

Tax Collection System
by TSL co., Inc.

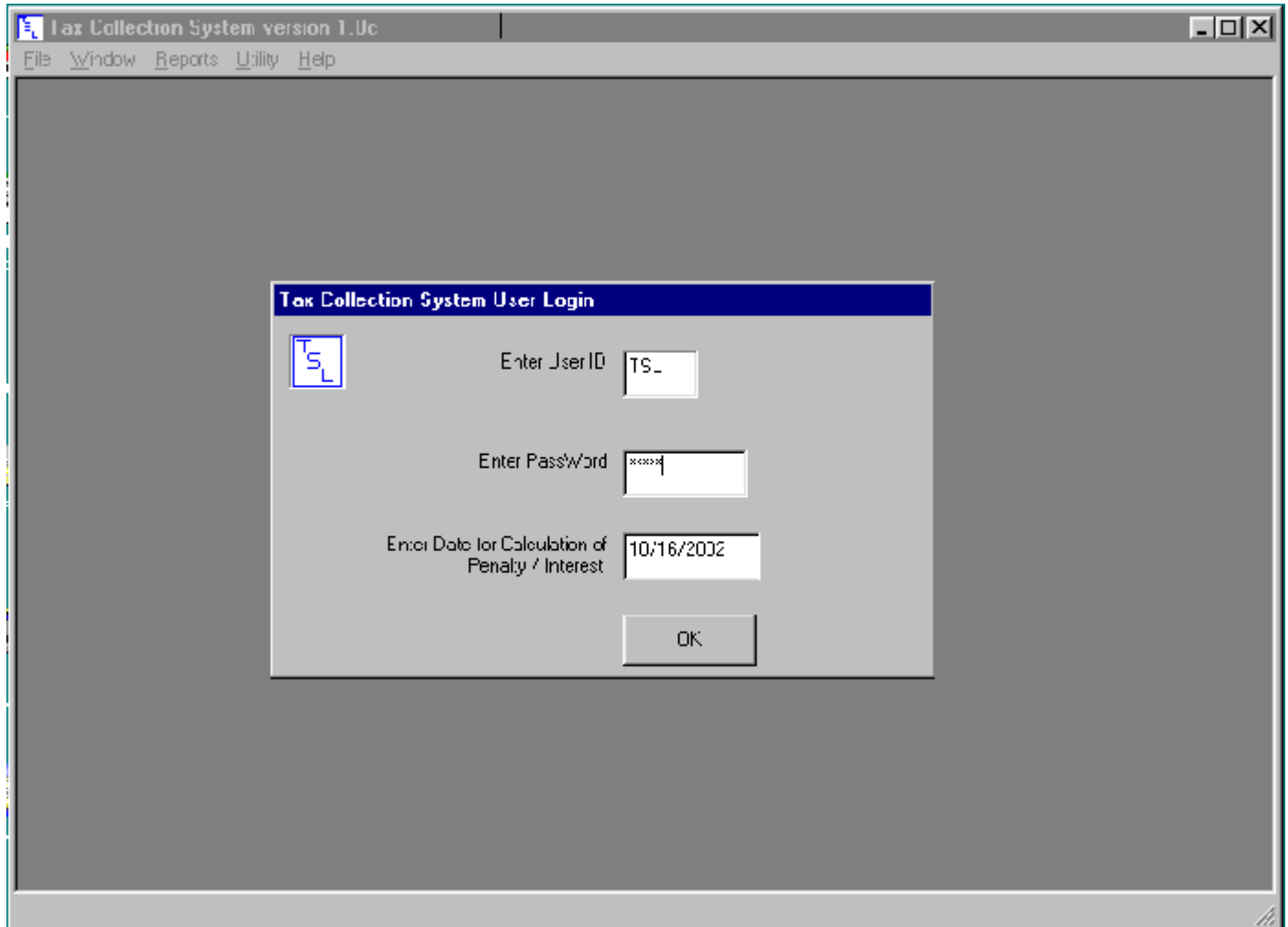
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1. Login

At the Login window, enter your **User ID**, **Password** and **Penalty Calculation Date**. User ID and Password are compared to the security table to determine user rights and update capability. The Penalty Calculation Date gives a system default date for the calculation of penalty and interest.



2. Locate Parcel

Parcels may be located by either Bill Number, S-B-L, Owner Name or Property Address. Enter the data in the appropriate field and press the corresponding locate button.

The screenshot shows a window titled "Tax Collection System version 1.0a" with a menu bar containing "File", "Window", "Reports", "Utility", and "Help". Inside the window is a "Parcel Locate" dialog box. The dialog box has a title bar with a close button (X). It contains four rows of input fields and buttons:

- Row 1: A dropdown menu containing the number "12" and a button labeled "Locate by Bill Number".
- Row 2: An empty dropdown menu and a button labeled "Locate by S-B-L".
- Row 3: An empty dropdown menu and a button labeled "Locate by Owner Name".
- Row 4: Two empty dropdown menus and a button labeled "Locate by Address".

At the bottom right of the dialog box is a "Cancel" button.

3. Parcel

Below is an example of the main parcel screen. The Parcel owner's data is displayed in the top half with the current taxes due displayed below. The TSL Tax Collection System can accommodate any and all types of taxes, including back taxes, that can be attached to a tax map number.

