

2016 TAX 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) and Utility (CL11) Checklists before continuing.

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.)

No program updates are needed for this checklist.

If time is short and levies have not yet been certified, steps 3 through 6 can be done before steps 1 and 2.

1. Determine Your Tax Drive Limits (**PMB189**)
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 and that are on PMB189. These will be your "**Tax Drive Limits**".
2. Verify the 2016 Code Area, Levy, and County Fund Files.

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 2016 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.

- B. List the 2016 levy file (**TXB612**)
This will list the taxing districts but will not have any levy rates.
- C. Enter your 2016 levies (**TXO010**)
EXAMPLE: .1558% - Auditor's levy sheet.
.001558000 - TXB612
This field is 9 digits, 9 decimals

1. You will need to **create new taxing districts for any special school bond or levy if you want them to 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. Proof using the TXB612. (Step D)

PacifiCorp Judgments – REMOVE ANY THAT NO LONGER APPLY.

****ALL 2013 & 2014 PacifiCorp judgments should now be gone.** Please verify this and let us know if you have any questions.

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

3. **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"**.

****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.)

4. 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".

5. 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".)**

6. Please note that the Urban Renewal prompt **on the code area** defaults to "N". Make sure that you do not confuse this with the new "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 2016 code area file. **(TXB001)** Make sure the taxing districts are in the correct code area, according to the State certification of levies.
- F. Enter the 2016 county levy to calculate County Fund % **(TXO010)**. **See below.** This will generate the TXO013 report.

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" to this prompt 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.

3. Verify Code file with Parcel Master **(TXB002)**
This edit must be clean.

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 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 2016 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**)
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. Run **PMB025** – Edit for CB > 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 CB Market value but you **cannot** change any "Market Value or HO Market Value. (after Abstract) Please review and call with questions.
- D. **PMQ025** – Edit CB Land Values in Parcel Master
 This will list any parcels that have a land value greater than the CB land market value on parcels less than one acre. Correct if necessary.
- E. **PMQ029** - List Parcels with an Exempt Date in the Specials File. Use **PMO096** to update any necessary special records.
- F. Run a **PMB012** in summary. Balance the totals for Circuit Breaker, 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.
7. Balance Parcel Master
- A. **PMB006** This **MUST** balance with the PMB006 (PMB106) submitted to the Clerk in July. Select 2016, **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 15.
- Run PMB006 on the utility roll (UP and UR) and balance to the PMB006 that was run during the Utility Checklist. (Step 12 from 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 main roll 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)

8. **PMQ006** - Parcels with an expiration year equal to current year. If **no** parcels appear on this report, **skip steps 9A through 9I.** (Rolling Inactive Records – PMB081.) **If you do have parcels, I recommend turning the rest of step 8 and all of step 9 over to the Assessor’s office to complete.**

If any parcels list on this report with an expiration date the same as or less than the date to be used for PMB081, THESE PARCELS will go to a “T” status when PMB081 is run in Step 9F. (This would be for any 2015 subsequent or occupancy parcels, etc., you want to get rid of. This will not get rid of any Treasurer tax records.)

If you do not want to delete these parcels (T status), either don’t run PMB081, or use a run date for PMB081 less than the expiration date shown on the parcels. **Make sure no parcels go to “T” status that will affect your abstracted values.**

9. ROLL INACTIVE RECORDS
LIMITS FOR ALL BALANCING REPORTS USED BEFORE AND AFTER PMB081 SHOULD ALL BE: BLANK TO 30 999999999999 (“O” as in Orange.)

- A. **TXB040.** Run a listing of tax due records in parcel number order. (Use the limits BLANK to 30 999). Put the report on HOLD. Answer **2015** for the current tax year, and the “enter date interest valid” should be the same as the run date on your PMB081. Accept the default answers on the rest of the prompts, except

answer “N” to “Print Legal Description”.

This report will be compared to the TXB040 run after PMB081 to ensure no tax records are lost.

- B. **PMB318** - File status report. This program gives a record count of the data files.
- C. Balance Parcel Master.
REFER TO THE DOCUMENTATION AND BALANCE SHEET FOR PMB081 FOR PROGRAMS TO BE RUN AT THIS TIME TO BE USED IN BALANCING PARCEL MASTER. (PMB081 documentation is on our web site.)
- D. Save UADFILE before continuing. **REQUIRES DEDICATED UAD FILES.**
Whenever you are asked to back up UADFILE, 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 17.)
- E. Inactive Roll – PMB081. *****DO NOT UPDATE AT THIS TIME*****

Check Parcel Master before rolling. It is very important to investigate the parcels that appear on this report. “I” records with an effective date prior to the run date keyed in, will become an “A”. “A” records with an expiration date prior to the run date will go to a “T”.

