

2024 TAX DRIVE CHECKLIST

Please inform your assessor’s office when you start and stop your checklist and REMIND THEM THAT THEY SHOULD NOT MAKE ANY CHANGES AT ALL during that time period or it may throw you out of balance.

Make sure the bank codes and specials are in before starting this checklist. Those counties using the special function/solid waste programs (with special type and unit in Parcel Master), need to have completed updating the **Specials file (CL17)** prior to running this checklist.

You need to have completed your Forest Protection (CL12), Specials (CL17) and Utility (CL11) Checklists before running step #9 (TXB004).

Make sure all month-end reports are complete and balanced before beginning this tax drive. (Please do a monthly turnover prior to starting the checklist.)

1. Determine Your Tax Drive Limits **(PMB189) **Ask your Assessor what their Main Roll limits are. Usually LP, LR, MH, PP, RP, SC but you might have differences.**
This program lists the property types used in your county. Any time you need to enter limits during this checklist, you will need to enter those limits you used on your A2 (Main Roll) and that are on PMB189. These will be your "**Tax Drive Limits**".

2. Verify the 2024 Code Area, Levy, and County Fund Files. Description of Numbers (DON) from GIS <https://apps2-tax.idaho.gov/i-1073.cfm> Select your county and submit.

NOTE: Some of our programs look for specific taxing district guidelines when calculating reports. Please make sure your taxing districts fall within the guidelines listed below. If these guidelines are not followed, it may create some unexpected errors.

010	State
020	County
100 – 199	City
200 – 399	Schools
400 – 499	Highways
500 – 599	Cemetery
600 – 699	Fire
700 – 899	Other (ambulance)
900 – 999	Specials

RESERVED:

- 961 = Forest Practices Act (please code with this wording)
- 991 = Forest Assessment (please code with this wording)
- 998 = Yield Delinquent
- 999 = Deferred Delinquent

- A. List the 2024 code area file **(TXB001)**
Verify that all taxing districts are the same as at A2 time. This is necessary because PMB006 uses this file to distribute the market values. **The levy**

column should be blank. If not, make sure they are the **current** levies and not last years. If they are last years, you will need to update over the top of them.

Counties with urban renewal should be sure that each UR code area has been flagged. You can check by using TXO010.

B. List the 2024 levy file (**TXB612**)

This will list the taxing districts but will not have any levy rates.

C. **Enter your 2024 levies (TXO010)**

EXAMPLE: .1558% - L1 Certified Levies.

.001558000 - TXB612

This field is 9 digits, 9 decimals

1. You will need to **create a new taxing district for any special school bond or levy so they will print on the tax bills.** (Call if you need help creating these. Use TXO010 and select “Levy”.) Verify that all of these bonds are correct and that all split out bonds add up to the certified school levy. **Run TXB612** and use to Proof Step D.

2. ****Make sure any HTR ineligible funds have been broken out!!**
Use TXO009 to mark each of these as ineligible for HTR.

3. **If you add a new district, (like an ineligible HTR) remember to add the district to each applicable code area.** (TXO010 – Code Area. Use TXB001 to proof – step E.)

*4. **HB470** – This legislation says that certain funds (bonds, 2 yr supplementals, Plant Facilities, and judgments) approved after January 1st of 2008 **do not** pay to Urban Renewal. If you have one of these funds (your Clerk should have this information), you will need to enter the district **levy** and then find the flag that says “Pay Urban Renewal”. It will default to “Y”; **change it to “N”.** **These will show on the “L1 Certificate of County Levies for X County”.** **They will have a “UR” or “U/R” at the end of the district name.** (Some also have an *, but some don’t. Not sure why . . . ! Look for the “UR” or “U/R”.)

Annexations made into an Urban Renewal: if the UR has an old bond (prior to 2008) that did pay to UR, a new code area should have been created because any annexed parcels are NOT to pay to UR. Make sure any bonds in the new code area do **not pay to UR. (Even if the bond was created prior to 2008.)

5. When checking Districts, make sure to double check your fire districts. Since utilities rarely contribute to fire districts, they should be marked as “N” to paying to Utilities. If you have one marked as a “Y”, make sure that it should be a “Y”.

6. Adams, Valley (McCall/Donnelly 421) and Shoshone (Avery 394) have budget stabilization funds. Alan Dornfest suggested that the wording on these say “Budget Stabilization Fund (or Levy)”. If you have questions, give us a call. **(We suggest that these be split out as separate taxing districts so they show on the tax notice. However, you could also put them under “other”.)**

7. Note that the Urban Renewal prompt **on the code area** defaults to “N”. Make sure that you do not confuse this with the “Pay to UR” indicator. This designates a **code area** as being in an Urban Renewal. (The “Pay to UR” flag is marked at the district **levy** level.)

