

****ON MARCH 1ST, PLEASE SEND A BACKUP AS SOON AS POSSIBLE. WHEN YOU HAVE BALANCED AND SETTLED YOUR BOOKS THE COUNTY WILL NEED YOUR FINAL BACKUP. PLEASE NOTE IT IS "FINAL" SO WE KNOW YOU ARE SETTLED AND DONE. WE WOULD LIKE TO RECEIVE YOUR FINAL BACKUP PRIOR TO MARCH 15TH. WE WILL RUN ALL OF THE BELOW REPORTS TO VERIFY TOTALS. ONCE BALANCED YOU WILL GET AN E-MAIL NOTIFICATION. YOU ARE NO LONGER REQUIRED TO MAKE APPOINTMENTS TO COME IN AND AN APPOINTMENT CAN BE MADE IF NEEDED. ITEMS REQUIRED TO SEND IN: ORIGINAL WARRANTS, SIGNED AND DATED BY ASSESSOR, THE COLLECTING OFFICER'S OATH, SIGNED BY YOU AND ATTACHED TO YOUR DELINQUENT TAXPAYER REPORT, WINTER DEFERMENTS (IF ANY), YOUR SETTLEMENT SHEET AND ANY FINAL PAYMENTS DUE. THANK YOU!**

SETTLEMENT CHECK LIST

		TOWNSHIP/CITY/VILLAGE	TAX LEVY YEAR
TAX WARRANTS - ORIGINALS (VERIFIED, SIGNED AND DATED BY ASSESSOR)	VILLAGE	<input type="checkbox"/>	AD VALOREM, IFT, STATE LAND BANK, DNR PILT (VILLAGE ONLY)
	SUMMER	<input type="checkbox"/>	AD VALOREM, IFT, STATE LAND BANK, OPRA
	WINTER	<input type="checkbox"/>	AD VALOREM, AD VALOREM PLUS CFR, STATE LAND BANK, IFT, DNR PILT, OPRA
QUESTIONABLE PARCELS WITH PAYMENTS REPORTS	VILLAGE	<input type="checkbox"/>	1) REPORTS
	SUMMER	<input type="checkbox"/>	2) BALANCING/SETTLEMENT REPORTS
	WINTER	<input type="checkbox"/>	3) QUESTIONABLE PARCELS/PAYMENTS REPORT (ALL RECORDS) 4) IF THERE ARE ANY QUESTIONABLE PAYMENTS, CORRECTIONS NEED TO BE DONE BEFORE YOU CONTINUE. THESE NEED TO BE TAKEN CARE OF PRIOR TO SETTLING WITH THE COUNTY.
OVER/UNDER PAYMENT REPORTS	VILLAGE	<input type="checkbox"/>	1) REPORTS
	SUMMER	<input type="checkbox"/>	2) PAYMENT/DISTRIBUTION REPORT
	WINTER	<input type="checkbox"/>	3) OVER PAYMENTS/UNDER PAYMENTS REPORT 4) POPULATION: ALL RECORDS/ALL PAYMENTS IN UNIT 5) OPTIONS: OVER/UNDER AMOUNT TO CHECK IS \$4.99 (SUMMER AND WINTER BILLING TYPES) 6) CLEAR OFF ANY BALANCES \$4.99 OR LESS (THE COUNTY WILL NOT ACCEPT THESE)
PARCELS WITH ADJUSTMENTS IN ONE SEASON	VILLAGE	NA	1) REPORTS
	SUMMER	<input type="checkbox"/>	2) BALANCING/SETTLEMENT REPORTS
	WINTER	<input type="checkbox"/>	3) PARCELS WITH ADJUSTMENTS IN ONE SEASON (ALL RECORDS)

****NOTE: THE QUESTIONABLE PARCELS REPORTS AND OVER/UNDER REPORTS SHOULD BE BLANK. IF NOT, YOU WILL NEED TO FIX THESE BEFORE YOU SETTLE WITH THE COUNTY. THE PARCELS WITH ADJUSTMENTS IN ONE SEASON SHOULD ONLY SHOW PARCELS WITH A "WIN" ADJUSTMENT REASON OR PARCELS WITH ONE SEASON ADJUSTED FOR VETERAN'S EXEMPTIONS.**

SEQUENTIALLY SEARCH FOR VARIOUS FIELDS

	VILLAGE	<input type="checkbox"/>	1) REPORTS
	SUMMER	<input type="checkbox"/>	2) BALANCING/SETTLEMENT REPORTS
	WINTER	<input type="checkbox"/>	3) SEQUENTIALLY SEARCH FOR VARIOUS FIELDS 4) REPORT OPTIONS: SELECT "LIST PARCELS THAT HAVE INTEREST ONLY LEFT TO PAY" 5) POPULATION: ALL RECORDS 6) RUN REPORT (SEASON SPECIFIC) AND OVERRIDE INTEREST/PENALTY TO PAY PARCEL IN FULL

