

# New Jersey Tax Sale

## Tax Sale Set Up

1. Set-up Stay Out of Sale Payment Codes
2. Set-up Tax Sale Payment Codes
3. Complete Tax Sale Parameter Maintenance

## Prior To Tax Sale

1. Import/Add MUA or Other Charges
2. Create Tax Sale File
3. Tax Sale Error Listing
4. Tax Sale Listing/Notices
5. Posting Stay Out of Sale Payments
6. Maintaining the Tax Sale File
7. Update Tax Sale Prior to Sale

## After the Tax Sale

1. Add New Lien Holders
2. Enter Sale Information in the Tax Sale Maintenance
3. Enter Tax Sale Payments
4. Auto Assign Certificate Numbers
5. Create/Update Liens
6. Printing Certificates
7. Adjust Off Municipal Tax Sale Balances
8. Delete MUA Charges
9. Close Tax Sale

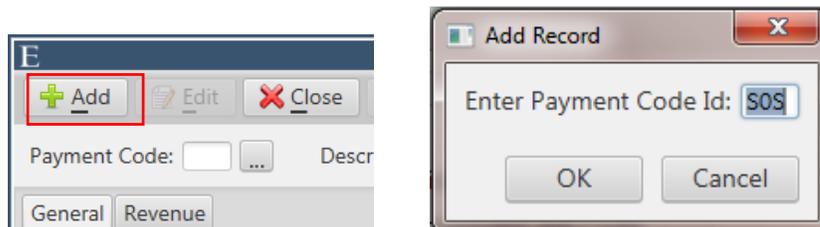
## Tax Sale Set Up

### Set-up Stay Out of Sale Payment Codes

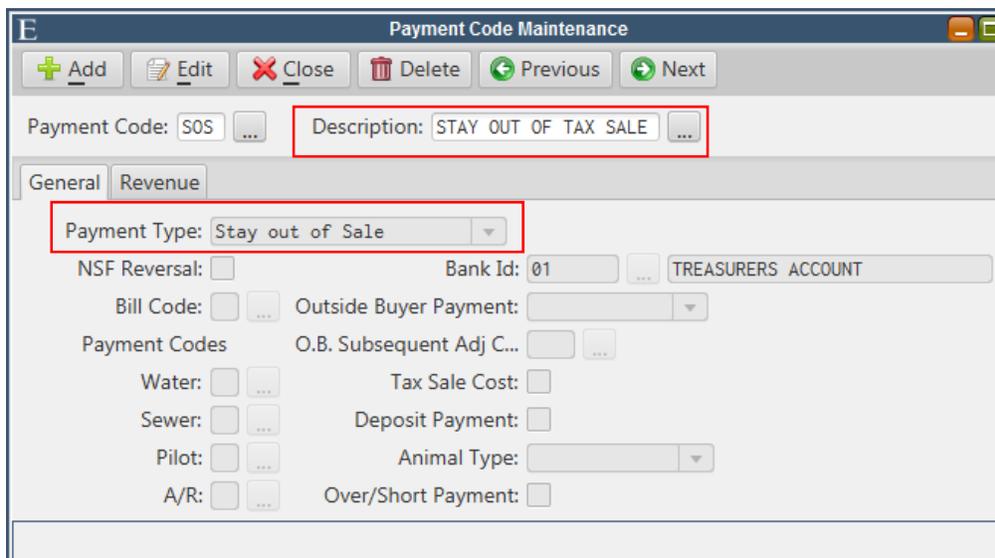
The *Stay Out of Sale* payment code is used prior to the Tax Sale when payments are received to keep properties out of the sale. Using this payment code in the payment window tells the system to calculate the charges and payment amount required to keep the property from going to sale. The payment amount will include the Tax Sale charges with interest calculated through the payment date, any current interest due for Tax, Utility, Special Charges, or Special Assessments, and the Tax Sale Costs calculated up to the payment date.

Go To: *Billing/Collections>Payments> Payment Code Maintenance*

- 1) Click **Add** and Assign the Payment Code Id you would like to use, Click **OK**.



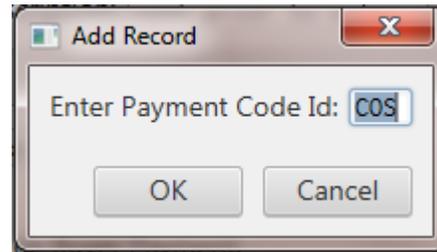
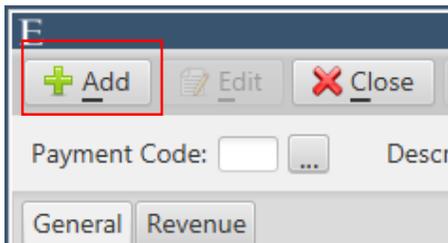
- 2) Payment Type should be set to *Stay Out of Sale*, a description should be entered, and the appropriate Bank Id must be selected for validating purposes. Click **Save**.



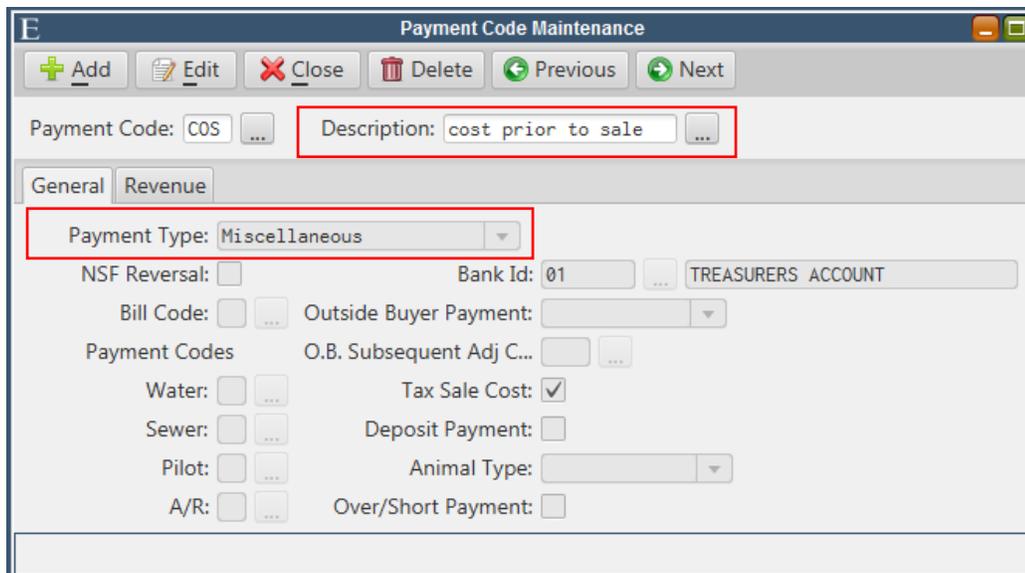
Payments for Tax Sale Costs made prior to the Tax Sale require a special payment code and must also be set up prior to sale. The payment code tells the system that a payment is being applied towards the cost of sale prior to the actual sale.