- D. **List and proof the levy file** using the state certified levy sheet sent to the county auditor. **(TXB612) Make sure there are no school M&O levies.**

It **NEVER** hurts to have a separate pair of eyes assist with the levy proofing.

- E. List and proof the 2024 code area file – see step #2. **(TXB001)** Make sure the taxing districts are in the correct code area, according to the State certification of levies.
- F. Enter the 2024 county levy to calculate County Fund % **(TXO010)**. This will generate the TXO013 report. (You can check with the Clerk to see if there is a particular fund order that will help them balance.)

In the County Fund entry, you will see a prompt that asks: **“Do you want County Funds Automatically Sorted in Descending order?”** If you answer “Y” it won’t matter how you enter the funds, they will be sorted by county fund levy amount in descending order. If you answer “N” to this prompt they will be entered into the system in the exact order that you enter them on the screen.

- G. List county fund % **(TXQ618)** and proof with TXO013.
- H. Verify Code Area file with Parcel Master **(TXB002)**
This edit must be clean.
- I. **Balance your PMB005, PMB006 and PMB106 back to your Abstract.** (If you have not done so in the last day or two.) See step #15 for details.

3. **PMB530** – Run your **Homeowner Final Roll**
Select: **F (Final Roll with Current Levies)**
Run in **Summary**

You can run this or you can have your Assessor run this report. You will use this to balance to the TXB207 in step #12.

4. Verify the variable data file (Header File)

- A. List the variable data file (**MSQ090**). Proof the data in record #1. This data prints on the Delinquent Reminders and the Tax Bills.

Be sure the county number (ie. 19 for Custer) is in record #1. This will be used to retrieve your county name to print on the tax bills. Also verify that your county name (e.g. Custer **not** Custer County - otherwise 'county' will print twice) is on line (1) of record 1, 3 & 4. They are used later in the checklist. Review your comments as they will print on the tax bill.

- Record 1 - Treasurer/tax bill
- Record 2 - Assessor
- Record 3 - Circuit Breaker
- Record 4 - Utilities & Apportionment Certification

To print your address on the stub (this is now optional), the head file needs to be set up in a certain manner. The program will pull in your county name and add "County" for the top line. You cannot do anything to change this. For the address, it uses line 1 and 2 from the Head File (MSO005). Please do not put your name on the Address 1 line.

XXX County (This is done programmatically and cannot be modified.)
 123 Main St (Address 1)
 Somewhere ID (Address 2)

- B. Variable Data Entry/Update (**MSO005**)
(Only if changes need to be made.)
- C. List (**MSQ090**) and proof this data if changes were made in step 4B.

5. Verify 2024 special code/name file.

- A. Specials Name Listing (**TXQ001**)
List this data.
- B. Specials Name Entry/Update. (20 characters long) If changes need to be made, use **TXO005**. This data will appear on the tax bill exactly as it is keyed in.

These numbers have been permanently assigned:

Forest Assessment	991
Forest Practices Act	961
Yield Forest Tax	998
Deferred Forest Tax	999

- C. List and proof this data if changes were made in step 5B. (**TXQ001**)

- D. **TXB038** – Utility NUG Listing.
 This report will list any Utility parcels that are NUGS. (Non-Utility Generators)
 If any parcels list on the report, check the parcel’s code area to see if it has a fire district. If it DOES have a fire district, you will need to create a Special for that parcel so that it pays to the fire district. (Utilities normally do not. It has been determined that NUGS do need to pay – hence the special.) Take the market value x the fire district levy to get the dollar amount for the Special. If the parcel’s code area does NOT have a fire district, you can ignore it.

6. Edit Special, Homeowner, Hardship and Circuit Breaker Data

- A. If your county has certified any charges to the specials file for prior tax years (unpaid yield or deferred taxes, county liens, etc.), go into **PMO096** and remove the charges for the current tax year. If there are unpaid yield or deferred taxes or other liens that need to go on as a special charge, enter them now.
- B. Execute **PMB028** and clean up any edits before continuing. Run this on all categories and all specials. Answer “Y” to clean up the following edits:
 “Special Code Equals Blank”
 “Special Code without Special Amount”
 “Special Code Not in Special Code File”
 You do not need to run the other optional edits, but you can if you wish.
- C. **PMQ029** - List Parcels with an Exempt Date in the Specials File. Use **PMO096** to update any necessary special records.
- D. Run a **PMB012** (X Summary of All) Balance the totals for Circuit Breaker/PTR **Schedule amount**, Homeowner, Hardship, Casualty Loss, Remediated Land, Bank Codes and Specials to the PMB012 run at Abstract/A2 time. If your specials and bank codes were updated after the PMB012 for the A2, balance to a PMB012 run after the specials/bank code updates. **Don’t worry about balancing CB/PTR Market as this point.