****NOTE: THERE SHOULD NEVER BE PARCELS THAT HAVE "INTEREST ONLY" LEFT TO PAY. THIS MEANS YOU DISTRIBUTED TAXES TO VARIOUS ENTITIES AND DID NOT DISTRIBUTE THE INTEREST THAT SHOULD HAVE FOLLOWED THE TAX. INTEREST ON SET MUST GO TO THE STATE (MCL 211.905B(11)) AND IF INTEREST WAS IMPOSED ON OTHER TAXES, IT SHOULD HAVE BEEN DISTRIBUTED WITH THOSE TAXES.**

COLLECTING OFFICER'S OATH ATTACH TO (SIGNED)

→	1) REPORTS
	2) PARCEL REPORTS
	3) DELINQUENT TAXPAYER REPORT (SUMMARY)
	4) POPULATION: ALL RECORDS, AD VALOREM PLUS SPECIAL ACTS; SORT INDEX: PARCEL NUMBER
	5) OPTIONS: SUMMER/WINTER BILLING TYPES, REAL & PERSONAL - DO NOT INCLUDE SUMMER INTEREST

**ADJUSTMENT REPORTS
(VERIFY YOUR ADJUSTMENTS -
ONLY PRINT TOTALS PAGE)**

VILLAGE
SUMMER
WINTER

- 1) REPORTS
2) BALANCING/SETTLEMENT REPORTS
3) ADJUSTMENT REPORT
4) POPULATION: ALL RECORDS; AD VALOREM + SPECIAL ACTS
5) MAKE SURE "CURRENT INDEX" OR "SORT INDEX" IS IN PARCEL # ORDER
6) REPORT OPTIONS: REAL & PERS; BILLING TYPE: SUMMER/WINTER (CHOOSE CURRENT IF VILLAGE)

**DELINQUENT TAX ROLL REPORT
TOTALS ONLY**

REAL &
PERSONAL

- 1) REPORTS
2) ROLLS
3) STANDARD TAX ROLL
4) POPULATION: ALL RECORDS; SPECIAL POPULATION: AD VALOREM PLUS SPECIAL ACTS
5) REPORT OPTIONS: TAX ROLL TYPE: DELINQUENT ROLL
6) BILLING TYPES: SUMMER/WINTER BILLING TYPES (CURRENT IF VILLAGE)
7) MAKE SURE "TOTALS ONLY IS SELECTED"
8) DO NOT CALCULATE INTEREST (OUR CALCULATIONS MAY BE DIFFERENT THAN YOURS)

**DEFERMENT LIST REPORT
(INCLUDE COPIES OF ACTUAL
DEFERMENTS -WINTER CAN BE
DEFERRED UNTIL APRIL 30TH)**

VILLAGE
SUMMER
WINTER

NA
NA

- 1) REPORTS
2) BALANCING/SETTLEMENT REPORTS
3) DEFERMENT LIST (MAKE SURE TO BE IN THE WINTER SEASON)
4) POPULATION: ALL RECORDS, AD VALOREM PLUS SPECIAL ACTS

**QUICK TAX DISBURSEMENT
REPORT**

VILLAGE
SUMMER
WINTER

- 1) REPORT
2) PAYMENT/DISTRIBUTION REPORT
3) QUICK TAX DISBURSEMENT REPORT
4) POPULATION: ALL RECORDS
5) SPECIAL POPULATION: AD VALOREM PLUS SPECIAL ACTS
6) NOTE:CHECK BOX TO SEPARATE SPECIAL ASSESSMENTS & SEPARATE DDA & LAND BANK (IF APPLIES)

****NOTE: THE QUICK TAX DISBURSEMENT REPORT SHOULD BE RUN AFTER YOU HAVE MADE ALL YOUR ADJUSTMENTS, CLEARED ALL THE OVER/UNDER ITEMS AND ALL REFUNDS HAVE BEEN ISSUED. THE COUNTY WILL SEND YOU A REPORT SHOWING ALL DISBURSEMENTS YOU HAVE MADE TO US. PLEASE COMPARE THIS REPORT TO THE QUICK TAX DISBURSEMENT FOR ALL RECORDS. THE TOTALS ON YOUR REPORT AND WHAT YOU SUBMITTED TO US SHOULD MATCH.**

**SETTLEMENT REPORT
(ALL (3) REPORTS)**

REAL
PERSONAL
REAL/PERSONAL

- 1) REPORTS
2) BALANCING/SETTLEMENT REPORTS
3) SETTLEMENT REPORT
4) POPULATION: ALL RECORDS, SPECIAL POPULATION: AD VALOREM PLUS SPECIAL ACTS
5) REPORT OPTIONS: SUMMER/WINTER BILLING TYPES (CURRENT IF VILLAGE)
6) RUN REPORTS FOR ALL 3 PROPERTY TYPES, DO NOT INCLUDE INTEREST CALCULATIONS

BACKUP OF ENTIRE DATABASE

FLASH DRIVE
E-MAIL

- 1) FILE
2) BACKUP DATABASE
3) BACKUP ACTIVE DATABASE
4) BROWSE TO WHERE YOU WANT TO SAVE YOUR FILE (FLASH DRIVE OR COMPUTER)
5) E-MAIL THIS FILE TO THE COUNTY AT MSDALKE@MANISTEECOUNTYMI.GOV