

42. **PMO002 – Category Description Update**

If you would like to change how a category description appears on the assessment notice, you can go into this program and change it. Call the program and then page down to review the descriptions.

43. **MSO005 – Head File**

Review the information for the Assessor’s Office (record 2). This information will print in the return address section at the top left of the Assessment Notice. Update if needed. **Add or update comment1 & 2 if you want them to print on the notice.**

44. Backup the UADFILE - **REQUIRES DEDICATED UAD FILES**

See page 35 to save UADFILE.

If this is your **permanent record (if you do not keep a copy of your assessment notices or a printed roll), ask your county attorney how long you must keep this tape.

45. **PMB062 - Assessment Notices** (refer to documentation):

Limits – use your main roll limits. (See step #1.)

Make sure you enter the correct **current** year. (eg 2023. If you enter 2022, it will create notices based on 2021 taxes.) This year also prints at the top of the notices.

You must select “**Y**” for “Is this your **Main Roll**” in order for the taxing district hearing dates to show on the notice.

Any category 81s that have specials **will only print** if you answer “**Y**” to print cat 67/81, “**Y**” to print 0 market value for other parcels, and “**Y**” to last year’s tax. The special will show up in the “fees” area of the notice (bottom left). **All fees are based on LAST YEAR’S specials. Even if you have your current year’s specials in, last year’s will show on the notice.

PP Exemption: you are **ONLY** required to send notices to any **NEW PP** accounts that were zeroed out with the new exemption and of course for those still over \$250,000. (If they were a net zero last year, you do not need to send a notice again this year.) If you choose to send to all PP parcels, regardless if they are new or over \$250,000, then answer “**Y**” to the prompt: “Do you want to print zero net taxable Personal Property Notices?” If you answer “**NO**”, then you will only get parcels with a 2023 review year. (Both zero net value and those over \$250,000.)

BDS or MT: If you send your notices to a print vendor, you select “**NO**” for the print to laser option. Vendors are set up to receive/read the file in that manner. Use the “**Assessment Notices to txt File**” instructions to create the file to send to them.

Estimated Property Tax: **Please answer “N” to this prompt** as the STC will not be providing this service this year because of the uncertainty of what the 3 new tax credits will do to the estimated tax.

You still have the option to print/not print last year’s taxes on the notice.

For ease in aligning the forms, we suggest that you also run the Assessment Notice Program (PMB062) on 1 parcel only and request 10 copies so that you can use these to align your forms. When you have the proper alignment, release your spooled Assessment Notices and continue printing.

Once your notices are run, you can use **PMO063** to view or print a copy of the notice as created by PMB062. F9 and/or F10 will ask if you want “Copy”, “Corrected Copy” or neither to print on the notice generated from PMO063. The program allows you to select by parcel or search by name or address.

46. **PMB117 - Print Summary Sheets**

This program will print new Parcel Master summary sheets after "All" subsystems have been rolled and trended. (If you said “Y” to summary sheets when you ran each roll program.) It will only print 1 sheet per parcel. It will also give you the option to print new appraisals by subsystem. Parcels uploaded to the AS/400 from ProVal will print summary sheets.

47. **PMB001 – Parcel Detail Listing**

If you want a printout showing the values and estimated tax that printed on the Assessment Notices, run this report.

48. **Estimated Property Tax: STC is NOT doing this for 2023.** We cannot be accurate enough not knowing what the 3 new tax credits will do to taxes this fall.

49. **YearComp – Build Value Comparison File (Category Value Last Year/Current yr)**

Please run this program **AFTER May 1st. (Call YearCompC)**. Answer “Y” to the prompt: “Are you running this during Assessment Drive?” This will create a file that your Consulting Appraiser will need to review at a later date. It will kick out a report for your information/review. Use your main roll limits.