SAVE UADFILE BEFORE CONTINUING. REQUIRES DEDICATED UAD FILES.
 Use the option on the Go Back menu to initialize and save UADFILE. (16G tape drive counties using *QIC5010 tapes should follow the instructions on page 18.)
DO NOT REUSE THIS TAPE. LABEL AND SAVE THIS TAPE FOR APPROXIMATELY TWO MONTHS AFTER THE TAX DRIVE. IF NO PROBLEMS HAVE BEEN ENCOUNTERED BY THAT TIME, YOU CAN THEN REUSE THE TAPE.

7. Roll Delinquents/Taxmaster (Optional)

TXB003 (Step 7D) will purge paid records by year, their tax cross-reference records, and “T” status parcel master records without any taxes. If you do not

want to purge any years, skip this step. If you want to purge several years, TXB003 needs to be run separately for **each year** you want to purge.

This can be done now or after you have completed your Tax Drive Checklist. (Just make a note at the end of the checklist to revisit this step if you skip it for now.) Verify with your Prosecuting Attorney as to how many years you should keep active. We recommend keeping at least 7 years. When you delete these parcels, you will also delete their history.

- A. **TXB020** - Run taxes/late charge due in summary, as of today, on each year you are going to purge.
- B. **TXB011** - Run in detail on each year you are going to purge, if you want them for your permanent records.
- C. **TXB003** - Run **without update** (update = 'N').
TXB106 (embedded in TXB003) will print and list any tax cross-reference records with the edit "Will be Deleted – No Matching Taxmaster". Review these to see if anything appears to be odd. (Unusually high number of current tax year records, etc.) Verify they are OK to delete and move to step D.
- D. **TXB003** - Run **with update** (update = 'Y')
REQUIRES DEDICATED UAD FILES
The option to reorganize the files can be answered "N" until you run the last year's purge. During the last year's purge, answer "Y" and program will reorganize all years. This will speed up the purge process when running multiple times.

****Suggestion: If you are purging off a large number of records, you may want to run Audit Trail once you are done purging. TXB003 could make your normal Audit Trail HUGE. If you run a PMB011 now, you will be separating these purged records from a normal Audit Trail.**

IF TXB003 FAILS FOR ANY REASON, CALL TECHNICAL SUPPORT BEFORE SELECTING AN OPTION.

- E. **TXB020** - Run Tax/Late Charge Due on all years rolled off.
The gross tax will not balance to the gross tax on the previous TXB020, because taxes fully paid were rolled off. The **net tax due** is the figure that must balance.
 - F. **If you ran step 7D: Save the UADFILE library.**
REQUIRES DEDICATED UAD FILES. See pg 5 for details.
8. **PROPERTY TAX REDUCTION (PTR) UPDATES**
- A. Run **PMB025** – Edit for CB/PTR > PM
Select to run on "Circuit Breaker Data" only.

Watch for these edits:

"Homeowner Disallowed Date Before Allowed Date"

"CB Value not Equal to HO Market Value"

"CB Value Exceeds Market Value".

Take note of these parcels and give the list to the Assessor's office. You can change the **PTR** Market value but you **cannot** change any Market Value or HO Market Value after Abstract. Please review and call with questions.

- B. **PMQ025** – Edit CB/PTR Land Values in Parcel Master
This will list any parcels that have a land value greater than the CB/PTR land market value on parcels less than one acre. Correct if necessary.
- C. Update Circuit Breakers (PTR) (**TXO085**)
This program makes it easier to disallow/allow a PTR and to change the schedule amount. If the actual PTR market value needs to be changed, have the Assessor's office change it using PMO085. (You can see the value using TXO085, but you can not change it from there.)

You will receive 2 Post Audit Reports from PTR. One with schedule amount changes and one with PTR market value adjustments (% changes, multiple owner corrections). If you have questions on either of these reports, please call Pam. (334-7750)

*****BOTH of these reports MUST be corrected prior to running TXB006.*****

If there are no changes on the Post Audit Report, you can skip to step #9.