The screenshot shows the 'Tax Collection System version 1.0c' interface. The title bar includes the file path '[142400 200.00-4-31.121 # 40004]'. The menu bar contains 'File', 'Window', 'Reports', 'Utility', and 'Help'. A toolbar with various icons is located below the menu bar.

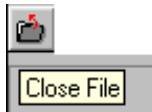
The main form area contains several input fields for parcel and owner information:

- Parcel ID: 142489 TOWN LEA - URA
- Address: 143801 SPRINGVILLE GRH-H11H
- Owner Name: BRISSE EDWIN & CATHIE FN
- Address: 2334 GROVER RD
- Address: 2304 G UVJ11 D
- Address: WEST FALLS NY 141709507
- Bill # 40704
- 3rd
- Bank Code
- Phone No
- Total Due: 661.56
- Total Tax: 661.56

At the bottom, there is a table with the following columns: 'cc', 'Year', 'Description', 'Bill Amount', 'Penalty', 'Interest', 'Fees', 'Adjustment', 'Local', 'Total Tax', and 'Percent'.

cc	Year	Description	Bill Amount	Penalty	Interest	Fees	Adjustment	Local	Total Tax	Percent
@	2002	School Tax	615.40	46.16	0.00	0.00	0.00	000.00	661.56	

At the top of the parcel window is a tool bar. Each button on the tool bar will execute a specific function. The function details are as follows :



Close Window



Undo changes prior to data save



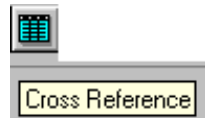
Skip to next record



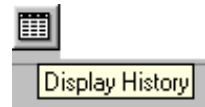
Skip to previous record



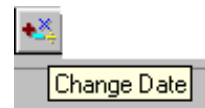
Print form for current parcel



Display parcel cross reference window



Display tax history records



Override penalty calculation date for this transaction



Tag / Untag tax record for payment



Display tax record detail



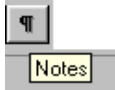
Post a petition or other credit to tax record



Post a service charge / NSF charge to tax record



Save parcel owner data changes



Notes

Display parcel notes window



Apportionment

Apportion hi-lighted tax record



Delete

Delete final payment on hi-lighted tax record



Partial Payment

Display partial payment data for hi-lighted tax record



Payment

Process complete payment for tagged tax records



Locate Bill No

Locate and display parcel by bill number

4. Process Payment

Press payment button on parcel tool bar. The payment window displays as shown below.

Tax Collection System version 1.0c - [Payment 142489 200.00-4-31.121 Due 261.56]

File Window Reports Utility Help

Cash Amount 0.00

Check Amount 261.56 Check #

Paid By BUSSE EDWIN & KATHLEEN Paid Under Protest

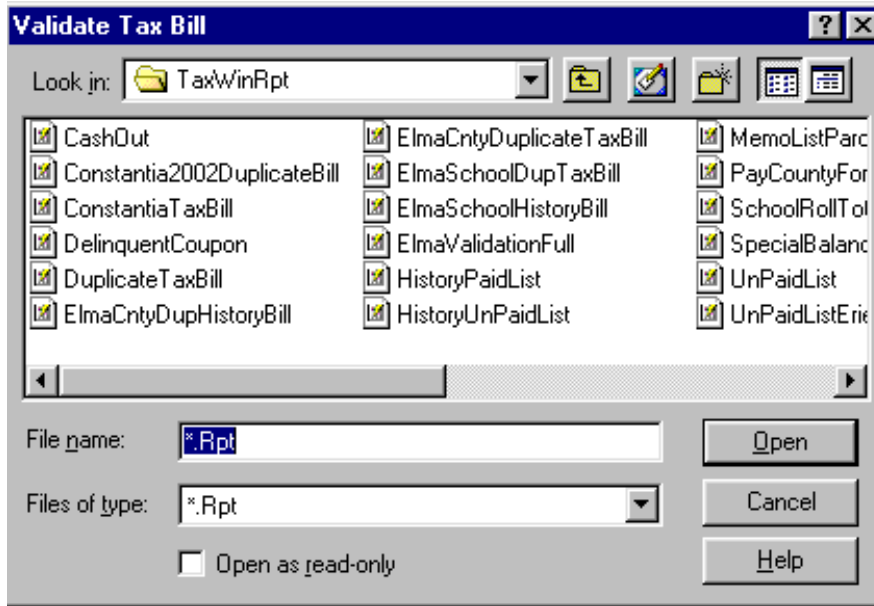
Penalty Calculate Date 10/16/2002 Make Payment

Posting Date 10/16/2002

The default payment is by check with the default paid by person the current owner. To pay the amount due by cash, press Cash Only button. To pay the amount due by check, press Check Only button. Else enter the amount paid by cash and by check in the appropriate fields. Press the Paid Under Protest box if applicable. Press either the save button on the tool bar or the Make Payment button on the window to process payment data.



After the payment has been processed, the user is prompted to validate the tax bill. Open the validation report and load the tax bill for validation. A duplicate receipt may also be printed by opening the appropriate duplicate tax bill report.