50. **Ag Year Comp – Compare Ag Categories.**

Please run this program **AFTER May 1st. (Call YEARCMPAGC)**. Answer “Y” to the prompt: “Are you running this during Assessment Drive?” This will create a file that your Consulting Appraiser will need to review at a later date. It will kick out a report for your information/review. Use your main roll limits.

51. **PROPERTY TAX REDUCTION:**

If you enter your PTR Applications using the PTR web program, make sure you have installed your PTRLoadData from Pam before continuing. If you have not installed, please do so now.

A. **PMB025 – Edit CB Exemptions** (Only select “Circuit Breaker Data”.)

Investigate and clean up these edits:

“Circuit Breaker Value but No Circuit Breaker Record” **(must be clean)**

- “Circuit Breaker Value XXXXX Parcel Master XXXXX” (some may be OK)
- “Circuit Breaker Reduction Amount Invalid” **(must be clean)**
(If the parcel is listed because it has a CB record from a prior year, but they did not apply for the current year, then you can ignore the edit.)
- “More than One “X” Record on a Multiple Application” **(must be clean)**
(Has 2 X records instead of an X and a Y.)

B. PMB520 – Median HO; PTR over 200% or \$400,000

Run in Summary – this will give 2 Summary Reports. (Summary & just PTR over the 200%.) The detail report lists ALL parcels with a HO exemption and will tag any that have PTR and are either 200% or the median or more than \$400,000, whichever is greater. (You **do not** need to send in the Detail report, just the 2 Summary reports.)

Submit both the PTR list and the one page summary to Pam Waters.

Please make sure you **run with 200% and \$400,000**. If you last ran the program using the 150%, it may still be there. **Update to 200%**.

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PTR MEDIAN REPORT

This program will create a file called HOMEDIAN which needs to
downloaded and sent to the State Tax Commission with a Summary
report and the PTR applications over the percent specified below.
You can select a detail report if you wish to review the parcels
with a homeowner market. The report is sorted by homeowner market.

Percent over Median for PTR      200
Minimum Homeowner Market        0400000
SUMMARY (S) OR DETAIL (D)?      S
NUMBER OF COPIES? (1-255)       1
OUTPUT TO PRINTER ID?           *SYSVAL
PUT REPORT ON HOLD? (Y OR N)    Y

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C. PMB016 – PTR Preliminary Reduction Roll

Run in NON-Update. (Say “N” to tape)

Verify the parcels listed and your applicant count.

Please reference “How to Proof the PMB016 Report**” for help.

[Counties Technical Tips | Idaho State Tax Commission](#)

NOTE: if you get the message “Problems encountered with parcels or related parcels” while running PMB016, the program will end without creating the PMB016 report. You will get an edit report instead. You must clean up the edits and then you can rerun the program.

ALL submitted applications need to show on the PMB016 – even those you think will be disallowed by the State.

If parcels show up on the report that should not be there (did not return an application this year), use PMO285 to blank out the CB “Return Flag”.

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Parcel Key: RP S0100039004A A
Name: ██████████ SSN: 571297167
Original PTR Schedule:
Original PTR Market:
Original PTR Disallow: Return Flag: _ (Y or blank)