Using TXO085:

1. Update the schedule amount. (From "Original Benefit" to "Posted Benefit".)
Before making the changes listed on the "Post Audit Report" sent to you by the STC, check to see if the current schedule amount is the same as the "Original Benefit" on the PRT report. If not, make note of this difference, as you will need it in order to balance. (The "Post Audit Report" uses the schedule amount sent in on your final preliminary report back in June.)
2. For a reduction amount reduced to 0: you need to change the schedule amount to "0" **AND** enter an "X" in the Disallowed Field. (Only need to disallow the main, or X, parcel on multiple applications.) **Do NOT delete the PTR record.** You can also allow or disallow by adding or removing the "X" in the "New PTR Disallow" field. If you have received notification from Pam Waters, State Tax Commission, that they have approved a PTR application previously disapproved by your county, you must make sure the homeowner market and homeowner exemption amounts do not change from the amount reported at A2 time.

Please Note: It is important to **hit enter** when making changes to insure that the record is updated.

If you need to make a **PTR Market Value** change, refer this to the Assessor's office. They will need to make the change using **PMO085** and make sure that they **mark "N" in the auto recalculate field.**

If you need to ADD PTR to a parcel that will create an owner with multiple parcels, pull up the other related parcels to reapportion them. (Use PMO085)

- D. Run **PMB012** in summary – compare to previous PMB012. (Step 6D) Homeowner, Casualty Loss, Hardship, and Specials amounts should still be the same. PTR will reflect the changes made in reduction amount.

If you do not balance, see if the PMB016 from Assmnt Drive balances to the PMB012 in Step 6D. Either way, please call us if you have this situation.

- E. **TXB060** - This edit report will show you any PTR applicants that are receiving the maximum HO Exemption but whose PTR Market value is not the same as their Homeowner Market value. Parcels that fall into this situation are either Multi-Owner or Multi-Use. Flag or highlight any parcels/applicants that are **Multi-Use**. Then **contact the Technical Support Bureau and send us the report**. There is a possibility that these parcels may not get the correct PTR amount calculated for them by TXB006 (PTR Final). We will need to check with Pam to see if they need to be changed. If they do, we will need to go into the tax file after TXB006 has been run in update and correct them.

- F. *****Save UADFILE before continuing*****
REQUIRES DEDICATED UAD FILES. See step 9D for details.

You must complete your Forest Protection, Specials and Utility Checklists before continuing.

9. **TXB004** - Merge Homeowner, PP Exemption, Hardship, Specials, and Bank Codes into Taxmaster. **REQUIRES DEDICATED UAD FILES.** **Use your tax drive limits (including PP) – include UP and UR if you have any specials on Utility parcels.** **"Only print errors?" Answer: YES.** If any edits print on this report, they need to be cleaned up, and the program needs to be run again.

Important: balance your exemptions and specials:

TXB004 (step 9) PMB012 (step 6D)
 Homeowner: "HO Total" to "Exemption Amount"
 Other Exempt: "HS/CL Total" to "Personal Property, Developers, etc"
 Will need to add these together.

Specials – balance all codes on both reports.

****MAKE SURE THESE BALANCE BEFORE CONTINUING****

10. Have you verified that your Clerk L2 amounts and levies balance to your projected charge? **A Pre-Tax Drive balance spreadsheet to do this was sent out 10/9 (or you could use your own). If you balanced during the Pre-Tax Drive you do not need to do this again.** If you have not done this yet, you should do it now. Another Balance to Clerk's L2 spreadsheet was attached the same email as this checklist. Review each district's budgeted amount on the L2 – Are they close to what will be collected for each district?

****Verification of 2024 Tax Charges:**

TXB007 – Run in **NON-UPDATE******

Use the above balance spreadsheet that was sent out 10/9 (or your own). The far right side of that spreadsheet can be used for the verification of your tax charges. You want the **Tax Charge Column** – do not use the column with the HTR credit. There is also a Balancing Taxes document that explains how to verify if the calculated tax charge is comparable to the Clerk's certified tax charge. The values will not be exact because the Clerk's charges are calculated as a whole, while yours are calculated parcel by parcel. (Rounding will be slightly different.) Remember to back out Operating Property and Subroll values on the Clerk's September Value Worksheet or your totals will not balance. Also check joint districts – sometimes the Clerk uses the full value.

****If you don't come close when comparing either of these steps, you need to STOP, determine why, and correct before moving on. Differences may indicate a levy error. It is much, much better to review/correct now then to find something after calculating taxes, or worse, mailing out bills.****

Wow – I don't know about you, but I think a break is in order!

Enter your HTR Annual dollar amount and the Original School levies:

- 11. **TXO009.** See the TXO009 instructions for how to update this information.
 - A. Enter HTR **ANNUAL** amount. (See list sent with Checklist.)
 - B. Enter any Original School levies

12. **TXB207** – This program will calculate and store your HTR credits to be used when you calculate your taxes. This step has to be done prior to running your TXB006 so that the HTR credit is subtracted before PTR. Balance to the PMB530 from step #3.

