

Summer Tax Roll Checklist

- Create a database
- Import assessing roll
- Point the new database to the assessing active database
- Import items from previous year database
- Import attachments from previous year database
- Contact KCI for tax file due dates _____
 - Bill printed colors:
 - Summer- Yellow (odd years)
 - Summer- Pink (even years)
 - Winter- Blue (odd years)
 - Winter- Green (even years)
- Request postage check for KCI
- Verify general ledger numbers in tax setup
- Check fiscal years for taxing entities
- Verify Admin and Interest general ledger numbers are setup
- Check MTT Refund Interest Rate
- Print and mail deferment applications 6/1
- Update back of the bill
- Update tax bill
- Set up new special assessments
- Adding Special Assessments from SA:
 - Run SA Roll/ All active parcels
 - Calculate current year installment
 - Select districts by special assessment population
 - Run Parcel Balance Report
 - By special assessment district
 - Verify and balance all districts to be added to tax
 - Run Utilities/ Transfer Installment to Tax
 - Transfer by district
 - If districts are PIF set to Inactive
 - Remove SA from MISC field in tax when PIF
- Add Scenic Lake
- Add DRAIN special assessments from Kent County Drain Commission
 - GL 703-000-222.213
- Payout Kent County drain invoices
 - GL 213-213-778.004
- Add delinquent Kentwood water bills [WA/SW]
 - UB add to tax utility

- May 31st deadline for Summer bills
- October 31st deadline for Winter bills
- ❑ Email Samarhia Giffel from Grand Rapids Water Department deadline date for added to tax [GR- WA/SW]
- ❑ Add delinquent Grand Rapids water bills
 - GL 703-000-040.000
 - May 31st deadline for Summer bills
 - October 31st deadline for Winter bills
- ❑ Add Miscellaneous Receivables to Tax (use ADJUSTEMENT only)
 - May 31st deadline for Summer bills
 - October 31st deadline for Winter bills
 - Check MR invoices with a customer # are properly adjusted in MR
 - Re-check MR totals for added to tax balance with Tax parcels
 - MR's should be added to the 41-18 parcel **not** 41-50
 - Send paid (added to tax) copies to departments
- ❑ Check with assessor for new DDA parcels
- ❑ Check with assessor for new PILOT parcels
- ❑ Remind assessor to check for veteran purchases/ sales and file STC 154 when proration's are needed
 - May 1st (Summer)
 - October 1st (Winter)
 - January 1st (Settlement)
- ❑ Review all new IFT's and set up new millage tables if needed
- ❑ SB972 Import from Kent County
 - Run Simple List report of SB972 parcels
- ❑ Mark deferred parcels
- ❑ Remind Assessing deed entering dates:
 - June 1st-summer
 - November 1st- winter
- ❑ PRE/Assessor/MTT/STC changes
- ❑ PRE's changes deadlines:
 - June 1st-summer
 - November 1st- winter
- ❑ Import mortgage codes from direct emails
 - Lereta
 - Corelogic
 - United Bank
 - United Bank Commercial
 - Capital Mortgage
 - Wells Fargo

- Assign deferment mortgage code to summer deferments
- Enter millage rates from L-4029's
- Enter commercial personal property millage exemption for school op
- Check FC School Op on millage tables (foreclosures). Should be the same as School Op
- Recheck millage tables
- Calculate DDA Factors
 - Utilities- Calculate DDA Factors (after millages are entered)
- Print bills from each Special Assessment
- Double check due date on bills
- Proof tax bills
- Write floating values
- Reports to Run:
 - Questionable Parcels
 - Milage Table Cross Reference (Balancing/Settling Reports | Millage Table Report)
 - Refunds due by Parcel (winter only)
 - DDA Report (detail) **WATCH FOR NEGATIVE CAPTURES**
 - B-2018 Woodland
 - B-2021 TLC
 - DDA Report (summary)
 - B-2018 Woodland
 - B-2021 TLC
- Run Tax Warrant (adjusted) balances. Verify balances with Assessing Misc. Total Statistics report **from next year database**- need totals cover page from Assessing [Balancing/Settlement Report]
 - AdValorem
 - AdValorem + SA
 - CFT/IFT
 - DDA
 - PILOT- 211.d
- Run Misc Statistics- Assessing **from next year database**. Verify balances with Warrant
 - AdValorem
 - AdValorem + SA
 - CFT/IFT
 - DDA
 - PILOT- 211.d
- Adjusted Tax Roll (balance totals to warrant)- run for each season alone
 - AdValorem

