

Sample Documents

The following documents were discussed in the MMTA January 6 online Treasurer-to-Treasurer session. They were provided by one of our members solely for use as EXAMPLES.

If you use these documents, please make sure to personalize them for your municipality.

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(Obviously this is specific to Kent County, so you would need to look into your local information)

Kent County Personal Property Tax Strike- Organizers Instructions

Feb 1

- Send e-mail to all Kent County Treasurer's asking them to send in paperwork (original and 1 copy) Due no later than March 31.
- **(See Strike Instructions Sent to Local Treasurers)**
- Check paperwork, contact units for anything that is missing
- Separate original and copy into two complete piles.

May

- Bring signature sheets to May KCTA meeting or MMTA Institute for signatures (have them sign 2 forms – keep one original in your file, and send one original and copy with paperwork for court)
- Contact any Treasurer's for Missing Signatures
- Send **Petition** (pages 1-3 of merge file) to Kent County Prosecutors Office for signature and **notary**
 - **Your municipality email**
 - Have them mail back the originals
- Get check for filing from KCTA Treasurer
 - Call Circuit Court to check filing fee (632-5480)- currently \$150.00 as of 7/14/2020

After all signatures are received

- Bring all paperwork and check to Circuit Court Clerk's Office at 180 Ottawa – 2nd Floor. Bring check for \$150.00 -paid by KCTA
Case is heard by Chief Judge- code is "CZ" (bring last years court case # for reference)
 - **Petition with one original signature sheet** (signed and notarized) – BRING A COPY, have clerk stamp it and bring back with you
 - **Judgement and one copy with self-addressed stamped envelope**- goes to judge
 - **exhibit A-All paperwork from petitioners**, STAYS WITH CLERK – goes to judge
- After case is assigned to judge, call his clerk on the phones available at desk and ask her to assign a court date more than 30 days but less than 45 days from today.
 - **Order for Hearing Date & Notice to Clerk- bring 2 copies & self-addressed stamped envelope**
 - Fill in time and date on both copies of Order for Hearing form and leave both copies with Clerk along with a self-addressed stamped envelope for one signed copy to be returned to you.

Court Date

- Go before judge- may have to explain what this is about
- Take signed judgment with you from court (or leave with self-addressed stamped envelope
- Fax/e-mail signed judgment to all Treasurer's involved

PERSONAL PROPERTY TAX STRIKING PROCEDURES

****NOTE: THESE INSTRUCTIONS ONLY PERTAIN TO THOSE WHO USE THE BS&A DELINQUENT PERSONAL PROPERTY TAX MODULE. IF YOU DO NOT HAVE THE DLQ PP MODULE, YOU WILL NEED TO GENERATE YOUR OWN REPORTS TO PROVIDE TO THE ENTITIES YOU COLLECT FOR.**

1. Early in January run the following BS&A reports for each tax year in which you are going to strike parcels. This year we will be striking **2015** and prior taxes. To print Tax Spread Report in BS&A go to tax reports.