PARCEL NO.	PARCEL NAME	LEGAL	NET MARKET	UR INCR.	TOT LEVY	HO TAX	
PMB530		UNIFORM ASSESSMENT DEVELOPMENT				County: 11	
DATE 10/21/2024		SOFTWARE SYSTEMS			BOUNDARY COUNTY ASSESSOR	Page 2	
TIME 15:48:12		HOMEOWNER ROLL FOR 2024 USING CURRENT YEAR LEVIES					
		(TAX AMOUNTS ARE ROUNDED DOWN TO MAKE THEM EVEN)					
DISTRICT	GROSS MARKET	HO EXEMPTION	OTHER EXEMPT	NET MARKET	UR INCREMENT	LEVY	TAX
020 COUNTY	1,457,330,642	443,949,436	0	1,013,381,206	651,205	.002446092	2,478,802.60
100 BONNERS FERRY	218,021,834	79,592,150	0	138,429,684	651,205	.002252603	311,823.02
110 MOYIE SPRINGS	76,336,437	25,929,601	0	50,406,836	0	.000950872	47,929.42
400 ROAD & BRIDGE	1,457,330,642	443,949,436	0	1,013,381,206	651,205	.000000000	.00
600 SO BNDRY FIRE	194,677,387	60,463,871	0	134,213,516	0	.000715699	96,053.66
610 PY FIRE DIST	291,518,765	83,213,126	0	208,305,639	0	.000429275	89,416.62
700 LIBRARY DIST.	1,457,330,642	443,949,436	0	1,013,381,206	651,205	.000185546	188,007.00
720 3 MILE WATER	313,561,829	87,747,992	0	225,813,837	0	.000000000	.00
730 CABNT MT WATER	404,444,262	119,633,055	0	284,811,207	0	.000000000	.00
800 AMBULANCE	1,457,330,642	443,949,436	0	1,013,381,206	651,205	.000198281	200,913.12
#PARCELS:	4,125	1,457,330,642	443,949,436	1,013,381,206	651,205	TOTAL TAX:	3,412,946.24

DISTRICT	NET MARKET	TOTAL CREDIT
20 COUNTY	1,013,381,206	355,661.30
100 BONNERS FERRY	138,429,684	44,732.02
110 MOYIE SPRINGS	50,406,836	6,875.00
600 SO BNDRY FIRE	134,213,516	13,777.74
610 PY FIRE DIST	208,305,639	12,824.74
700 LIBRARY DIST.	1,013,381,206	26,955.28
800 AMBULANCE	1,013,381,206	28,806.64
#PARCELS:	4,125	489,632.72

*** THE CURRENT TAX YEAR IS NOW 2024 ***

- 13. **Circuit Breaker/PTR Final Reduction Roll** (make sure you have corrected your Post Audit reports before proceeding – step 8.)
If you have questions about your Post Audit reports, please email:
Pam Waters: pamela.waters@tax.idaho.gov

IMPORTANT: Get a copy of the PMB016 from Assessment Drive from your assessor. You will use this to balance the TXB006. Have them note any changes made after they submitted it back in June.

***IF you want to run PMB016, run it in NON-Update only. You do not need to run the**

PMB016 – in fact, **we recommend that you do not run it.** (If you run it in update, it will recalc any parcels that are not specifically marked as “Recalculate N”. If you have made any changes, it will recalculate them and throw you out of balance.)

- A. **TXB006** - Run this program the first time **without updating** Taxmaster. If there are no changes from the state, the TXB006 should balance to the total schedule amount and applicant count on the PMB016 executed during A2.

Please double check any partial ownerships with your Preliminary PTR Report to make sure they have not changed – unless specifically addressed in the Post Audit Report.

If changes are required by the State Tax Commission, use the balancing sheet that prints at the end of the TXB006 report. (See the documentation for TXB006 on our website.) **On the TXB006 balance sheet, balance the schedule/tax reduction column and the applicant count.**

Please double check to make sure that all requested PTR changes have been made (see step 8), as your final roll will not be certified and taxes will have to be recalculated if they are incorrect.

If edits are found, the program will be abort and an edit report will print.

- B. When in balance, run **TXB006** again in **UPDATE**.
REQUIRES DEDICATED UAD FILES

Mail or **Email** the list as soon as possible to:

Property Tax Reduction Coordinator
Technical Support Bureau
State Tax Commission
P.O. Box 36
Boise, ID 83722-0370

Pamela.Waters@tax.idaho.gov

14. *****Save UADFILE before continuing*****
REQUIRES DEDICATED UAD FILES. See page 5 for details.
15. Balance Parcel Master. We want to do this again since it has been some time since you last did this. (Before turning over the HO Final Roll.)
- A. **PMB006** This **MUST** balance with the PMB006 (PMB106) submitted to the Clerk in July. Select 2024, **Detail**, and “Y” to print the form submitted to STC. (Enter.) “No” to update the district info and “1” for the A2. (Enter) “N” to enter values now. (Enter) Run on your "Tax Drive Limits" (step 1). If you will be

calculating taxes separately by roll (vs. running on all limits at one time), then you will also want to run by each roll for balancing in step 17.