*Go To: Billing/Collections>Payments> Payment Code Maintenance*

1. Click **Add** Assign the Payment Code Id you would like to use, Click **OK**.



2. Payment Type should be set to Miscellaneous, a description should be entered, the Bank Id must be selected, and the Tax Sale Cost box must be checked. Click **Save**.



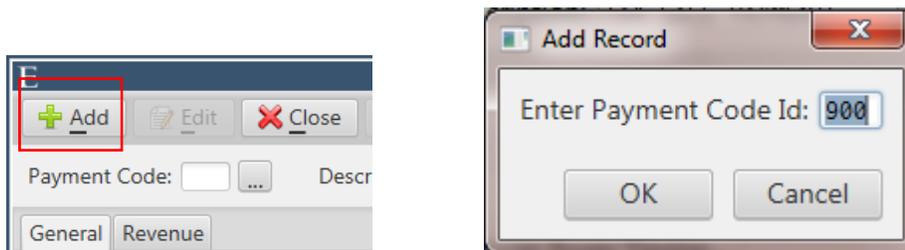
Payment amounts that exceed the amount required to keep the property out of the Tax Sale must be posted using the standard payment codes. The use of the Stay Out of Sale payment code in the payment window will reference the payment codes stored in the Tax Sale Parameter Maintenance to apply the correct payment codes to the appropriate charges in sale.

### Set-up Tax Sale Payment Codes

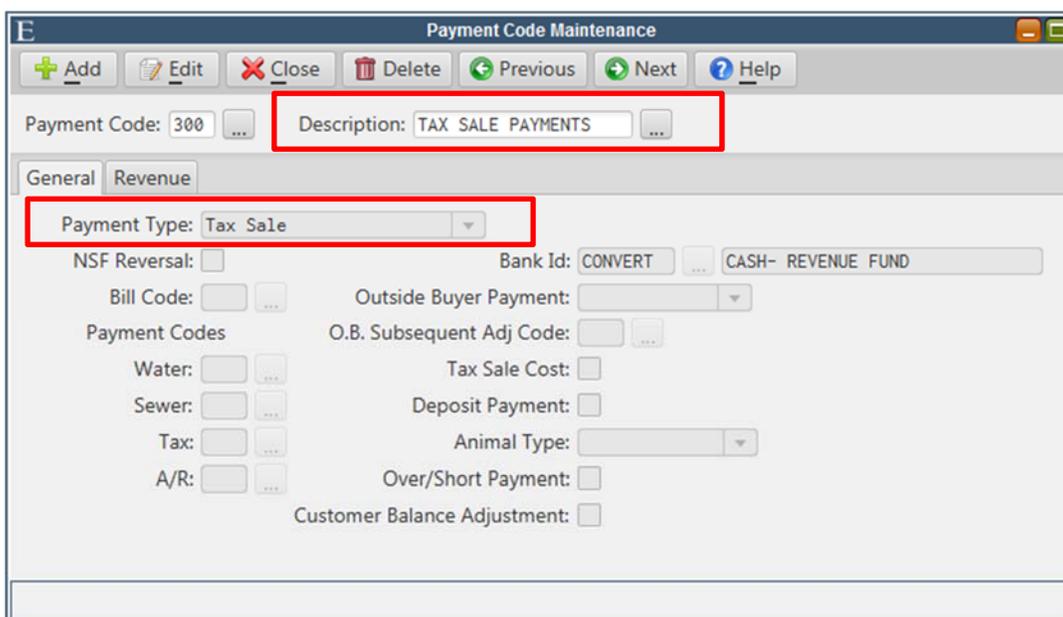
A special Tax Sale payment code must be created to allow access into the Tax Sale Payment Window. Payment codes should also be created for each balance type that could potentially be in the Tax Sale. These codes must also be flagged as *Tax Sale* under the **Outside Buyer Payment** field. All payment codes for Tax Sale should be stored in the appropriate fields on the Default Tax Sale Payment Codes Tab in the Tax Sale Parameter Maintenance.

*Go To: Billing/Collections>Payments> Payment Code Maintenance*

1. Click **Add** and Assign the Payment Code Id you would like to use, Click **OK**



2. Payment Type should be set to Tax Sale, a description should be entered, and the Bank Id must be selected. Click **Save**.



3. For payment codes for each available payment type that is going to Tax Sale, the Payment Type should be set to whatever the balance type. The Outside Buyer Payment should be set to Tax Sale, and bank id must be selected. Click **Save**.

The screenshot shows the 'Payment Code Maintenance' window for Payment Code 904. The 'Description' field is set to 'SEWER - TAX SALE'. The 'Payment Type' is set to 'Sewer'. The 'Bank Id' is 09, and the account is 'UTILITY OPERATING'. The 'Outside Buyer Payment' dropdown is set to 'Tax Sale'. Other fields include 'NSF Reversal', 'Bill Code', 'Payment Codes', 'Water', 'Sewer', 'Pilot', 'A/R', 'O.B. Subsequent Adj', 'Tax Sale Cost', 'Deposit Payment', and 'Animal Type'.

The screenshot shows the 'Payment Code Maintenance' window for Payment Code 901. The 'Description' field is set to 'TAX - TAX SALE'. The 'Payment Type' is set to 'Tax'. The 'Bank Id' is 01, and the account is 'TREASURERS ACCOUNT'. The 'Outside Buyer Payment' dropdown is set to 'Tax Sale'. Other fields include 'NSF Reversal', 'Bill Code', 'Payment Codes', 'Water', 'Sewer', 'Pilot', 'A/R', 'O.B. Subsequent Adj', 'Tax Sale Cost', 'Deposit Payment', and 'Animal Type'.