Parcel Key PTR Market PTR Sched Return Flag Mult
RP S0100039004A A App

```

- D. **PMB016 – PTR Preliminary Reduction Roll**
Select “Y” to “Update the file”. (Say “N” to tape. You will get a msg saying that you selected “N” to tape. That is OK.)
Put the report on HOLD.
Ask for 3 copies of this report – one to keep, one to send to the STC, and one to give to the Treasurer for use during the Tax Drive.
Convert the spooled PMB016 report to a PDF. See instructions: “Convert AS400 Spool File to PDF”. [Counties Technical Tips | Idaho State Tax Commission](#)
 The signature page on the PMB016 still needs to be printed and signed by the Assessor.

If you ran your PMB016 and submitted it to the STC **prior to running this checklist, please rerun it and verify that the values are still the same.

- E. **Email the PMB016 PDF, the signed & scanned PMB016 signature page, the (2) PMB520 reports and a mostly* clean PMB025 (#51A) as soon as possible, but no later than June 1st,** to:
 Pam Waters
Pamela.Waters@tax.idaho.gov

*You might still have edits for % HO/CB and for land < 1 acre.

Did you clean up your PMB025 Circuit Breaker edits (51A) **before** sending in the PMB016?

52. **NEW CONSTRUCTION ROLL**

As per Section 63-301A, Idaho Code, the New Construction Roll must be certified to the County Auditor by the **1ST MONDAY IN JUNE**. Do not send a copy to the State Tax

Commission at this time. The PMB106 sent to the STC at Abstract time will fulfill the STC requirement for New Construction.

The passage of HB645 (retroactive to 1/1/2010) requires that you report losses in value on any prior new construction rolls. There are 3 triggers: In accordance with § 63-301A(1)(f) Idaho Code and Rule 802: 1) a BTA or Court decision; 2) an error such as a double assessment; or 3) a value decrease due to a change in **land** use classification that result in a **value decrease** of a parcel **that has been previously included on any New Construction Roll**, then the amount of the **difference between the value first reported on any New Construction Roll and the current value shall be deducted from this year's New Construction Roll**.

To help you track and report this loss of value, we have a market adjustment field (NC) in Parcel Master. PMB250, PMB251 and PMB256 will also reflect the addition of this adjustment. See the instructions entitled "**New Construction Adjustment Entry/Update Process**". [Counties Technical Tips | Idaho State Tax Commission](#)

****HB389 (passed 5/6/21) no longer allows you to claim New Construction value for change of use on land categories, whether it has a new structure on it or not.**

The following reports will satisfy the county requirements:

- A. Enter any loss in New Construction value. (see above)
 - PMO254** – Will allow you to look up old new construction records by parcel.
 - PMB260** – Will List All NC Adjustment Records.
- B. **PMB250 - New Construction by Taxing District**
Run in **Summary** to get net taxable new construction value by taxing district.
- C. **PMB254 - List/Delete Incomplete UANEWC00 Records**
Execute this program the first time **without update** using the year **2023**. Check these over to see if records need updating or if they can be deleted. **When ready, rerun the program in update**; those with incomplete records will be deleted.
- D. **PMB256 - New Construction Detail Listing**
The New Construction Roll (detail) shall be certified to the County Auditor no later than the first Monday in June. The market value on the PMB256 should balance to the net market value on the PMB250.
- E. **PMB251 - New Construction Abstract**
The new construction value on this report should balance to the NET MARKET value on the PMB250. (This abstract is not a requirement but will give you an additional balancing report.) Submit this report to your County Clerk by the 1st Monday of June. You do **not** need to send it to Ben Seloske.

Any adjustments or corrections to the New Construction Roll must be done prior to the **1st Monday of August.**

53. **PMB525 State HO Database File.** This will produce a report (for you, if requested) and a file (HOTable) that will be used to create a statewide HO database available on July 1, 2023. (This is a requirement from HB389, not HB292.) The database will be on the STC website, same sign in as used to order forms. Please run and then send the HOTable file to Janet James. Janet.james@tax.idaho.gov
[Counties Technical Tips | Idaho State Tax Commission](#) (PMB525 Download Instructions)

54. **Annexation Records.** Remember to start creating your Annexation records so that they will be ready for your Abstract Checklist in July. (Create the record by using the net market value by cat for the district being annexed. Once a record is created, it will be picked up and reported on the Abstract reports.) See the **Annexation Checklist** on our website: [Counties Technical Tips | Idaho State Tax Commission](#)

55. Take a deep breath & pat yourself on the back:

You made it through another year!!
(I am thinking you deserve a lot of chocolate! AND some kind of beverage. . .)

SAVE UADFILE
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