

Tax Collections Checklist

2023 Village

- Download latest version of BS&A Tax System
- During June:** Create your New Year tax database utilizing the village L-4029 and balancing taxable values/PRE exemptions with your local unit assessor. *Remove those special assessments not in use from the Special Assessment List* – You also have the option to NOT copy this file utilizing the New Tax Year Database Wizard
- Verify all Village special assessments have been added to the tax roll (NOT to RETIRED parcels)
- Prior to June 14:** Produce a backup of your data and Upload to the County Cloud so that I may verify millage rates and taxable values prior to 'Committing' your data.
- After balancing with County:** Import Current Delinquents (Previous Tax Year) from County
- Prior to July 1:** After balancing with the Treasurer's Office, 'Commit' your tax season and print your tax bills/roll. Please Upload a backup of your 'Committed' data at this time.
- Prior to July 1:** Print the *Assessor's Warrant* (a word document) and the *Certification of Assessing Officer Authenticating Copy of Tax Roll* (Standard Warrant in BS&A) to attach to your tax roll. The Treasurer's Office will produce our own copy.
- Prior to July 1:** Verify that your Assessor has balanced the Assessment Roll to the Totals on the *Certification of Assessing Officer Authenticating Copy of Tax Roll* and that it is signed by the Assessor along with his/her certification number. Also verify that your Assessor has signed the *Assessor's Warrant* authorizing you to collect taxes.
- Summer Deferment – Publish notice in newspaper or include as insertion with tax bill MCL 211.51
- Receipt and balance daily tax collections (*Daily Cash Journal*) to your deposit slips
- On the 1st & 15th of each month:** Produce and Upload a backup of your database to the County Cloud
- Enter all Board of Review and MTT adjustments **UPON RECEIPT**. Send adjusted tax bills or process all refunds (BOR within 30 Days MCL 211.53b – MTT includes interest MCL 205.737).