TAX SPREAD REPORT

Choose: REPORTS,

DELINQUENT TAX REPORTS,

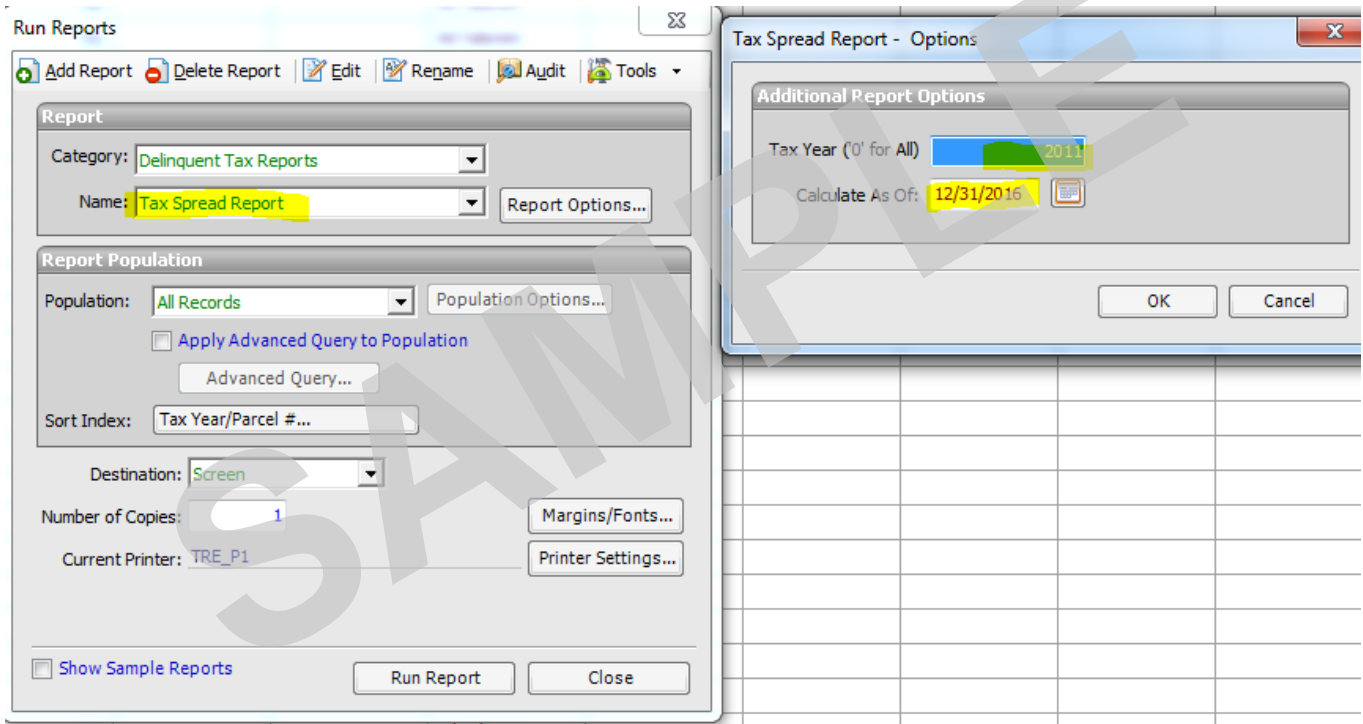
TAX SPREAD REPORT

Go To – Choose Report Options

Fill in:

Tax Year – **2015** (If you need a prior year run each separately)

Calculate As Of – December 31, **2020**



This report includes local interest and Admin fees, the next report will not, so the totals should be different by those amounts.

YARD WASTE	0.10000	213.60	166.31	47.29
PUBLIC SAFETY	1.25000	2,670.20	2,079.08	591.12
LIBRARY DEBT	0.25000	533.94	415.73	118.21
LOCAL ADMIN	0.00000	934.08	739.12	194.96
LOCAL INTRST	0.00000	4,435.94	3,404.63	1,031.31
TOTALS: UNIT 00000 2010		30,762.92	24,020.33	6,742.59

DELINQUENT TAXES DUE REPORT

Choose: REPORTS,

DELINQUENT TAX REPORTS,

DELINQUENT TAXES DUE

Go To – Choose Report Options

Fill in:

Tax Year – **2015** (If you need a prior year run each separately)

Calculate As Of – December 31, **2020**

The image shows two overlapping windows from a software application. The 'Run Reports' window on the left has the following settings: Category: 'Delinquent Tax Reports', Name: 'Delinquent Taxes Due', Report Population: 'All Records', Sort Index: 'Tax Year/Parcel #...', Destination: 'Screen', Number of Copies: '1', and Current Printer: 'TRE_P1'. The 'Delinquent Taxes Due - Options' window on the right has the following settings: Tax Year ('0' for All): '2011', Calculate As Of: '12/31/2016', 'Break Down by Season' is checked, 'Print Tax Due Values Only?' is checked, and 'Show Comments' is unchecked.

DELINQUENT TAX ROLL (SEND TO **KENT COUNTY ONLY**)

Choose: REPORTS,

DELINQUENT TAX REPORTS,

DELINQUENT TAX ROLL

The image shows two overlapping windows from a software application. The 'Run Reports' window on the left has the following settings: Category: 'Delinquent Tax Reports', Name: 'Delinquent Tax Roll', Report Population: 'All Records', Sort Index: 'Tax Year/Parcel #...', Destination: 'Screen', Number of Copies: '1', and Current Printer: 'TRE_P1'. The 'Delinquent Tax Roll - Options' window on the right has the following settings: Tax Seasons: 'All Seasons', Totals Options: 'Roll with totals', 'Breakdown Specials By Season?' is checked, DDA Options: 'All Parcels (DDA and Non-DDA)', CFT/IFT: 'All Parcels (CFT/IFT and Non-CFT/IFT)', CFA/CFR: 'All Parcels (CFA and Non-CFA)', BLL: 'All Parcels (BLL and Non-BLL)', Tax Year: '2010', Calculate As Of: '12/31/2016', Print...: 'Print only if delinquent as of the given date', 'Print Interest/Fees Due?' is checked, and 'Print Legal Descriptions?' is unchecked.

Dovetail
KENT COUNTY ONLY