5. Partial Payment

From the main parcel window, press the Partial Payment button on the parcel tool bar. The Partial Payment window is displayed as shown below.

Date Paid	Base Tax Paid	Penalty	Interest	Service Fee	Total Payment	Protest	Other Interest	Collector Fee
09/27/2002	1000.00	0.00	0.00	0.00	1000.00		0.00	0.00

Minimum Base Tax Due	307.70	Cash	400.00
Minimum Penalty Due	23.08	Check	0.00
Minimum Interest Due	0.00	Check #	
Minimum Other Fee Due	0.00	Payee	BUSSE EDWIN & KATHLEEN
Minimum Service Charge Due	0.00		
Minimum Payment Due	330.78		

Previously processed partial payments are displayed at the top of the window, while the minimum payment due and the payment breakdown is displayed on the lower left part of the window. To delete a partial payment, press the Delete Payment button. To record a partial payment, enter the amount to be paid in cash in the cash field, the amount to be paid by check in the check field, any applicable check number in the check number field along with the payee. Press the **Process Payment** button to record the payment. If the amount tendered is greater than the minimum payment due, the user is prompted to affirm that the entire payment is to be applied. If not, then the change due will be calculated.

\$400.00 Payment Greater Than \$330.78 Minimum Tax Due

Amount Tendered Will Be Apportioned as Follows

Tax Due - 372.09
 Penalty Due - 27.91
 *** Payment - 400.00

Do You Wish to Make the Apportioned Payment ?

6. Delete Final Payment

Press the Delete Payment button from the main parcel window. Press Yes to delete payment.

The screenshot shows the 'Tax Collection System version 1.0c' interface. A dialog box titled '142489 555.00-94-1.5 # 40011' is open, asking 'Do you want to delete Payment Record?' with 'Yes' and 'No' buttons. The background window shows a form with the following details:

- Address: 142489 TOWN OF AURORA, 143801 SPRINGVILLE-GRIFFITH
- Service: AURORA CABLEVISION, SPECIAL FRANCHISE
- PO BOX 472
- COUDERSPORT PA 16915-0472
- Bill #: 40011
- 3rd
- Bank Code
- Mort No

Below the form is a table with the following data:

Tag	Year	Description	Bill Amount	Per	Credit	Total Tax	Protest
Paid	2002	School Tax	17.79	0.00	0.00	17.79	

Enter a Deletion Reference # and press the Payment Delete button. A debit cash out record will be written if the payment had been posted via the Year-2-Date process.

The screenshot shows a dialog box titled 'Payment Delete- 142489 555.00-94-1.5 2002 School Tax'. It contains a text input field labeled 'Enter Deletion Reference #' and a 'Payment Delete' button.

7. Name Change / 3rd Party Notification / Bankruptcy / Special Handling

Enter the data into the appropriate fields on the main parcel widow, moving the cursor off the last field updated, and press the Save button on the tool bar.

Tax Collection System version 1.0c - [142489 555.00-94-1.5 # 40011]

