

TXB042
TX-WARRANT OF DISTRAINT FORM/DETAIL

PROGRAM FUNCTION:

This program lists the parcels that will issue warrants of distraint and/or prints the Warrant of Distraint forms. **Warrants of Distraint are only issued on Personal Property.**

REQUIRED RESPONSES SUPPLIED BY OPERATOR:

- 01 Print Listing or Forms? (L or F)
(If "F") Are you printing on a letter quality printer? (Y or N)
- 02 Sort by Parcel, Alpha, or Zip? (P, A, or Z)
- 03 Enter last warrant number (99999)
- 04 Do you want the warrant number printed (Y or N)
- 05 Enter warrant date (MMDD)
- 06 Enter tax year (YYYY)
- 07 Is this the current tax year? (Y or N)
- 08 Enter type of warrant (DUE or DELQ)
- 09 Enter date interest is due (MMDDYYYY)
- 10 1st half owing only? (Y or N)
- 11 If "Y", Include those with 1st half paid delinquent and the 2nd half still owing? (Y or N)
- 12 2nd half owing only? (Y or N)
- 13 Either 1st or 2nd half owing? (Y or N)
- 14 Both halves delinquent? (Y or N)
- 15 List sheriff's cost? (Y or N)
- 16 Enter sheriff's cost (\$\$\$¢¢)
- 17 List sheriff's commission? (Y or N)
- 18 Enter additional cost (\$\$\$¢¢)
- 19 Enter county name
- 20 Print "T" records separately for forms? (Y or N)
- 21 Enter the Sheriff's phone number. (28 characters long)
- 22 Print the legal description for Personal Property parcels? (Y or N)
If "N": Enter what you want to print in the "legal" section.
(for PP, SP, and UP parcel types)
- 23 You have selected tax year XXXX for this request. You can also select additional years, or ALL years to include in your request.
(Blank=one year, S=Select additional years, A=All years)
- 24 **If "S"**, enter additional tax years you wish to include (YYYY) up to 4 years
If you are requesting more than one year and are printing forms, each year due will print on a separate form.
- 26 Limits

COMMENTS:

For prompt #03, warrant number, enter the last number that you used – the program will increment it by one. Or, you can enter zero (0), in order for the first warrant to be number 1. The date entered at prompt #05 will print on the warrant but it has nothing to do with interest calculations.

Prompt #05 - the warrant date is the actual date printed on the warrant as the date of notification to the Sheriff. The interest as of date (prompt #09) is the date the monies are due and payable to the Tax Collector.

If DELQ is selected on prompt #08, late charge and interest will be computed. The date entered in #09 is used for the interest calculation.

If you answer "Y" to #10, those with the first half owing will print. (Unless you answer "Y" to #11, in which case those with the 1st half paid delinquent and the 2nd half still owing will print.)

If you answer "Y" to #12, only those with the first half satisfied and the second half owing will print. If answer "Y" to #13, only those with the first or second half owing will print.

If you answer "N" to #14, late charge and interest will print for the first half only. This means that if second half taxes are delinquent, you must answer "Y" in order to get the late charge and interest to print.

If prompt #17 is answered with a "Y", a sheriff's commission is added. (2% on tax/late charge/interest to \$1,000.00; then 1% for any value over \$1,000.00 - up to a \$100 maximum, as per I.C. 31-3203.).

In regards to response #18, enter additional cost only. Cost from the Tax Master file will be totaled in automatically.

The mother numbers of parcels which have been split, copied, or changed will be T's. If you want to print the "T" forms separately in order to sort out those mother numbers, answer "Y" to prompt #20.

Caution: Not all T's are mother numbers, so check each one carefully for a matching A.

For Personal Property parcel types (PP, SP, UP), response #22 allows you the option to print the legal description from the legal file, or print a separate message instead (e.g. "See attached list"). You must enter something on the first line. The program allows up to 6 lines, at 30 characters per line, for your message.

OUTPUT SUMMARY (or NA):**FORMS:**

The program prints the warrant form filled out and ready to send to the county sheriff. The first page is the summons portion; the second page contains the service information.

The last page will print the number of parcels listed, total due, and the selections made.

DETAIL REPORT (LISTING):

The report lists the parcel key, name/address, legal description (or override description on PP types if selected), tax, late charge, interest (supplied at initiation), cost, bill number, warrant number, previous tax key (if any), total due tax collector, and sheriff's costs and commission (if requested). The last page will list the totals and the selections made by the user.

SPECIAL CONSIDERATIONS:**FORMS:**

This program may be run as often as required.

The warrants will remain on the print spool on hold until they are released and the prompts "Change to forms number SUMM" and "Align the forms" have been responded to from the System Console.

Records with account type "NA" will not be processed.

DETAIL REPORT:

The program will list all parcels involved in a split. An asterisk (*) will print next to the affected amount and the message: "Tax lien may be applicable to additional property." Those amounts will not be added into the report totals.

Records with account type "NA" will not be processed.

Only the amounts for the "mother number" will be included in the report totals.

The sheriff's costs are not included in the tax due to the tax collector.

Records having account type "NA" will not be listed.