If you are unsure about a particular parcel, use Parcel Master inquiry to examine the parcel carefully.

“I” records that have an effective date greater than the run date, and “A” records with an expiration date greater than the run date, will not be affected.

- F. Inactive Roll - **PMB081** (Run in update)
REQUIRES DEDICATED UAD FILES

IF ALL STEPS ARE COMPLETE AND BALANCING REPORTS PRINTED, RUN PMB081 TO UPDATE. Use the same run date used in step 9E.

- G. Refer to the documentation and balance sheet for **PMB081** for procedures to finish balancing Parcel Master after the PMB081 has been run.
- H. **PMB318** - File status report. Compare this report with the one run in step 9B. If there is a significant change call TSB at 1-800-334-7756.
- I. **TXB040**. Run the same responses used in Step 9A. Be sure to put the report on HOLD. Compare the report with the TXB040 that was run before PMB081. Display the totals at the end of the report. Tax, late charge, interest, cost, and total should not have changed from the previous TXB040. Once you have

determined the totals are the same, you can delete both reports.

SAVE UADFILE BEFORE CONTINUING. REQUIRES DEDICATED UAD FILES.

(See step 9D.)

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.

10. Roll Delinquents/Taxmaster (Optional)

TXB003 (Step 10D) 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.

- 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 10D: Save the UADFILE library.
REQUIRES DEDICATED UAD FILES. See step 9D for details.
11. Update Circuit Breakers (**TXO085**)
This program makes it easier to disallow/allow a CB and to change the schedule amount. If the actual CB 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 CB market value adjustments (% changes, multiple owner corrections). If you have questions on either of these reports, please call Pam or Jeff. (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 #12.

Using TXO085:

1. Update the schedule amount.
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 "Benefit Change **From**" amount 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 preliminary report back in June.)
2. For a reduction amount reduced to 0, 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 and/or Jeff Middleton, State Tax Commission, that they have approved a circuit breaker 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.

- A. If you need to make a **CB 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)

- B. Run **PMB012** in summary – compare to previous PMB012. (Step 6F)
Homeowner, Casualty Loss, Hardship, and Specials amounts should still be the same. Circuit Breaker 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 6F. Either way, please call us if you have this situation.

- C. **TXB060** - This edit report will show you any PTR applicants that are receiving the maximum HO Exemption but whose CB 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.

- D. **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 17. If you use the Go Back menu, it may take hours to initialize.)

12. **TXB004** - Merge Homeowner, Hardship, Specials, and Bank Codes into Taxmaster. **REQUIRES DEDICATED UAD FILES**. Use your tax drive limits. If any edits print on this report, they need to be cleaned up, and the program needs to be run again.

***** THE CURRENT TAX YEAR IS NOW 2016 *****

Wow – I don't know about you, but I sure could use a break about now!

13. **Circuit Breaker Final Reduction Roll** (make sure you have corrected your Post Audit reports before proceeding – step 11.)

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 11), 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 cancelled and an edit report will print.

B. When in balance, run **TXB006** again in **UPDATE**.

REQUIRES DEDICATED UAD FILES

Mail the list as soon as possible to: (You no longer need to send a tape)

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

14. *****Save UADFILE before continuing*****

REQUIRES DEDICATED UAD FILES. See step 9D for details.

15. **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 tax drive limits, and balance with the PMB006 from step #7A. This does not require dedicated files when run without updating. (Specials should balance with the PMB012 run in Step 11B.)

****See the “Balancing Taxes”** doc that was attached with this checklist. It explains how to use the **Balance to Clerk** spreadsheet attached & sent out prior to Tax Drive. (I sent this out as a “pre-tax drive” step so could try to have it ready.) Check to see 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.

Review each district’s budgeted amount on the L2 – Are they close to what will be collected for each district?