File Window Reports Utility Help

142489 TOWN OF AURORA 143801 SPRINGVILLE-GRIFFITH

AURORA CABLEVISION SPECIAL FRANCHISE

PO BOX 472 0.00 Ac 0.00 F x 0.00 D 3rd Bank Code

COUDERSPORT PA 16915-0472 Bill # 40011 // Mort No

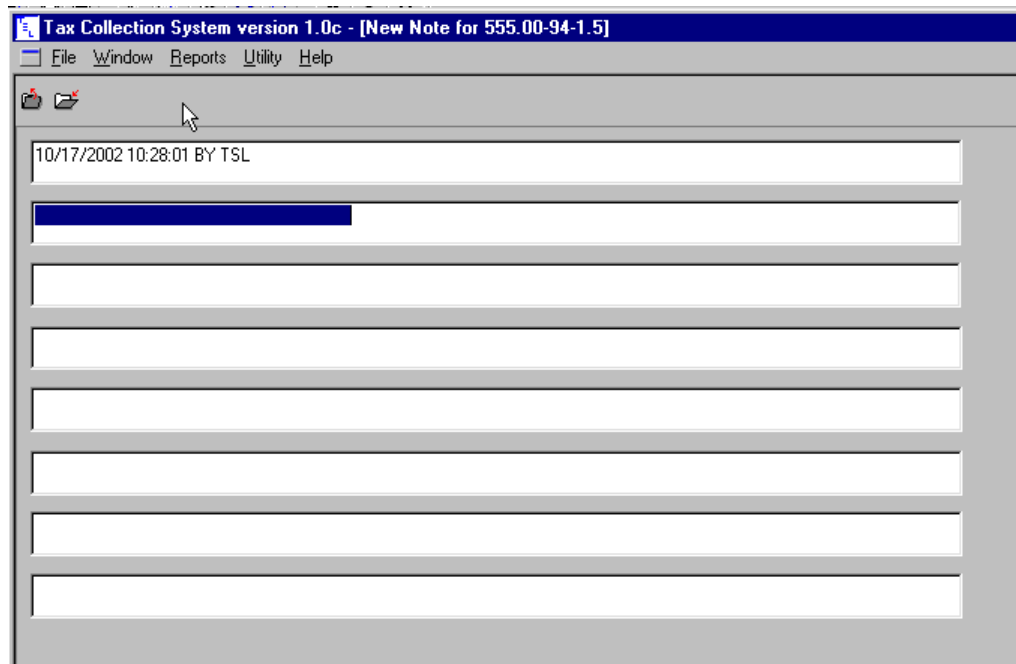
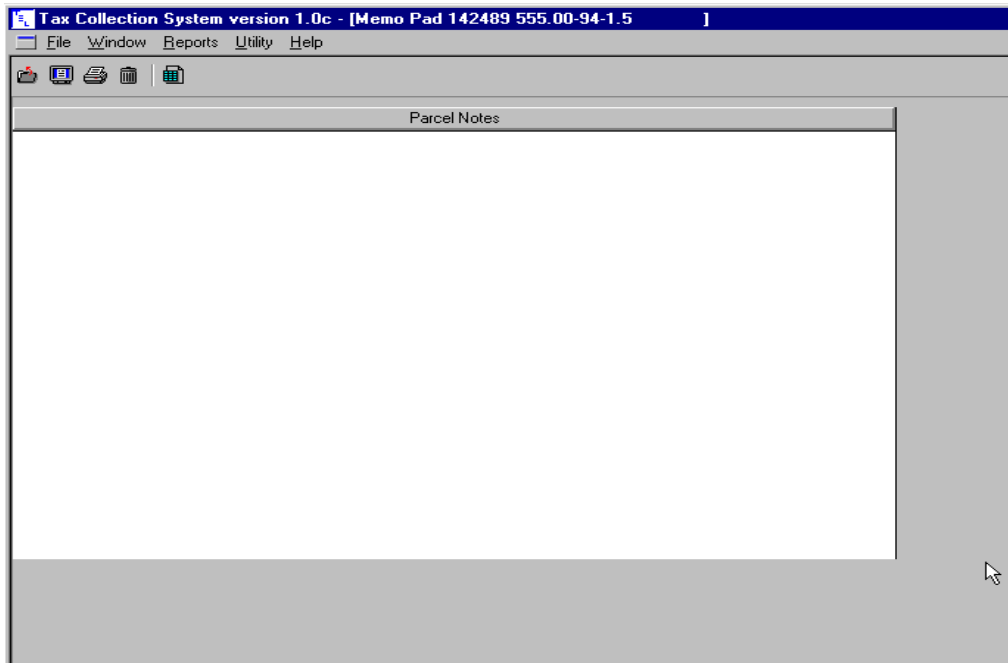
Total Due 19.12

Total Tag 19.12

Tag	Year	Description	Bill Amount	Penalty	Interest	Fees	Adjustment	Credit	Total Tax	Protest
@	2002	School Tax	17.79	1.33	0.00	0.00	0.00	0.00	19.12	

8. Notes / Memo Pad

Press Notes button from main parcel window to display parcel notes. Notes are displayed in reverse order of entry. Most current note first, oldest note last. To Add a note, press the Add Record button on the tool bar. At the add note record window, type in your message. Press the Save button to record note. To edit a note line, Double Click on the line to get a cursor, then type in the correction. To Delete a line, hi-lite the line and press the Delete button.



9. Petition / Tax Cancellation / County Payment

Press the Petition button from the main parcel tool bar to display the Petition window. Enter the amount to be canceled in the Petition field along with the petition number in the Petition number field. Use the drop down menus to post other type of payments, entering the amounts in the appropriate fields. Press the Save button to record these changes.

The screenshot shows the 'Tax Collection System version 1.0c' interface. The main window displays parcel information: '142489 TOWN OF AURORA' and '143801 SPRINGVILLE-GRIFFITH'. The owner is 'BUSSE EDWIN & KATHLEEN' at '2334 GROVER RD'. A modal window titled 'Petition- 142489 200.00-4-31.121 2002 School Tax' is open, allowing for the entry of a petition or cancellation amount (currently 0.00) and a petition or cancellation number. Below these fields are two sections for 'Other Payment #1 Type' and 'Other Payment #2 Type', each with a dropdown menu set to 'No Other Payments' and three input fields for Amount, Penalty, and Interest, all showing 0.00. A 'Save' button is located at the bottom right of the modal window. In the background, a table with columns 'Tag', 'Year', and 'Description' is visible, with a row for '2002 School Tax'.

Tag	Year	Description
@	2002	School Tax

10. Service Charge / NSF Charge / Adjustment

Press the Service Charge button from the main parcel tool bar to display the Service Charge window. Enter the amount to be posted in the Service Charge field and into the Adjustment field. Data in these fields may be positive or negative numbers. Positive amounts are added to the tax due, negative amounts are subtracted from the amount due.