- AdValorem + SA
- CFT/IFT
- DDA
- PILOT 211.d
- ❑ Balancing Recap Report- (balance to adjusted tax roll)
 - AdValorem
 - AdValorem + SA
 - CFT/IFT
 - DDA
 - PILOT- 211.d
- ❑ Settlement Report- (balance to balance recap report) Print for each season, ex. **In winter- WINTER ONLY**
 - AdValorem
 - AdValorem + SA
 - CFT/IFT
 - DDA
 - PILOT- 211.d
- ❑ Commit tax roll
- ❑ Backup database
- ❑ Run test bills before upload to KCI
- ❑ **Run a simple list of summer deferments (Parcel Reports | Owner Address | Block Deferments)**
- ❑ **Flag [Do Not Print] for summer deferments prior to PDF print bills**
- ❑ Print bills to PDF w/mortgage code
- ❑ Print bills to PDF w/o mortgage code
- ❑ **Remove Flag [Do Not Print] for summer deferments**
- ❑ June 1st- Export tax file Escrow Companies when roll is released. Change file to .old
 - Lereta- Sonnheim, Jeffrey JSONNHEIM@LERETA.COM
 - Corelogic- Appleton, Eric eappleton@corelogic.com
 - Wells Fargo- Mcpeak, Mark Mark.Mcpeak@wellsfargo.com
 - Capital Real Estate Tax Services- Evich, Amanda amanda@capitaltax.us
 - United Bank- Reeder, Angeline angeline.reeder@unitedbank4u.com
 - United Bank Commercial Services, Schumaker, Joel joel.schumaker@unitedbank4u.com
- ❑ Upload tax file to KCI
 - **Pull deferments**
 - Pull paid in full Jeopardies (flag do not print)
 - Check for City of Kentwood parcels owing

- Pull City of Kentwood Bills
- Insert yellow envelope with tax bills
- Email KCI with instructions
- ☐ Mail summer deferment bills manually
- ☐ Change quick print bills on computers
- ☐ Change tax bill receipt
- ☐ Change season colors in tax on computers
- ☐ Check that taxes show in website once committed
 - Contact BS&A to allow if they do not show
- ☐ Assessor sign warrants
- ☐ Update website
 - Link deferment application on website
- ☐ Create 20XX Summer millage tables worksheet
- ☐ Create 20XX Winter millage tables worksheet
- ☐ Let Ann know if there are any GL changes to the tax roll
- ☐ Update excel disbursement spreadsheet
- ☐ Upload generic backup to Kent County
- ☐ Activate STAX and WTAX In CASH RECEIPTING
- ☐ Add disbursement dates to the task calendar

☐ **PERMANENT NSF LIST (mark all NSF add NSF Mortgage code, send separate bill outside KCI):**

- ☐ Check if any NSF were not paid from previous tax season.
 - Add to tax bill
 - Mark as NSF do not accept payment on tab 6.

2019:

41-18-32-177-014 ****PERMANENT BLOCK****

2021:

41-18-32-301-006 ****PERMANENT BLOCK****

2023:

41-18-27-227-011 ****PERMANENT BLOCK****

41-18-28-301-023 ****PERMANENT BLOCK****

41-18-31-353-004 ****PERMANENT BLOCK****

41-18-34-374-016 ****PERMANENT BLOCK****

41-18-14-300-062 ****PERMANENT BLOCK****

41-18-30-443-031 ****PERMANENT BLOCK****

41-18-32-251-046 ****PERMANENT BLOCK****

2024:

41-18-02-454-012 (STAX 2023 NOT PAID)

41-18-33-305-021 ****PERMANENT BLOCKED****

41-18-31-177-022 ****PERMANENT BLOCKED****

41-18-29-177-012 (WTAX 2023 NOT PAID)

41-18-29-128-030 ****PERMANENT BLOCKED****