****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. Much, much better to review/correct now then after calculating taxes, or worse, mailing out bills.****

- D. Calculate Taxes **WITH UPDATE** (TXB007) **USE YEAR 2016**
REQUIRES DEDICATED UAD FILES

Slow down and carefully consider the prompt responses. Use 2016 for the year. The starting bill number you select will be the starting bill number for your 2016 bills. (Use 1, 100 – whatever you want the 1st bill # to be.)

Execute on your tax drive limits. Calculate utilities separately (UP and UR). (Remember: Occupancy and subsequent roll tax need to be done separately from the main roll taxes.)

You will be asked if you want to print the TXB030 Utility Report by District. TXB007 will call and run TXB030, which generates a file that you will need to

send back to the Tax Commission later in the checklist – step #24. 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 2016 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.

Circuit breaker 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 “1” tax cross reference records.
REQUIRES DEDICATED UAD FILES

****Please call and let us know when you get here. We need to check PTR.**

Break time – you know you need one!

16. Verify Tax Roll

A. **TXB008** - Edit Taxmaster

The following is a list of possible edits:

1. Has no billing number
2. A 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 CB or CB and cancellation. This program lists parcels with taxes fully satisfied by Circuit Breaker, with and without specials owing.

17. **TXB020** - Print the 2016 Tax Charge with full Circuit Breaker.

Balance the Gross Tax Due and Circuit Breaker to TXB007A in step 15D. (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.

18. **Save UADFILE before continuing.**
REQUIRES DEDICATED UAD FILES. See step 9D for details.
19. Post Prepayments/Cancellations/Circuit Breaker
If you do not have any prepayments or cancellations to post before printing tax bills, skip this step.
 - A. **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.
 - B. **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.
 - C. **TXB009** - Post prepaids - WITHOUT UPDATE
Proof this list to verify that what is going to be posted is what you want posted.
 - D. **TXB009** - Post 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.
 - E. **TXO020** - Post cancellations
 - F. **TXB021** - Run a daily cash journal on payments and cancellations (if applicable).
 - G. **TXB022** - Apportionment of payments & cancellations.
 - H. **TXB020** - Print tax due summary.
Run the exact same way you did the TXB020 in step #17. Do a quick “mini balance”. The TXB020 from #17 minus any payments and minus any cancellations (from the TXB022) should equal the new net due TXB020 in step #19H.
20.
 - A. Optional: **TXQ200** - Print satisfied parcels prior to running tax bills.
List parcels with tax and specials fully satisfied - may want to pull the tax bills on these.
 - 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 #19 and then refer to the Technical Tip document titled "M&O Calculation".

21. **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 and/or to print notices with Urban Renewal district information. Be careful how you 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?" If you say "Y", it will print market value for all parcels **and** it will print any urban renewal district breakdown. If you answer "U", it will print the UR districts on any applicable parcels, but it will not print the applicable market on the other parcels. ****This option will only work if there are less than 13 taxing districts. If you have more than 13 districts in a code area, the program will stop and send an error msg. (More than 13 would send the tax bill onto 2 pages.) If you get the error, cancel and rerun the program without the option to print applicable market value.**

- 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.
- B. You do **not** need to send out tax notices for PP parcels zeroed out due to the new PP Exemption. (Select "N" to print 0 due notices OR run PP parcels in a separate run of TXB010 and select "N".)
- C. If you are sending a file to a **print vendor**, you need to select either Option #1 (print bills without bar codes on any printer) or Option #2 (IBM 6262 with bar codes). If you select a laser option, the vendor will not be able to read the file.
- 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** with net tax amount in steps 17 & 19H. Refer to **TXB010** documentation for assistance. Depending on how the prompts are 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.
22. **TXB011** – Run Tax Roll(s)
Refer to the documentation for TXB011 to see the options for printing the tax roll.
23. 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.) (<http://tax.idaho.gov/search-formspublications.cfm?ch=tech&t=pt>). 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.
24. **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 Lori.Millonzi@tax.idaho.gov. (Use the "Utility Report Download" instructions from the "Technical Tips - Downloads" section on our website: <http://tax.idaho.gov/search-formspublications.cfm?ch=tech&t=pt> 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.
25. 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.
26. **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 step 9D for details.

27. WAHOOO!!!! You made it through another year!

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 7
PMB012	Step 11B
PMB016	From Assmnt Drive or A2
TXB006	Step 13B
TXB007	Step 15D
TXB020 (current year)	Step 17

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

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

- 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

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

Library	UADFILE
Device	TC