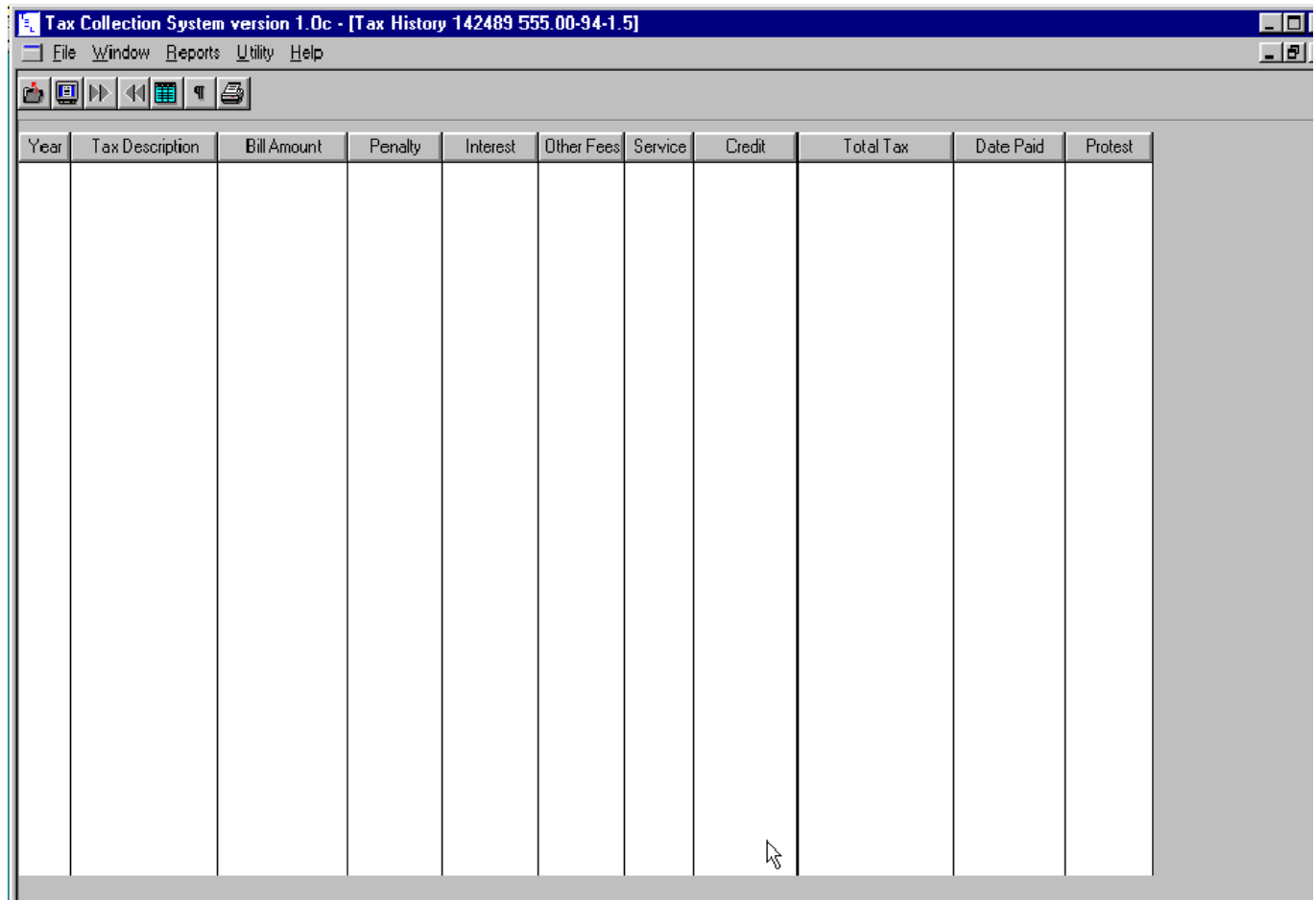
The screenshot shows the 'Tax Collection System version 1.0c' interface. The main window displays parcel information for '142489 TOWN OF AURORA' and '143801 SPRINGVILLE-GRIFFITH'. The owner is 'BUSSE EDWIN & KATHLEEN' at '2334 GROVER RD'. The address is also listed as '2334 GROVER RD' and 'WEST FALLS NY 14170-9607'. The parcel details include '16.97 Ac 611.18 F x 0.00 D' and '3rd' floor. There are fields for 'Bank Code' and 'Mort No'. A table at the bottom shows tax details:

Tag	Year	Description	Bill Amount	Total Tax	Protest
@	2002	School Tax	1615.40	261.56	

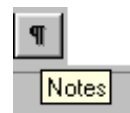
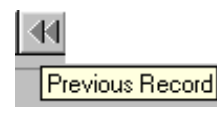
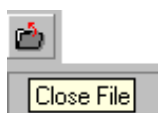
A 'Service Charge- 142489 200.00-4-31.121 2002 School Tax' dialog box is open, prompting the user to 'Enter Service Charge / NSF Fee' (0.00) and 'Enter Adjustment' (0.00). A 'Save' button is visible at the bottom of the dialog box.

11. Tax History

Press the Tax History button on the main parcel tool bar to display prior year tax data. Each tax year record will be displayed. Press the appropriate tool bar button either display the detail tax record data, skip to another parcel, display cross reference screen, display parcel notes or to print a parcel specific report.



Year	Tax Description	Bill Amount	Penalty	Interest	Other Fees	Service	Credit	Total Tax	Date Paid	Protest
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12. Detail Tax Record Data

Hi-lite the desired tax record and press the Display button on the tool bar to display the detail tax data. The Detail Tax window contains three (3) data tabs. The Detail tab, shown below, displays the property description and assessed values, exemptions along with the detail tax items which make up the total tax. The Owner tab contains the owner at the time the tax was levied along with applicable payment information. The Partial Payment tab contains the partial payment records.