Payment codes must also be established for any premiums and Tax Sale costs received at the sale. The Payment Type should be set to Miscellaneous for both payment codes and the Tax Sale Cost box should be checked for the Tax Sale Cost payment code for day of sale. (see below)

Payment Code Maintenance

Payment Code: 910 Description: TAX SALE PREMIUM

General Revenue

Payment Type: Miscellaneous

NSF Reversal:  Bank Id: 03 TRUST OTHER

Bill Code:  Outside Buyer Payme... Tax Sale

Payment Codes O.B. Subsequent Adj ...

Water:  Tax Sale Cost:

Sewer:  Deposit Payment:

Pilot:  Animal Type:

A/R:  Over/Short Payment:

Payment Code Maintenance

Payment Code: 911 Description: COST OF SALE

General Revenue

Payment Type: Miscellaneous

NSF Reversal:  Bank Id: 01 TREASURERS ACCOUNT

Bill Code:  Outside Buyer Payme... Tax Sale

Payment Codes O.B. Subsequent Adj ...

Water:  Tax Sale Cost:

Sewer:  Deposit Payment:

Pilot:  Animal Type:

A/R:  Over/Short Payment:

### Complete Tax Sale Parameter Maintenance

The *Tax Sale Parameter Maintenance* stores the cost settings, instructions regarding the charges to be included in the sale, and default payment codes for Tax Sale and Stay Out of Sale payments. **The maintenance fields must be completed prior to the generation of the Tax Sale file to insure the costs calculate correctly and the appropriate balances are included in the sale.**

Specifying the payment codes in the maintenance is not required, but will accelerate the Tax Sale payment process by defaulting the correct payment codes to each balance type in the sale. The same applies for the process of posting payments prior to the sale with the payment codes specified in the Stay Out of Sale Payment Codes screen.

*Go to: Billing/Collections>Liens> Tax Sale> Tax Sale Parameter Maintenance*

- 1) The General tab stores the Cost of Sale Percentage, minimum and maximum allowable Costs, In Lieu of Costs values, and additional options when displaying the current interest in the SOS Payment Window and on the notices. Click **Edit** change any of these fields.

The screenshot shows the 'Tax Sale Parameter Maintenance' window with the 'General' tab selected. The window has a title bar with 'E' and 'Tax Sale Parameter Maintenance' and buttons for 'Edit' and 'Close'. The 'General' tab is highlighted with a red box. The form contains the following fields and options:

- Advertise Cost Percentage: 2.00
- Minimum Cost: 15.00
- Maximum Cost: 100.00
- 1st In Lieu Of Cost: 25.00 (highlighted with a red box)
- 2nd In Lieu Of Cost: 25.00 (highlighted with a red box)
- 3rd In Lieu Of Cost: 25.00 (highlighted with a red box)
- Special Assessment in Sale: Delinquent Install (dropdown)
- Miscellaneous Charges in Sale: Tax (dropdown)
- Sale Has Been Advertised (Lock Percentage Cost):
- Percentage Cost was Calculated:
- 1st In Lieu Of Cost was Added:
- 2nd In Lieu Of Cost was Added:
- 3rd In Lieu Of Cost was Added:
- Include Current Tax Interest on Tax Sale Notices/SOS Payment Window when Taxes are Not in Sale:
- Include Current Utility Interest on Tax Sale Notices/SOS Payment Window when Utility is Not in Sale:

2) The *Default Tax Sale Payment Code* tab allows you to select what payment codes will be defaulted when using the umbrella Tax Sale payment code.

The screenshot shows the 'Tax Sale Parameter Maintenance' window with the 'Default Tax Sale Payment Codes' tab selected. The window contains three columns of input fields for different categories: Tax/Utility/Sp. Assmnt, Special Charges, and Misc. Charges (NSF). A red box highlights the 'Default Tax Sale Payment Codes' tab label.

Tax/Utility/Sp. Assmnt:	Special Charges:	Misc. Charges (NSF):
Tax: 901	Tax: 906	Tax: XX9
Tax Penalty: 902	Water: 907	Sp. Assmnt:
Water: 903	Sewer: X08	Sp Charges: 920
Sewer: 904	PILOT: 906	
Pilot: X21	Utility: 906	
Other:	Misc: 906	
Sp. Assmnt: 905	Boarding Up: 906	Premium: 910
	Demolition: 906	Cost: 911
	Sp. Assmnt: 906	
	6% Tax Penalty:	

WARNING: Payments posted with a Miscellaneous Payment Type will NOT be posted back to the Account.

3) The *Stay Out of Tax Sale Payment Codes* tab allows you to select what payment codes will be defaulted when using the umbrella Stay Out of Sale payment code

The screenshot shows the 'Tax Sale Parameter Maintenance' window with the 'Stay Out of Tax Sale Payment Codes' tab selected. The window contains three columns of input fields for different categories: Tax/Utility/Sp. Assmnt, Special Charges, and Misc. Charges (NSF). A red box highlights the 'Stay Out of Tax Sale Payment Codes' tab label.

Tax/Utility/Sp. Assmnt:	Special Charges:	Misc. Charges (NSF):
Tax: 001	Tax: 019	Tax:
Tax Penalty: 026	Water: 027	Sp. Assmnt:
Water: 011	Sewer: 028	Sp Charges:
Sewer: 013	PILOT:	
Pilot:	Utility:	
Other:	Misc:	
Sp. Assmnt:	Boarding Up:	
	Demolition:	
	Sp. Assmnt:	
	6% Tax Penalty: 025	Cost: C05

WARNING: Payments posted with a Miscellaneous Payment Type will NOT be posted back to the Account.

## Prior To Tax Sale

### Import/Add MUA or Other Charges

Some New Jersey municipalities may require to include MUA or other charges to be stored in MCSJ and their Tax Sale. If the MUA uses the MCSJ software or has the capability to produce the file layout we require, the municipality can import these charges into their system easily.

The *Import MUA Charges for Tax Sale* routine will automatically create new Special Charges accounts to hold the MUA charges from the MUA's file. This will allow the charges to be imported onto the Tax Sale by the *Generate Tax Sale* routine. If it is not possible to import the MUA charges, they can be manually added to MCSJ through the Special Charges maintenance.

If MUA utilizes the MCSJ software:

*Go To: Billing/Collections > Liens> Tax Sale> Import MUA Charges for Tax Sale*

The starting number of the Special Charges that will be created from this routine, which will be numbered sequentially. Use the last delinquent bill year and period for which the charges will be associated and a unique adjustment code that is used for adjusting the MUA charges to Special Charge accounts. Adjustment Date should be the Tax Sale Date and the Import File Type, if not MCSJ will require the user to select the Special Charge balance type for each account. Click **Next** to run the routine and the accounts created should be reviewed prior to the tax sale file being created. ***The date used in the MUA Import must be the day of the sale.***

Import MUA Charges

Next Close Help

This routine will import the MUA's Utility charges into the system as Special Charges.