Run PMB006 on the utility roll (UP and UR) and balance to the PMB006 from the Utility Checklist. (Report from Step 12 of the Utility Checklist.)

- B. **PMQ040 & PPQ035** - If any parcels appear on either report, please call TSB **before continuing**. (PMQ040 will just run and go out on hold on your spoolfile.)
- C. **PMB005 (Tax Drive limits; put on Hold.)**. Have the Assessor’s office run one for you. (It will kick out 4 reports – you want the 1st one on the spoolfile.) This needs to balance to the PMB005 from Abstract.
- D. **PMB023** (use your Tax Drive limits). Put the report on **HOLD**. (“Y” to all code areas and all categories.) The report totals by code area, but at the very end it will have grand totals – that is what you want. If the report is long, just print out the last couple of pages or view the totals on your spoolfile.

Balance the PMB005 to the PMB023. These reports should balance exactly (see below). If they do not, please call TSB before continuing.

At the bottom of the PMB005, you will have a Grand Total line for Net Taxable Value. Take that amount PLUS the UR Increment (if you have UR) and you should match to the Net Market total on the last page of the PMB023.

Check the HO Exemption. The PMB005 and PMB023 have the Homeowner Exemption value separated out. They should balance to each other.

Lastly, match the “Other Exemption” column on the PMB023. To do that, add up the following exemptions listed on the PMB005:

Example:

CL – Casualty Loss	(0)
IE – Investment Exemption	(0)
W4 – Developers Exemption	(14,345,729)
PP – Personal Property	(53,199,746)
BB – Hardship	<u>(0)</u>
Grand Total:	67,545,475

(should match the “Other Exemption” amount on the PMB023)

- 16. **PMQ006** - Parcels with an expiration year equal to current year.
If **no** parcels appear on this report, **you are good**. **If you do have parcels, please contact us to see how best to proceed.**

Make sure no parcels go to “T” status that were included in your abstracted values.

17. Calculate Taxes

- A. **Manually** calculate taxes for one parcel for each taxing district. (Take the Parcel Master market value, minus the HO exemption and any other market adjustments, and multiply by the levy for each taxing district.) Do not use TXB001 for the levies. To ensure that your levies have been entered correctly, use your levy sheet from the State. Calculate each taxing district separately.
- B. Computer calculate the same parcels. Run **TXB007 without update** individually on each of the parcels you calculated manually. The dollar amounts should be comparable, taking rounding into consideration.
- C. Calculate Taxes **Without Update (TXB007)** - run on your tax drive limits, and balance with the PMB006 from step #15A. This does not require dedicated files when run without updating. (Specials should balance with the PMB012 run in Step 8D.)

Verification of 2024 Tax Charges – this should have been done in Step #10.
If you did not do this in Step #10, please do it now.

- D. Calculate Taxes **WITH UPDATE** (TXB007) **USE YEAR 2024**
REQUIRES DEDICATED UAD FILES

Carefully consider the prompt responses. Use 2024 for the year. The starting bill number you select will be the starting bill number for your 2024 bills. (Use 1, 100 – whatever you want the 1st bill # to be.)

1. **Run the first time on your tax drive limits.**
2. **Run a second time to calculate tax for your Utilities (UP and UR only).**

You will be asked if you want to print the TXB030 Utility Report by District. TXB007 will automatically run TXB030, which generates a file that will need to be sent back to the Tax Commission later in the checklist – step #26. If you would like to see the information, say “Y” to print the report. You do not need to mail the hardcopy report to the Tax Commission.

The TXB007 develops the 2024 tax charge. TXB007 and TXB020 can be used to develop your controls for the new tax year.

The applicable market on the TXB007 should equal the adjusted market on the PMB006. Balance the utilities separately.

For those counties with Urban Renewal, you will need to add the Urban Renewal to the net market value to balance to the applicable market on TXB007.

PTR should equal TXB006 and specials should equal TXB004.

A current year history file will automatically be created when TXB007 is run. This information is needed for the assessment notices.

- E. Run **TXB127** to update any "I" tax cross reference records.
REQUIRES DEDICATED UAD FILES

Break time – you know you need one!

