**Winter Tax Bill Process/Checklist**

Also, review checklists from BS&A and Oakland County. Backup database often. Make you sure are on WINTER TAB for various processes.

* Make sure you have adequate envelope inventories for the season.
* Set/send **Rollout Schedule** by October 1st with deadlines (*H:\Tax\Tax Bill Rollout Schedule - Winter.docx*).
* Set up AutoAgent Winter Tax Season.
	+ Click “Tax Seasons”. Then, “Create a New Tax Season” and enter appropriate dates (Yes, run pre-commitments).
* Get Winter PRE list and any other adjustments from Assessing. Import/Enter all.
* Import text files received from Oakland County:
	+ Prior Year Delinquents
	+ Drain/Lake Special Assessment. Balance $$ amount.
* Enter millage rates from all 4029’s. Enter G/L# for any new millages and/or specials.
	+ Place generic database backup on OC FTP site. Email request to OC (Scott Vess, Jessica Kay-Oosterhouse) to verify tax rates (typically 3-4 day turnaround).
	+ After verification, save pdf of millage rate. Taxes Setup, Tax Names/Millage Rates, print icon, file, WINTER RATES ONLY, …
* Erase all 8010+ (JBOR, etc.) mortgage codes. Enter/Import mortgage code requests (CoreLogic, Lereta, etc.). File, Import, Mortgage Import…, Yes, Erase Mortgage Codes, Enter Range, …
* Process Name/Address changes in BS&A: Utilities, Write Floating Values.
	+ At this point, notify Treasury & Assessing staff that there should be **NO CHANGES** until taxes have been committed.
* Confirm that you are BALANCED with Assessing. Run Standard Tax Roll (Reports, Rolls; ad valorem, totals only, winter). Balance SEV, TV for homestead & non-homestead against Miscellaneous Totals/Statistics Report from Assessor.
* Send Notices/Email:
	+ Postmaster/Alliance Lockbox – Open PO Box
	+ Cable 15 – Bulletin Board
	+ Southfield Sun – Publish Legal Notice
* Export Files to Whitlock (printer):
	+ File, Export, Tax Info for Tax Bill Printing Services, Continue YES, All Records, Sort by Mortgage Code
		- ZIP File (compressed)
		- NO ZERO BILLS
	+ Whitlock will send sample proofs for the various types of bills. They will be coded:

 R= Real Parcels

P= Personal Property Parcel (with envelope so marked)

I= Information copy to taxpayer (mailed later)

M= Mortgage coded copy (sent to my office)

T= Taxpayer copy (no mortgage)

* + Check for:
		- Barcodes working properly. Test with all the cashier stations.
		- Prior Year Delinquent flag appears and is spaced correctly.
		- Information copy formatted correctly.
		- Address fit in envelopes correctly.
	+ Whitlock overnights sample bills to Alliance (lockbox) to assure scanline works properly.



* Do FINAL Database Backup **before** committing taxes.
* Commit Winter Tax Bills: Utilities, Commit Calculated Tax Amounts, , Run

Other Stuff

* In Tax Setup, double check the interest/penalty dates.
* In Tax Setup, double check the Fiscal Year dates.
* In Tax Setup> General Ledger Setup > Print General Ledger Account Numbers, check for missing GL entries.
* In Tax Setup> General Ledger Setup > Special Assessments: Update the **new** winter special assessment districts.
* Get Tax Notice published in Southfield Sun, and Cable 15.
	+ Also, sent to Communications (Mike Manion) to publish on our website.
* Email Postmaster to open tax PO Box.
* **Contact BS&A and instruct them not to allow payments or show until after midnight, December 1st.** You may email BS&A Online (bsaonlinesupport@bsasoftware.com). You will need to provide the exact name of the database. You can send request through one tax module support email.
* Set up due dates in Invoice Cloud.

EXPORTS

There are several vendors/partners who are sent exports of our database.

* Oakland County FTP site; after taxes are committed in BS&A
* Alliance (lockbox payment processor); .CIF file. In the Tax module:
	+ File, Export, Generic Data Export
	+ Click on the Load from DB icon; Select WINTERCIF
	+ Fields should show: CSV file type, all records, sort by parcel#, and fields to export (parcel#, owner name, property address, winter tax balance). Filename should be: L:\TREAS\20xx Taxes\WINCIF.CSV.
	+ Click on Export Data icon. Takes about 10 minutes. Make a zip file. No need to view. Use a unique file name for zip file (20xx Winter CIF File-Alliance)
	+ Email zip file to Alliance/Lockbox (Mini James & Operations)
* Invoice Cloud (online payment processor)
	+ To avoid “duplicate” tax bills from appearing in Invoice Cloud (for the parcels that send bills to both Taxpayer and Owner), see 7/14/22 email from BS&A Tax Support, and run process that will eliminate problem BEFORE sending export to Invoice Cloud.