The screenshot shows the 'Tax Collection System version 1.0c' window with the title bar '[Tax Detail 142489 200.00-4-31.121 2002 School Tax]'. The menu bar includes File, Window, Reports, Utility, and Help. The interface has three tabs: Detail (selected), Owner, and Partial Payments. The 'Detail' tab displays the following information:

- 2002 School Tax** (highlighted)
- Bill Amount: 1615.40
- 240 - (highlighted)
- Roll Section: 1
- Assessed Land: 17900, Book: 09588
- Assessed Total: 72500, Page: 00479
- Full Value: 128889, @ 56.25
- True Tax 2,107.55
- Tax Code: 244, SPRINGVILLE-GRIFFITH, Star Savings 492.15

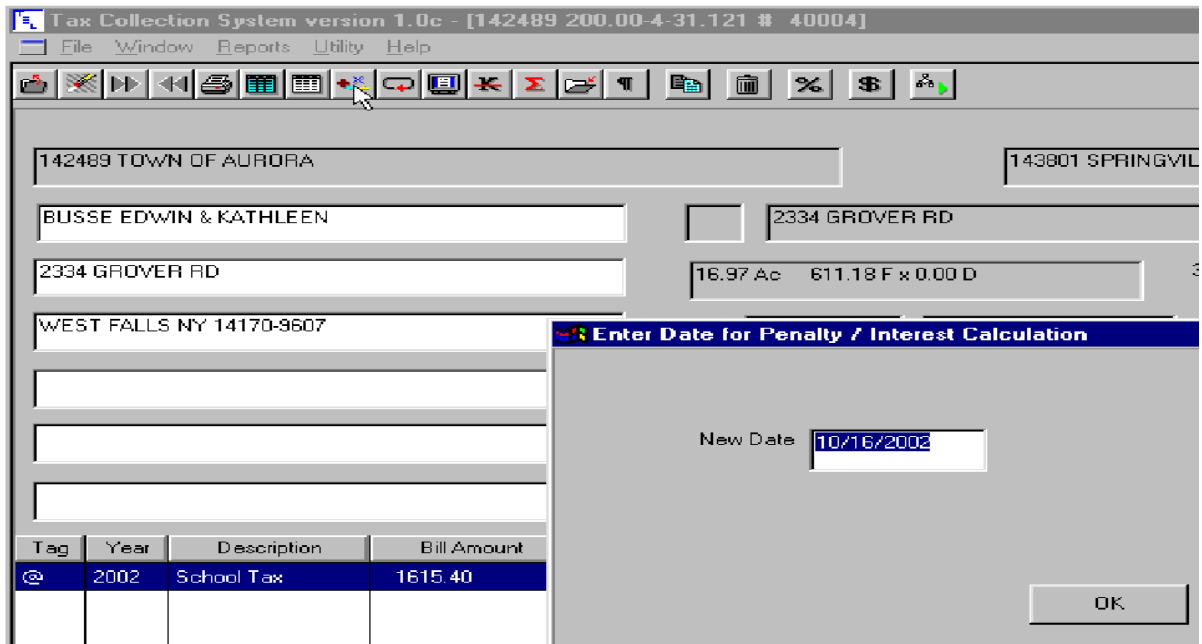
Below this information is a table with the following data:

Exemption Description	Amount
41854 - BASIC STAR	16930

Diq	Code	Tax Description	Taxable	Tax Rate	Tax Amount	% Chng	Levy
		SCHOOL TAX 02-03	55570.00	29.069612	1615.40	8.4	10233548

13. Penalty Calculation Override

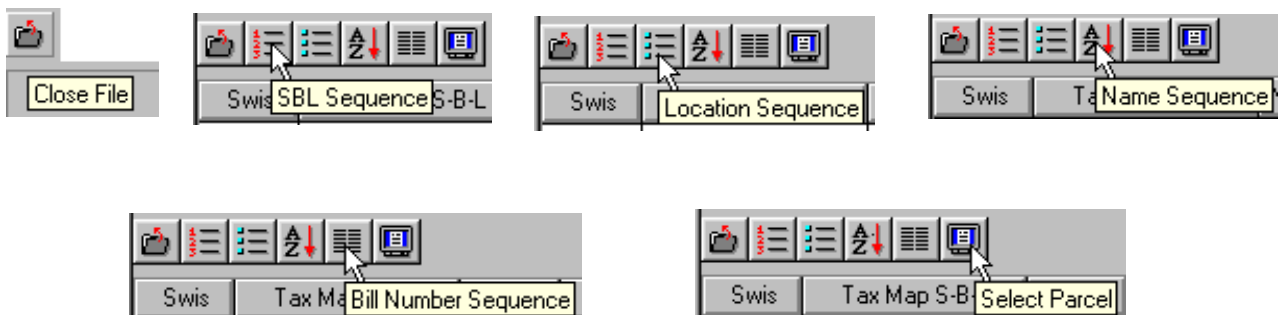
The *TSL Tax Collection System* auto-calculates penalty / interest by the default date entered at time of LOGIN. This date may be over-written by pressing the Date Calculation button on the main parcel tool bar. Enter the new date and press the OK button. The main parcel screen is redisplayed using the new date.



