEY6518

Acquire Date: 11/14/1998

Set up detailed information for each property tax item.

HOW IT WORKS

The **AccuFund Property Tax Billing** module has an open format, which allows you to convert easily from

AccuFund Accounting Suite. As a result, you can perform all interest or penalties calculations on past year activity as well as current year.

Property Tax Billing can produce a report on any transaction or activity, and all the data in the database can be included. Quick Reports convert what is on the screen to a report or export, sorted by any column. The Reports button runs any defined report for properties, tax activities and customers. The **Report/Forms Designer** enables you to create customized statements, full-size 8 1/2 x 11 letters ,

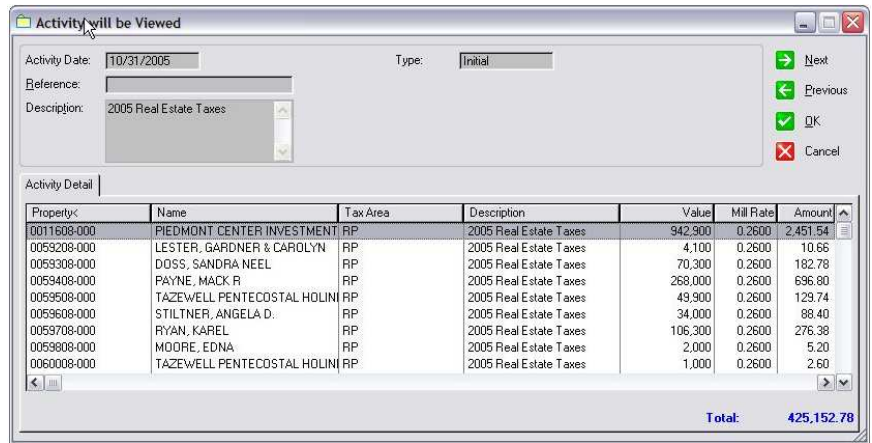
mailers and other reports. Users can generate an entire tax run or reprint any individual statement in a tax run.

The Notes tab in **Property Tax Billing** is available for inputting any additional information on the property. Notes can be categorized and can include downloaded images of the property.

OTHER FEATURES

The **AccuFund Property Tax Billing** module has several other features that offer tremendous value to tax clerks:

- ✓ By just clicking on a column header and entering Ctrl L, the user can search for specific information and bring up any activity detail.
- ✓ Preliminary reports can be run to review for any needed changes.
- ✓ Onscreen options are available that can be checked for specific circumstances, such as “Penalty Exempt” and “Bill Mortgagee.”
- ✓ Receipts for tax payments applied to the tax record can



For each activity, the user can “Drill down to see the detail of all activity by property.”

be created in the **AccuFund Accounting Suite Cash Receipts** module.

- ✓ Manual adjustments can be made and automatically applied.
- ✓ Additional charges, such as late fees and interest, can also be applied and accrued.
- ✓ Supplementary tax services are included, such as generating vehicle decals/stickers.

COMPONENT INTEGRATION

The **Property Tax Billing** module is integrated with:

- ✓ **General Ledger** for financial reporting
- ✓ **Cash Receipts** for cash history
- ✓ **Fees, Taxes, & Licenses (FTL)** for issuing decals

COMPONENT AVAILABILITY

The **Property Tax Billing** module is available with both the Standard and Professional editions of the **AccuFund Accounting Suite**. It can also be purchased as a standalone product.

STANDARD TEMPLATES PROVIDED

AccuFund provides a set of default reports with the **Property Tax Billing** module. These reports and forms may be modified or added to through the **Reports/Forms Designer**. The default reports include:

- ✓ Personal Property Statement
- ✓ Real Property Statement
- ✓ Property List
- ✓ Property Assessments

Town of Sample PO Box 1234		2006 Real Estate Taxes		Account: 4385
		Property Owner:	CARAVAN MOTOR INN.	
Property ID:	Map/Parcel:	Legal Description:	Assessed Value:	Tax:
0062608-030	09445A 17	PARCEL 19, 0.849 ACRE MARKET STREET	585,400.00	1,463.50
			2006 Real Estate Taxes Due:	1,463.50

(Please Note: All prior years taxes and penalties may not be reflected in this statement.)

Account:	Property Owner:	Bill Date:	Due Date:	Total Due:(Includes Prior Years Unpaid Real Estate Taxes if amount here is higher than amount reflected above)
4385	CARAVAN MOTOR INN.	10/24/06	12/06/06	1,463.50

10% penalty will be added after due date. Thereafter, 0.833% will accrue each month until paid.

PLEASE RETURN ENTIRE STATEMENT FOR PROPER CREDIT

Town of Sample
PO Box 1234
Sample, State 12345

Prescribed First Class Mail
US Postage Paid

CARAVAN MOTORS
C/O JOHN OWNER
2345 WEST RUTLEDGE STREET
SAMPLE, STATE 12345

TAX INFORMATION ENCLOSED

Sample property tax bill, in this case a self-mailer.