Starting Sp Charges ID: 17-00001

Bill Year: 2017

Bill Period: 4

Adjustment Code: MUA

Adjustment Date: 11/07/2018

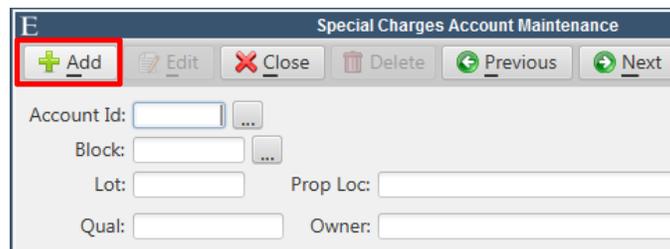
Import File Type: MCSJ Tax Sale File

Input File Name: C:\Users\nikkis\Desktop\MUACHRGs.docx Select File...

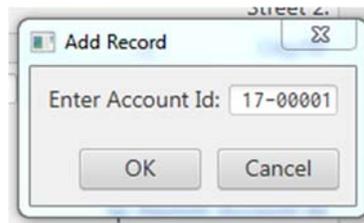
If MUA DOES NOT utilize the MCSJ software, the special charges must be entered in manually:

*Go To: Billing Collections > Special Charges > Account Maintenance*

- 1) Click **Add**



- 2) Specify the Special Charge Account Id. Click **OK**.



- 3) Select the *Block/Lot/Qualifier* of the MUA charge going to Tax Sale, flag the account by to *Include in Tax Sale*, specify the *Balance Type* of the charge, and the *Principal* and *Interest* charges to be included in the sale. The Tax Sale date will be the due date and the last year/period of the delinquent tax year should be stored in the year and period fields. Any delinquent interest on current year charges can be entered in the Tax Sale Notice Current Interest field; it will appear on Tax Sale Notices but not be included in the sale amount.

### Create Tax Sale File

The Create/Update Tax Sale File routine will search delinquent Tax, Utility, Special Assessment, and Special Charges accounts, if checked to include in tax sale, and will then create a Tax Sale file and Tax Sale Maintenance accounts. *Credit balances should be applied to any debit balances before the sale using the transfer overpayments routine or by entering in manual adjustments.*

Go To: Billing/Collections>Liens> Tax Sale > Create/Update Tax Sale File

**Note:** Billing Module must be locked under System Utilities> Lock User's Access

- 1) During the initial run of the routine, the Calculation Option should be set to either include or exclude the Tax Sale file with the advertising cost. The Sale Date should be the day of the Tax Sale and the minimum balance for charges to be included in the same may be specified in the Total Allowable Bal field. If the MCSJ Utility system is installed check the Service Type(S) to include in the sale and all charges whose due date falls equal to or before the date in each of these Due As Of fields will be included.
  - a. Tax Sale Generate Error Report will print after the routine is done running; This will include any errors, the number of accounts written or updated, and those deleted out of the tax sale.

***Note: Once the Tax Sale percentage of cost is calculated, the “Sale Has Been Advertised (Lock Percentage Cost)” in the Tax Sale Parameter Maintenance should be selected, especially if collecting partial payments. By checking off this box, the percentage cost will be locked so that when the tax sale file is recalculated, it will not calculate a new tax sale cost based on the updated value after the partial payment. (see below)***

**E Tax Sale Parameter Maintenance**

Edit Close Help

General Default Tax Sale Payment Codes Stay Out of Tax Sale Payment Codes

Advertise Cost Percentage: 2.00 **Sale Has Been Advertised (Lock Percentage Cost):**

Minimum Cost: 15.00

Maximum Cost: 100.00 Percentage Cost was Calculated:

1st In Lieu Of Cost: 25.00 1st In Lieu Of Cost was Added:

2nd In Lieu Of Cost: 25.00 2nd In Lieu Of Cost was Added:

3rd In Lieu Of Cost: 25.00 3rd In Lieu Of Cost was Added:

Special Assessment in Sale: Remaining Balance

Miscellaneous Charges in Sale: Misc 1

Include Current Tax Interest on Tax Sale Notices/  
SOS Payment Window when Taxes are Not in Sale:

Include Current Utility Interest on Tax Sale Notices/  
SOS Payment Window when Utility is Not in Sale:

### Tax Sale Error Listing

*Go To: Billing/Collections>Liens> Tax Sale > Tax Sale Error Listing*

- 1) Review this report and make any corrections necessary to adjust accounts that should or should not be pulling into the Tax Sale.

**E Tax Sale Error Listing**

Print Close Help

This report will print all Tax Sale Records that have errors.  
 Print to Screen

**E Tax Sale Error Listing: Print to Screen**

Print Close Print Range Search

CITY OF ANYWHERE Page No  
Tax Sale Error Listing

Block Errors	Lot	Qual	Owner Name	Property Location
Total Errors/Warnings: 0				
Payment Before Sale: 0		Prior Credit: 0		Debit and Credit balances exist on Account: 0

## Tax Sale Listing

*Go To: Billing/Collections>Liens> Tax Sale > Tax Sale Listing*

- 1) The Tax Sale Listing provides a listing of the properties that are in the sale, which also has the option to print an Advertising List. These lists will include all charges including costs, which come from the Tax Sale Parameter Maintenance that may have not been calculated or advertised yet in the Tax Sale file. The Advertising List can be printed to Excel for the purpose of distribution to the newspaper.

The screenshot shows the 'Tax Sale Listing' application window. The 'Create:' dropdown menu is highlighted with a red box, and its options are listed in a separate box on the right. The options are: Report & ASCII File, Report, Excel, Comma Separated Text File, Report & ASCII File, and ASCII File Only.

## Tax Sale Notices

*Go To: Billing/Collections>Liens> Tax Sale > Tax Sale Notices*

- 1) Tax Sale Notices can be printed for accounts with a Tax Sale Account Maintenance. *The Tax Sale file should be updated prior to producing the notices to ensure accurate balances.*

Enter the following for the 11/07/18 Tax Sale. Interest will be calculated on Tax and Utility Balances up to the Tax Sale Date to include 'Current Interest'. Interest for all other types is taken from the Tax Sale File. Current Tax Interest will NOT be included on Tax Sale Accounts when Taxes are not in the Tax Sale. Current Utility Interest will NOT be included on Tax Sale Accounts when a Utility Service is not in the Tax Sale. The option to include Current Interest for charges not in the Tax Sale may be edited in Tax Sale Parameter Maintenance.