14. Cross Reference Screen

Press the Cross Reference button from the main parcel tool bar will display a list of parcels in the sequence that the original parcel was located by (see below). To change the order of the listing, press the appropriate button on the tool bar. To select a specific parcel, hi-lite the record and press the Display button.

Swis	Tax Map	Bill Number	Sequence	Location	Owner Name	Bill Number
142489	555.00-94-1.5			SPECIAL FRANCHISE	AURORA CABLEVISION	40011
142489	200.00-4-30		1032	FALLS RD	BLUM RALPH	40002
142489	200.00-4-31.121		2334	GROVER RD	BUSSE EDWIN & KATHLEEN	40004
142489	199.00-3-16		632	FALLS RD	COTRUPE DANIEL P &	40001
142489	555.00-13-1.5			SPECIAL FRANCHISE	E-NY STATE ELEC & GAS	40009
142489	666.00-13-1.5			OUTSIDE PLANT	E-NY STATE ELEC & GAS	40018
142489	666.00-13-2.5		5092	TRANSMISSION LINE	E-NY STATE ELEC & GAS	40019
142489	666.00-13-3.5		5030	TRANSMISSION LINE	E-NY STATE ELEC & GAS	40020
142489	666.00-13-4.5		5034	TRANSMISSION LINE	E-NY STATE ELEC & GAS	40021
142489	199.00-3-15		746	FALLS RD	GICEWICZ EDMOND J	40000
142489	200.00-4-31.11		986	FALLS RD	HICZEWSKI GREGORY J &	40003
142489	200.00-4-31.2			GROVER RD	JAWORSKI EUGENE F	40005
142489	200.00-4-33		2278	GROVER RD	JAWORSKI EUGENE F & W	40007
142489	555.00-11-1.5			SPECIAL FRANCHISE	NATIONAL FUEL GAS - DIST	40008
142489	666.00-11-1.4/A			OUTSIDE PLANT	NATIONAL FUEL GAS - DIST	40016
142489	666.00-11-1.5			OUTSIDE PLANT	NATIONAL FUEL GAS - DIST	40017
142489	199.00-3-15.A		1544(S)	GAS WELL	NATIONAL FUEL GAS - SUP	40012
142489	199.00-3-15.B		1553(S)	GAS WELL	NATIONAL FUEL GAS - SUP	40013
142489	666.00-10-1.5			OUTSIDE PLANT	NATIONAL FUEL GAS - SUP	40014



15. Tax Apportionment

Locate the parcel to apportion and press the Apportionment button on the parcel tool bar as shown below.

The screenshot shows the 'Apportionment' screen in the Tax Collection System. The window title is 'Tax Collection System version 1.0d (142489 139.00 3 15 # 40000)'. The 'Apportionment' button is highlighted in the toolbar. The main area contains several input fields for parcel information, including parcel ID, owner name, address, and tax amounts. A table at the bottom displays tax details for the year 2002.

Tap	Year	Description	Bill Amount	Parcels	Invoice	Face	Adjustment	Credit	Total Tax	Photos
01	2002	School Tax	3.3373	0.00	0.00	0.00	0.00	0.00	3.3373	

Next, add records for each of the offspring. Entering the SBL, apportioned land and apportioned total for each offspring. To delete an offspring record, hi-light the record and press the Delete button. When all offspring are listed, press the split button. Then answer the prompt to apportion each tax.



Tax Collection System version 1.0d - [Apportion 142489 199.00-3-15 Due 3,133.70]

File Window Reports Utility Help

Apportionment #	Assessed Land	Assessed Total
199.00-3-15.2	10000	97800

Tax Collection System version 1.0d - [Apportion 142489 199.00-3-15 Due 3,133.70]

File Window Reports Utility Help

Tax Map	Assessed Land	Assessed Total
199.00-3-15.2	10000	10000
199.00-3-15.1	27600	97800

Tax Collection System version 1.0d - [Apportion 142489 199.00-3-15 Due 3,133.70]

File Window Reports Utility Help

Tax Map #	Assessed Land	Assessed Total
199 003 152	10000	10000
199 003 151	27600	97800

Apportion Tax Bill

Do you want to apportion 2002 School Tax tax ?