18. Verify Tax Roll

A. **TXB008** - Edit Taxmaster

The following is a list of possible edits:

1. Has no billing number
2. A PTR (Circuit Breaker) amount greater than the tax charge
3. Has total taxes less than \$1
4. Has a negative charge
5. District or special with a negative value
6. District or special that is odd
7. Has no tax due and no "Y" in TXFULL
8. Has negative tax due

- B. Optional - **TXB200** List parcels with taxes fully satisfied by PTR or PTR and cancellation. This program lists parcels with taxes fully satisfied by PTR, with and without specials owing.

19. **TXB020** - Print the 2024 Tax Charge with full PTR.

Balance the Gross Tax Due and PTR to TXB007A in step 17D. (The gross tax column is your beginning charge that can be turned over to the Auditor.)

If you have Urban Renewal, refer to the TXB007C if you want to see what taxes will go to the UR.

20. **Save UADFILE before continuing.**

REQUIRES DEDICATED UAD FILES. See page 5 for details.

21. Post Cancellations/Prepayments/Circuit Breaker

If you do not have any prepayments or cancellations to post before printing tax bills, skip this step.

A. **TXO020** - Post cancellations

**Do you have any late HO exemption cancellations OR Fire District agreements/NUGs Specials that need a cancellation for their ATR Credit? (Special amount x ATR factor for the amount to be cancelled off of the Special.)

- B. **TAB001** - List TA file
Run on all TA entries and identify which TA types you want to post (prepaids). Then list again on only those types.
- C. **TAQ009** – List TA Accounts with Negative Amounts. If any parcels list on this report, they will need to be cleaned up. The TA posting program will not post any entries with an amount less than or equal to zero. This can cause balancing problems when you post TA.
- D. **TXB009** - Post TA (prepaids) - WITHOUT UPDATE
Proof this list to verify that what is going to be posted is what you want posted.
- E. **TXB009** - Post TA (prepaids) - WITH UPDATE
REQUIRES DEDICATED UAD FILES
Parcels with more TA than tax due will list an overage. These overages will be left in the TA file. Parcels with less TA than tax due will have some tax due remaining. These can be left alone (and will be reflected on the tax bill) or cancelled.
- G. **TXB021** - Run a daily cash journal on payments and cancellations (if applicable).
If a TXB901 report kicks out:
 1. Call FIX901C
 2. Call TXB901C and verify that the transactions are now clean.
 3. Call us if you have any problems.
- G. **TXB022** - Apportionment of payments & cancellations.
- H. **TXB020** - Print tax due summary.
Run the exact same way you did for TXB020 in step #19. Do a quick “mini balance”. The TXB020 from #19 minus any payments and minus any cancellations (from the TXB022) should equal the new net due TXB020 in step #21H.
22. A. Optional: **TXQ200** - Print satisfied parcels prior to running tax bills.
List parcels with tax & specials fully satisfied - may want to pull these tax bills?
- B. Optional: Verify M&O Calculation
If you would like to double check to verify that Highway M&O is calculating correctly, run TXB022 on a single payment made in step #21 and then refer to the Technical Tip document titled “M&O Calculation”:
<https://tax.idaho.gov/taxes/property/counties/counties-technical-tips/>
23. **TXB010** - Print Tax Bills ****Watch your selections.****
****If the due date falls over a weekend, it will still say due 12/20. You can put something in the comments noting that payments will be accepted on that**

following Monday.

You have the ability to print notices for PTR recipients that have a zero net due. Carefully answer the prompts for TXB010, so that you get the bills that you want:

PTR “0 net due”: If you want these to print with the rest of your bills, answer “C” to the prompt “Print 0 net due bills?” and then “I” to Include PTR on the last prompt on the main screen.

“Y” – will print all tax bills including those with zero net due.

“N” – only prints tax bills with a net tax due.

“C” – prints tax bills with a net tax due **and** prints any with a zero net due because they have been **fully satisfied by PTR.**

Urban Renewal: The 3rd from last question on the main prompt screen says “Do you want to print applicable market value?” **Please answer this with a “N”.** We currently do not have enough room to have this print on the notice.

- A. To run this program correctly, you should **use the documentation** for **TXB010**. To be able to print the tax bills on a laser printer, you will need to follow the TXB010 documentation instructions to set up a printer session, if you don’t already have one.
- B. You do **not** need to send out tax notices for PP parcels zeroed out due to the PP Exemption. (Select “N” to print 0 due notices OR run PP parcels in a separate run of TXB010 and select “N”.)
- D. **If you are using a vendor to print your notices, you need to select Option #1 (print bills without bar codes on any printer).** If you select a laser option, the vendor will not be able to read the file. (So, option 1 for the print vendor and then if you print any in-house use Option 7 or 8.)

