

Winter Tax Roll Checklist

- ~~Create a database~~
- ~~Point the new database to the assessing active database~~
- ~~Import assessing roll~~
- ~~Import items from previous year database~~
- ~~Import attachments from previous year database~~
- Contact KCI for tax file due dates _____
 - Bill printed colors:
 - ~~Summer Yellow~~
 - ~~Summer Pink~~
 - Winter- Blue/ 2023
 - Winter- Green/ 2024
- Request postage check for KCI
- Verify general ledger numbers in tax setup
- Verify Admin and Interest general ledger numbers are setup
- Check MTT Refund Interest Rate
- ~~Print and mail deferment applications~~
- 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
- ☉ ~~Review all new IFT's and set up new millage tables if needed~~
- ❑ 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)
- ❑ 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
- Winter/Summer, Real/Personal- AdValorem
- Winter/Summer, Real/Personal- AdValorem+ SA
- Winter/Summer, Real/Personal- IFT
- Winter/Summer, Real/Personal- DDA
- Winter/Summer, Real/Personal- PILOT
- Backup database
- Run test bills before upload to KCI
- ~~Run a simple list of summer deferments~~
- ~~Flag [Do Not Print] for summer deferments prior to PDF print bills~~
- Commit tax roll
- Print bills to PDF w/mortgage code
- Print bills to PDF w/o mortgage code
- ~~Remove Flag [Do Not Print] for summer deferments~~
- December 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
- Change quick print bills on computers
- Change season colors in tax on computers
- Check that taxes show in website once committed
- Assessor sign warrants
- Update website
- ~~☉ Link deferment application on website~~
- ~~Create 20XX Summer millage tables worksheet~~
- Create 20XX Winter millage tables worksheet
- ~~Mail summer deferment bills manually~~
- Let Ann know if there are any GL changes to the tax roll
- Update excel disbursement spreadsheet

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****