Page 1 Page 2

Report Sequence:  
Block/Lot/Qual

Select Charge Type to Include

<input checked="" type="checkbox"/> Tax	<input checked="" type="checkbox"/> Sp. Assmnt
<input checked="" type="checkbox"/> Water	<input checked="" type="checkbox"/> Misc
<input checked="" type="checkbox"/> Sewer	<input checked="" type="checkbox"/> Boarding Up
<input checked="" type="checkbox"/> Electric	<input checked="" type="checkbox"/> Demolition
<input checked="" type="checkbox"/> Utility	

Range of Block/Lot/Quals (Blank for All):  
Block: [ ] to [ ]  
Lot: [ ]  
Qual: [ ]

Range of Bank Codes (Blank for All):  
[ ] to [ ]

Notice Date:  
09/30/2018

Print Type:  
Blank 8 1/2" x 11"

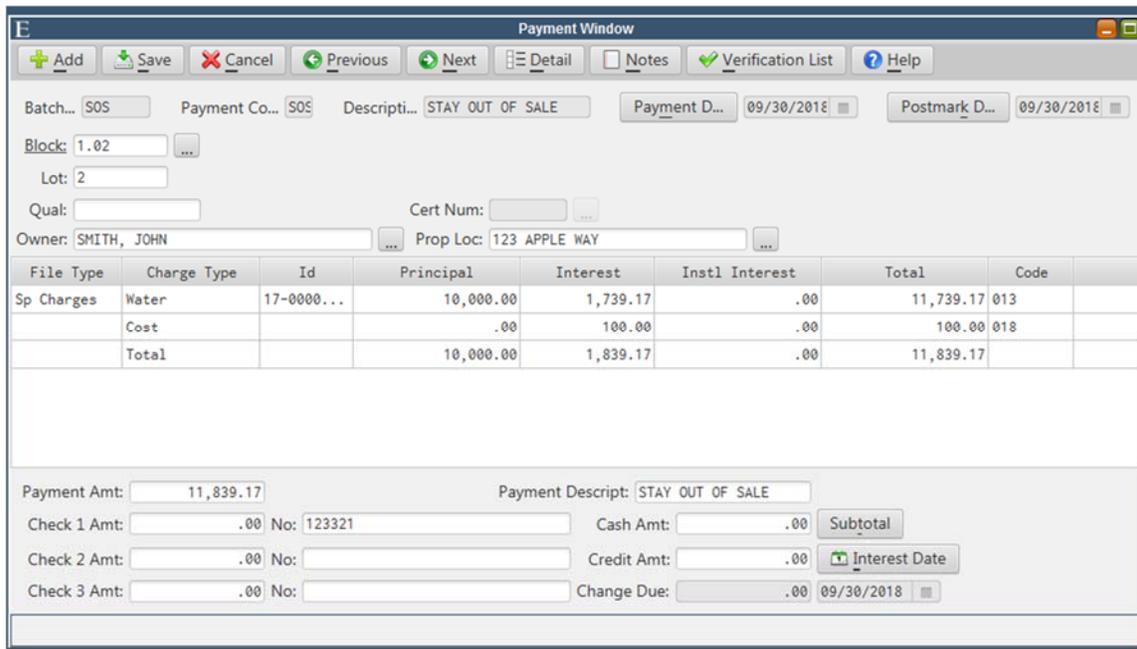
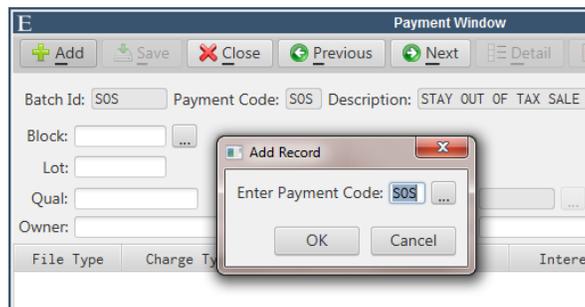
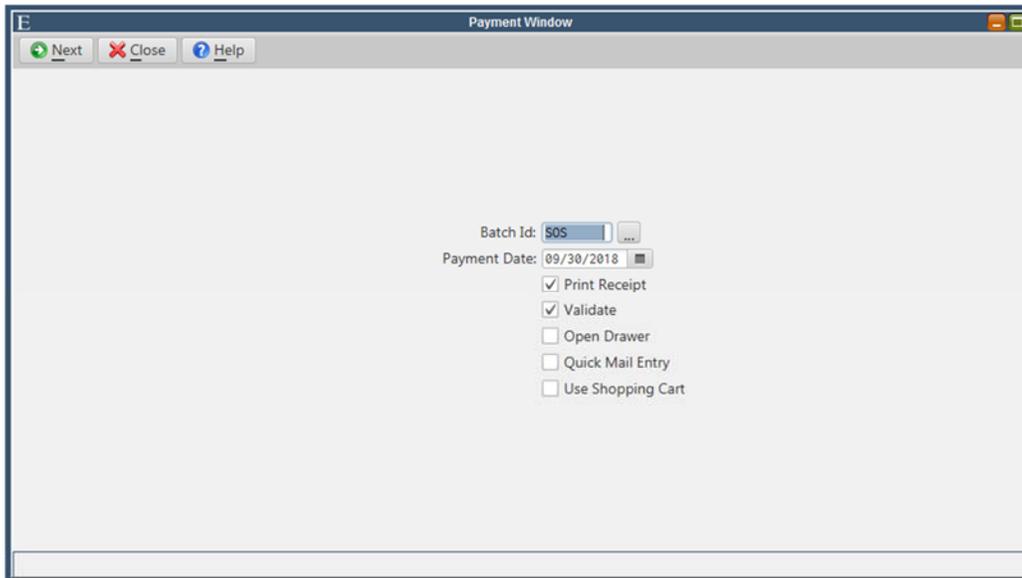
Print to Screen X Offset: [ ] Y Offset: [ ]  Print Costs

## Posting Stay Out of Sale Payments

To post payments for accounts included in the Tax Sale prior to the date of sale:

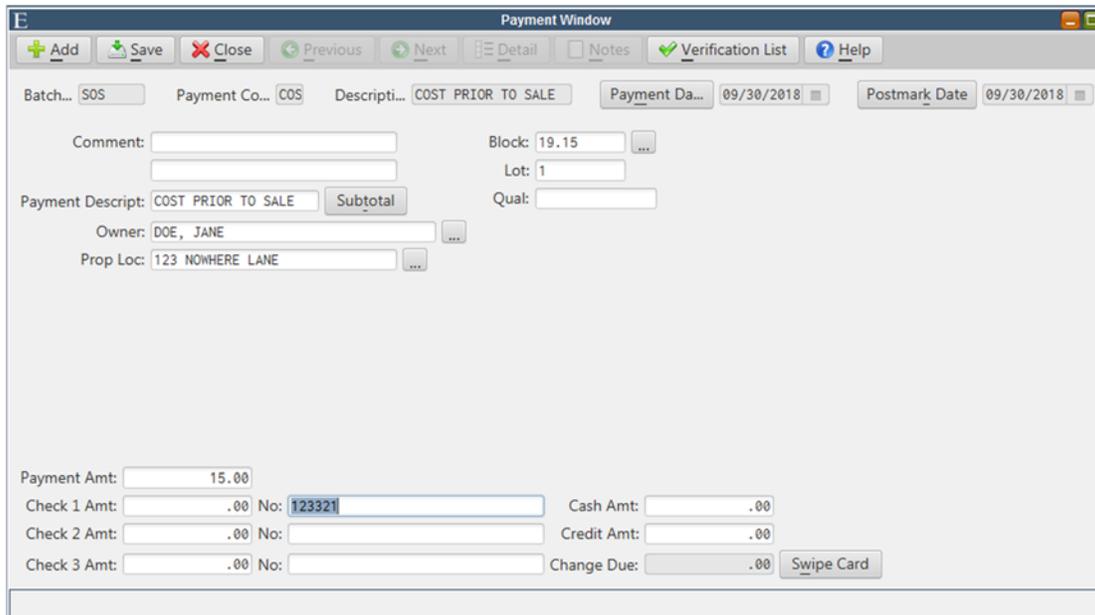
- 1) When the *payment is for the exact amount required to stay out of the sale is paid:*

In the Payment Window use the *Stay Out of Sale* umbrella code to ensure that all costs, past due principal, and interest through the current day are posted. Post the payment information and click **Save**. **Verify** and **Update** the payment batch. (see below)

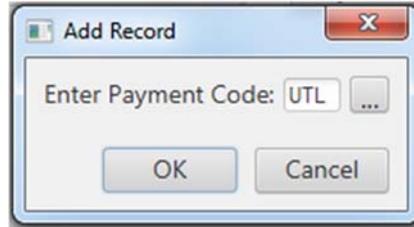


To post payments for accounts included in the Tax Sale prior to the date of sale:

- 2) When the *payment is for less than or more than the amount required to stay out of the sale*: In the Payment Window click **Add**, use the miscellaneous *Costs Prior to Sale* payment code to post the tax sale cost. Click **Save**.



Then, click **Add** and select the payment code(s) of the balances that are remaining in the sale for the accounts and click **Save**. **Verify** and **Update** the payment batch.



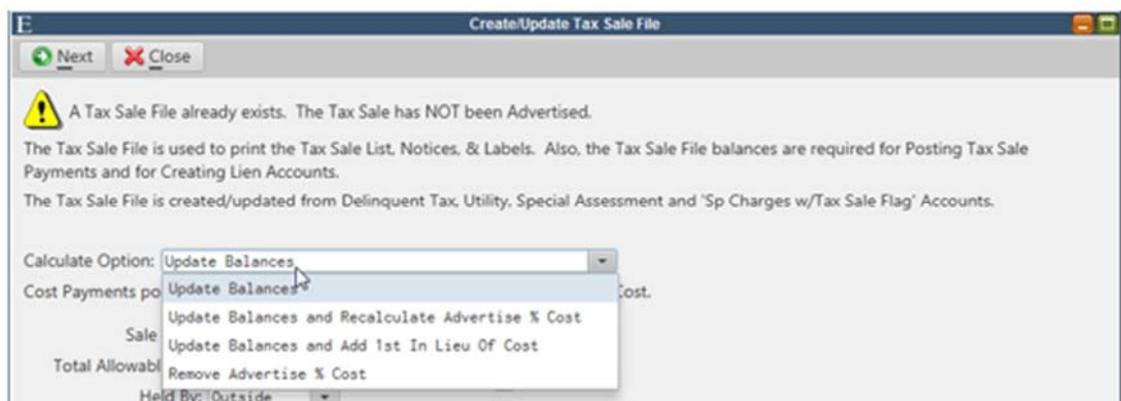
The screenshot shows the "Payment Window" interface. At the top, there are navigation buttons: Add, Save, Cancel, Previous, Next, Detail, Notes, Verification List, and Help. Below these are fields for Batch (SOS), Payment Co. (UTL), Description (UTILITY), Payment Date (09/30/2018), and Postmark Date (09/30/2018). Account details include Account Id (954 - 0), Type (R01), City Id, Block (19.15), Cert Num, Owner (DOE, JANE), Prop. Loc (123 NOWHERE LANE), and Bill To (DOE, JANE). There are also fields for Alternate Id, Service Loc, Sp Charges, and Tax Sale. A table lists services with their respective balances and due amounts.

Service	Principal Balance	Principal Due	Interest	Total Due	Code	Split
Water	177.71	177.71	5.87	183.58	008	33.54
Sewer	433.50	433.50	16.96	450.46	007	216.46
Total:	611.21	611.21	22.83	634.04		250.00

Payment options include Payment Amt (650.00), Payment Descrpt, Year/Prd, Check 1 Amt (.00), No. (123321), Cash Amt (.00), Subtotal, Check 2 Amt (.00), No., Credit Amt (.00), Interest Date, Check 3 Amt (.00), No., Change Due (.00), 09/30/2018, and Swipe Card.

