City of Southfield

Treasurer’s Office

Irv M. Lowenberg, Treasurer

interoffice memorandum

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| **DATE:** | May 15, 2023 | c: M. Dooley, K. Cove, N. Kattula, A. Michaels, K. Yousif  |
| **TO:** | Treasury and Assessing Staff |
| **FROM:** | Allyson Bettis, Deputy Treasurer |
| **SUBJECT:** | 2023 Summer Tax Bills |

The following will be our schedule for the 2023 Summer Tax Roll/Bills:

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| May 22nd  |  | Create new tax year in BS&A |
| June 1st  |  | All millage rates and rubbish fees submitted to Treasury |
| June 2nd  |  | Complete all tax master changes, including name and address changes, mortgage companies, MTTs, PREs, etc. |
| June 2nd  |  | Submit delinquent water and any non-BS&A invoices to be added to the tax roll (false alarms, water/sewer permits, etc.) |
| June 2nd  |  | Complete list of unpaid MR invoices to be added to the tax roll |
| June 7th |  | Final updates/corrections to above adjustments |
| June 9th  |  | Check and balance totals of billing season |
| June 12th  |  | Anticipated verification and sign-off from Oakland County |
| June 13th  |  | Final name & address update and Council budget adoption |
| June 13th  |  | Commit Taxes |
| June 13th  |  | Submit information for printing tax bills to printer |
| June 26th  |  | Mortgage Coded Tax bills delivered in-house; mailed by 7/10/23 |
| June 29/30th  |  | Tax bills mailed |