Yes No

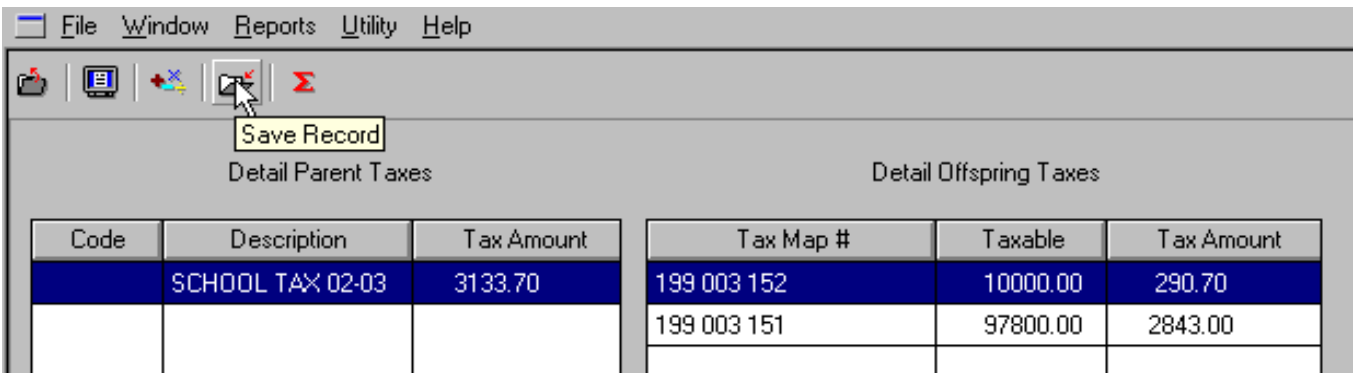
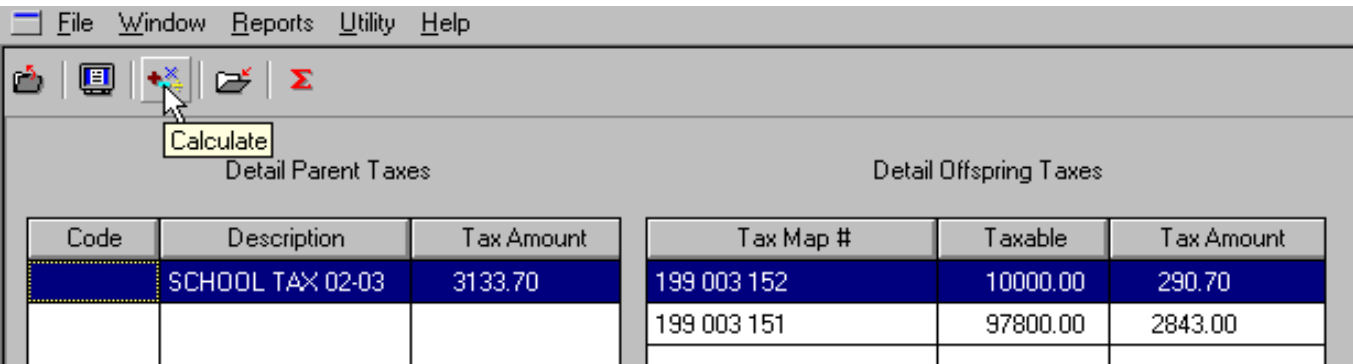
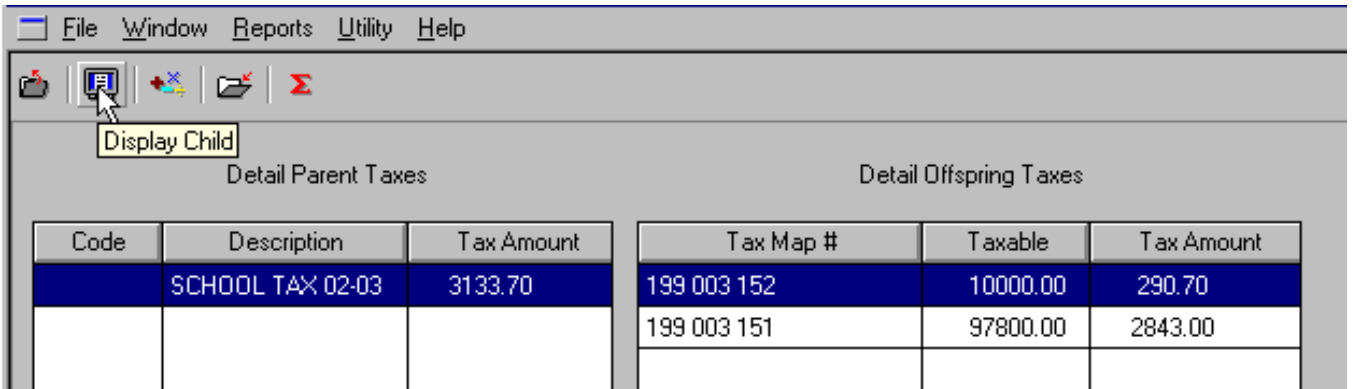
Tax Collection System version 1.0d - [DataWindow Caption]

File Window Reports Utility Help

Display Child

Detail Parent Taxes			Detail Offspring Taxes		
Code	Description	Tax Amount	Tax Map #	Taxable	Tax Amount
	SCHOOL TAX 02-03	3133.70	199 003 152	10000.00	290.70
			199 003 151	97800.00	2843.00

The parent tax year record may contain many detail tax items. Hi- light a parent detail item and press the Display Child button to show the child apportionments. To override the apportionment, double click on the offspring taxable values and enter the correct amount. Press the Calculate button to calculate a new tax amount based upon the entered taxable value. **NOTE : The child taxable values and tax amounts must equal the parent value!** Save the record when completed.



After reviewing the apportionments for each parent detail tax item, press the Apportion button to complete the process. The parent tax record is now marked **Split** as shown below.

