

Tax Settlement Checklist

2022

- Verify that your Assessor has signed and included his/her certification number on your *Certification of Assessing Officer Authenticating Copy of Tax Roll*. Units with Special Act parcels will have two or more separate Certifications requiring signatures.
- Verify that all State of Michigan PRE Denials, Board of Review adjustments (July and December) and any Michigan Tax Tribunal Orders have been processed and all necessary refunds have been issued and entered in BS&A.
- Verify the following reports PRIOR to Settlement with County:
 - ☀ **Parcel Reports:**
 - ✧ **Delinquent Taxpayer Report (Summary) – Summer/Winter Billing Types** - Limit Results to amounts less than or equal to \$5 (County will not roll delinquent) - this report should NOT have any parcels listed unless the original bill was less than \$5
 - ✧ **Payment List Report - Parcels with Overpayments Only** - Report should NOT have any parcels listed. If you do, refunds need to be processed PRIOR to Settlement with County
 - ⊗ Run Report for Summer Season and another for Winter Season
 - ☀ **Payment/Distribution Reports:**
 - ✧ **Quick Tax Disbursement Report – Final (Feb 16-28) Ad Valorem + Special Acts**
 - ✧ **Quick Tax Disbursement Report – All Records Ad Valorem + Special Acts**
 - ☀ **Balancing/Settlement Reports:**
 - ✧ **Questionable Parcels/Payments – Summer/Winter Billing Types**
This report should NOT have any parcels listed. If you do, corrections need to be made PRIOR to Settlement with the County. *Process a PRE Denial Adjustment for any Delinquent Foreclosure Entity Exemptions*
 - ⊗ Exception: Partial Year Veteran's Exemption
 - ✧ **Settlement Report – All Records - Ad Valorem + Special Acts**
- Update Tax Recap with Final Disbursement amounts. Verify Tax Recap Total Disbursement Column Grand Total = QTD ~ All Records ~ Ad Valorem + Special Acts
- Update Tax Recap Taxes Collected Column with Settlement Report information. At Settlement, Column should be ZERO (*Total Disbursed = Total Collected*)
- Either utilize the Tax Account Balance section on the Tax Recap *OR* Complete the Bank Reconciliation to verify that your Tax bank account(s) balance to ZERO
- March 1** Upload a Backup of your BS&A Settlement Tax database to County Cloud
- March 1** Email/upload completed Tax Recap (includes *Proposed* Final Disbursement)