Enter in your county website. This will print on the tax bill to direct taxpayers to for additional bond information. (Levy Tracker.) If you do not have a website, you will need to put an insert in with the Tax Bill.

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TXB010: Tax Bills
What type of printer will the demand bills
be printing on? Select one of the following:
1. Print bills without bar code on any printer
8. Print bills without bar code on PC Laser Printer

Bar coded:
2. IBM 6262
7. PC Laser Printer

Enter 1, 2, 7, or 8:      _

Enter website for Bond Information:
ENTER YOUR WEBSITE ADDRESS HERE █

Enter Y to adjust Address if using Forever Envelopes      N (Y,N)
Enter Y to Print Treasurer Address on Stubs. . . . .      Y (Y,N)
(Optional) Enter a Comment to print under the "Monthly Payments" line:
    
```

- D. You have the option to print an additional comment. (eg. “If a mortgage company is responsible for this bill, please forward.”) You also have the option

to print/not print districts with a zero levy amount.

- E. **Make sure your header file (MSQ090) is correct.** (See step #4.)
- F. **Balance** count and total tax amount on the last page of TXB010 to the total tax in steps 19 & 21H. Refer to **TXB010** documentation for assistance. Depending on how the prompts were answered will determine the count. When balancing the count, you need to take into consideration:
 1. '0' market value parcels that did not print.
 2. Bank codes.
 3. '0' net tax did not print.

Note: The HTR credit should balance almost exactly.

- 24. **TXB011** – Run Tax Roll(s)
Refer to the documentation for TXB011 to see the options for printing the tax roll.
- 25. Counties doing Data Exchanges with Taxing Services: (Optional)
Run **TXB053** or TXB055 (as requested by the taxing service). To e-mail, answer "N" (for no tape) to the prompt "Which tape device do you want to save the file to?". This will create a file (UADFILE/TAXAMT for TXB053 or UADFILE/UATXEXC for TXB055) that can then be downloaded to your PC and e-mailed to the taxing service. Follow the instructions to "**Download Data for Taxing Service**". (There are separate download instructions for TXB053 and for TXB055.) ([Counties Technical Tips | Idaho State Tax Commission](#)). Contact your taxing service to obtain their e-mail address. (**Remember to attach the file to your e-mail!**)

You can still use **TXB053** or TXB055 to create a tape and mail it to the lending institution. Verify if the service will be able to read your tape cartridge.

- 26. **Utility Report By District File**
The program that outputs the Utility tax charge file (UATTX030) was automatically run for you when you ran the TXB007 to calculate taxes. **Please e-mail this file by November 15th** to Dave.Weddle@tax.idaho.gov. (Use the "**Utility Report Download**" instructions from the "Technical Tips - Downloads" section on our website: [Counties Technical Tips | Idaho State Tax Commission](#) If you have problems, call Technical Support (334-7750). You do not need to mail any bills or reports to the STC, just e-mail the file.
- 27. Copy Tax Comments (TXB070) – Optional
This program gives you the option to copy certain specific comments in mass from one tax year to another. It will only copy tax comments to an active parcel with a matching parcel number. You can select comments with an "exact match", "begins with" or "contains" parameter.

- 28. **SAVE UADFILE FOR PERMANENT RECORD.** If this is to be your permanent record, ask your county attorney how long you should keep this tape. **REQUIRES DEDICATED UAD FILES.** See page 5 for details.

- 29. **WAHOOO!!!!** You made it through another year! (Break out the chocolate!) I don't know about you, but if we get this far, I will be having more than chocolate!

KEEP ALL REPORTS UNTIL THE END OF THE TAX DRIVE.
 AFTER THE TAX DRIVE, KEEP ONLY THE FOLLOWING REPORTS
 FOR THE START OF THE NEW YEAR:

PMB006	Step 15A
PMB012	Step 8D
PMB016	From Assmnt Drive or A2
TXB006	Step 13B
TXB007	Step 17D
TXB020 (current year)	Step 19

**SAVE UADFILE INSTRUCTIONS
 16G TAPE DRIVE COUNTIES (USING *QIC5010 TAPES)**

Instructions for saving MLR-1 tapes with density *QIC5010:

- 1. Initialize the tape:
 Type in INZTAP and then hit F4 to prompt

Device:	TC
New volume identifier	BACKUP
New owner identifier	COUNTY NAME (put your county name)
Volume identifier	*MOUNTED
Check for active file	*NO
Tape density	*CTGTYPE
Code	*EBCDIC
End of tape	*REWIND
Clear	*NO

- 2. Save UADFILE:
 Type in SAVLIB and then hit F4 to prompt

Library	UADFILE
Device	TC