## Maintaining the Tax Sale File

- 1) The Create/Update Tax Sale File routine should be ran periodically up until the date of the Tax Sale. ***It is essential to have this updated when generating the advertising list and notices, adding the in lieu of advertising mailing costs, and right before the sale.***
  
- 2) There are various options when running the routine, which may vary slightly depending on the Tax Sale Parameter settings and the step of the sale process.
  - a. *Update Balances*: updates the balances that are still in sale and remove the accounts that have had payments or adjustments that no longer qualify them to stay in sale.
  - b. *Update Balances and Recalculate Advertise % Cost*: recalculates the cost of sale amounts along with the same process as above.
  - c. *Update and Add 1<sup>st</sup>/2<sup>nd</sup> In Lieu of Cost*: adds the “in lieu of advertising” mailing costs stored in the Tax Sale Parameter Maintenance. These options should be ran immediately before running the tax sale notices for each mailing.
  - d. *Remove Advertise % Cost/Remove In Lieu of Cost*: allows the user to remove any costs that have been added to the sale.



***Update Balances option should be ran right before the sale to confirm accurate balances.***

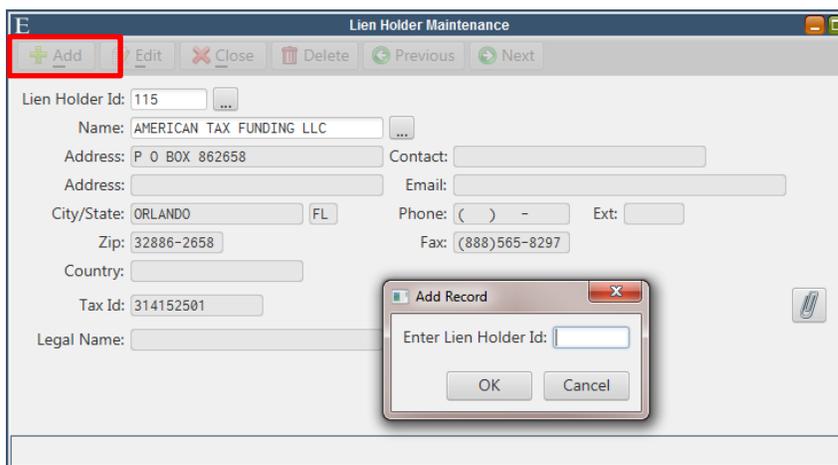
## After the Tax Sale

### Add New Lien Holders

*Go To: Billing/Collections > Liens > Lien Holders > Lien Holder Maintenance*

Lien holders will need to be assigned to the Tax Sale Maintenance accounts that have been sold after the sale. The lien holder records must exist in the Lien Holder Maintenance before they can be added to a tax sale account.

Click **Add**, specify a **Lien Holder Id**, enter the name, address, and **Tax Id**, Click **Save**.



**Note:** It is recommended to begin the lien holder id's with letters to keep them in alphabetical order which will be beneficial when printing 1099 forms and using the picklist.

### Enter Sale Information in the Tax Sale Maintenance

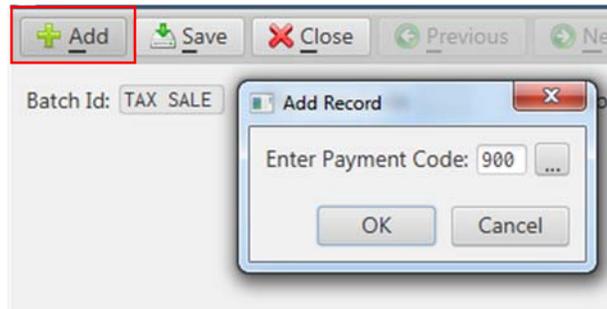
*Go To: Billing/Collections > Liens > Tax Sale > Tax Sale Maintenance*

Purchase information including the percent, premium, and lien holder must be entered on the Tax Sale Maintenance accounts after the sale. This information will be used when posting the tax sale payments and creating the liens.

### Enter Tax Sale Payments

To post payments for accounts included in the Tax Sale day of sale:

- 1) The umbrella payment code for *Tax Sale* should be used in the Payment Window to ensure all costs, past due principal balances, and interest on past due charges through the sale date are posted.



Payment Window

Notes
  Verification List

Batch Id: TAX SALE

Block: 160
   
 Lot: 10
   
 Qual:
   
 Owner: RAMBO, JOHN M
   
 Prop Loc: 416 TAYLOR AVE

File Type	Charge Type	Id	Principal	Interest	Instl Interest	Total	Code
Utility	Water	408...	7.58	.62	.00	8.20	302
Utility	Sewer	408...	8.83	.72	.00	9.55	303
	Cost		.00	15.00	.00	15.00	306
	Total		16.41	16.34	.00	32.75	

2) If lien holders have purchased multiple certificates the routine *Create Lien Holder Payment Batch* will auto-create a payment batch for the lien holder specified.

*Go To: Billing/Collections > Liens > Tax Sale > Create Lien Holder Payment Batch*

- a) Choose a Batch Id (lien holder id is recommended), specify the lien holder Id that the payment batch is for, enter the payment method, and the payment description.
- b) Running the payment batch verification listing will give a total for the lien holder to pay for all liens containing their lien holder id. **The batch will need to be saved, verified, and updated.**

Enter the Following:

Batch Id: 185

Payment Date: 11/07/2018

Lien Holder Id: 185

Payment Method: Check

Check Number: 987

Additional Cash Amount:

Description: Lien Holder 185

Print Receipt:

### Auto Assign Certificate Numbers

Lien holder payments must be verified and updated prior to assigning the certificate numbers to the Tax Sale Maintenance accounts. Assigning certificate numbers can be done manually by editing the Tax Sale Maintenance or using the automated routine of *Auto Assign Certificate Numbers*, which is recommended to ensure all accounts are assigned.

*Go To: Billing/Collections > Liens > Tax Sale > Auto Assign Certificate Numbers*

- 1) *Starting Cert Num*: set to a **prefix that designates the year that is being sold** and it will assign sequentially to each BLQ in the Tax Sale.
- 2) *Assign Certificates for*: can be set to **All by BLQ Id**, which would only need to be run once, or if the liens needed to be grouped by their type the routine can be run for Outside By Lien Holder Id and again for Municipal by BLQ Id.

**!** This routine will overwrite previously assigned certificate numbers in the Tax Sale file.

Certificate Prefix: 17-

Starting Cert Num: 00169

Assign Certificates for: All By Blq Id

## Create/Update Liens

The automatic routine to create liens will take information stored in the Tax Sale Maintenance accounts and place them into the Lien Account Maintenance. The routine also has the ability to close the Tax Sale file, which removes the red “Tax Sale” message on the accounts and deletes all of the Tax Sale Maintenance accounts. If the Tax Sale file is not closed during the run of the routine, it can be run again. This will only update the lien holder type, percentage, premium, lien holder id, and the tax years if they change on the Tax Sale accounts before being closed.

*Go To: Billing/Collections > Liens > Tax Sale > Create/Update Liens*

- 1) The Default Lien Holder Id is required to ensure all liens are assigned a lien holder during this routine. The municipality’s Lien Holder Id is recommended and only accounts that don’t already have a Lien Holder Id assigned to it will default with this option. Specifying the correct amounts for the Outside Recording Fee and the Municipal Recording Fee will be automatically placed on the lien when they are created, but not required because this information can be edited/added after the creation of the lien.

**E** Create/Update Liens

Next Close

This routine will Create Lien Accounts from Tax Sale File Accounts.

Default Lien Holder Id: 0123

Outside Recording Fee: 40.00

Municipal Recording Fee: 12.00

Close Tax Sale File

Warning: Closing the Tax Sale File will erase the file and can not be undone!

**DO NOT CLOSE the Tax Sale File until all TAX SALE PAYMENTS have been UPDATED!**

## Printing Certificates

Tax Sale Certificates must be printed to a laser printer. The certificates will print the information provided in the Lien Account Maintenance and may be printed as many times as necessary.

*Go To: Billing/Collections > Liens > Tax Sale > Tax Sale Certificates*

- 1) Specify the **Tax Year**, the correct **Sale Date** (if entered incorrectly certificates will not print), the **Accrual Date** fields (the period ending date for the original Tax Sale charges), Collector/Notary/Preparer names, and any other information to be displayed on the certificates, then click **Print**.

The screenshot shows a software window titled "Tax Sale Certificates - (Rev.10/99)". The window has a menu bar with "Print", "Close", and "Help" buttons. Below the menu bar, there is a message: "Tax Sale Certificates are printed from Lien Accounts." followed by "Enter the Following:". The form contains several input fields and checkboxes. Two red boxes highlight specific areas: one on the left containing "Tax Year: 2017", "Sale Date: 11/07/2018", and "Format: Laser"; another on the right containing "Municipal Charge Accrual Date: 12/31/2017", "Mun Authority Chrg Accrual Date: 12/31/2017", and "Notary Date: / /". Other fields include "Print Sequence: Block/Lot/Qual", "Range of Block/Lot/Quals (Blank for All):", "Block:", "Lot:", "Qual:", "County:", "Collector:", "Notary:", and "Preparer:". Checkboxes for "Include Premium" and "Include Cost" are checked, while "Print to Screen" is unchecked. "X Offset" is 0 and "Y Offset" is 15. A "Print Alignment" button is at the bottom right.

## Adjust Off Municipal Tax Sale Balances

*Go To: Billing/Collections > Tax Collections > Adjustments > Automated Adjustments*

The *Adjust Off Municipal Tax Sale Balances* routine can be run to adjust off the balances from the Tax, Special Charges, and Special Assessment accounts whose delinquent balances were struck off to the municipality at the Tax Sale.

The Establish/Transfer Lien routine must also be ran to adjust municipal Tax Sale balances on utility accounts if the Utility module is installed. Adjustment batches are one sided and do not touch the lien because the certificate amount becomes the balance on the lien. The routine must be run for each balance type that went to the sale. Once the batches have been created from these automate routines they will need to be **verified** and **updated** prior to the transfer of balances.

- 1) For *Adjust Off Municipal Tax Sale Balances*: Specify the Batch Id (a unique id should be used for each balance adjustment), Batch Date must be the date of the Tax Sale, and the Due Date must be the due date range of all the charges in the sale. The Include Misc Charges and Misc Adj should only be enable if there are any miscellaneous charges that need to be adjusted off the accounts. Miscellaneous charges come from adjustments made onto an account with a balance adjustment code checked as being a Misc Charge in Adjustment Code Maintenance.

The screenshot shows a software window titled "Automated Adjustments" with a standard Windows-style title bar. Below the title bar are three buttons: "Next" (with a right arrow), "Close" (with a red X), and "Help" (with a question mark). The main area of the window is titled "Enter the Following:" and contains several input fields and checkboxes:

- Batch Id:** Text box containing "TAX SALE".
- Batch Date:** Date picker showing "11/07/2018".
- Adj Routine:** Dropdown menu showing "Adjust Off Municipal Tax Sale Balance".
- Balance Type:** Dropdown menu showing "Tax".
- Include Misc Charges:** A checked checkbox.
- Prin Adj Code:** Text box containing "073" with a browse button "...".
- Misc Adj Code:** Text box containing "092" with a browse button "...".
- Description:** Text box containing "TAX SALE" (two instances).
- Penalty Adj Code:** Text box containing "077" with a browse button "...".
- Bill Year:** Text box with "to" separator.
- Bill Period:** Text box with "to" separator.
- Due Date:** Date picker showing "01/01/2017" to "12/31/2017".
- Cancel Amt:** Text box containing ".00" to ".00".
- Include Properties in Lien:** An unchecked checkbox.

- 2) For *Establish/Transfer Lien*: Specify Batch Id, service type, cycle, due dates, and an adjustment code. ***The routine must be run for one Service Type at a time.***

Automated Balance Adjustments

Next Close Help

Enter the Following: Range of Account Ids (Blank for All):

Routine: Establish/Transfer Lien

Service Type: Water

Cycle Range: 1 to 999

Year Range: to

Period Range: to

Due Dates: 01/01/2017 to 12/31/2017

Cancel Amt: .00 to .00

Batch Id: TAX SALE

Adj. Date: 04/12/2019

Description: TAX SALE WATER

Adj Code: 054 TRANSFER TO LIEN

Include Outside Liens

Enter Status to Include: Active

### Delete MUA Charges

This routine will delete the charges and accounts that were imported by the Import MUA Charges For Tax Sale routine. If this routine is ran after Tax Sale payments have been posted the accounts with Tax Sale payments will not be deleted. A reference number, which can be obtained from the ***Tax Transaction Inquiry*** for adjustments, is required to run the routine to delete the accounts. *Billing/Collections > Tax Collection > Reports > Tax Transaction Inquiry*

Then, *Go To: Billing/Collections > Liens > Tax Sale > Delete MUA Import*

Enter the Reference Number and click **Next**.

Delete MUA Import

Next Close

This routine deletes any Sp Charges accounts and transactions created from the Import MUA Charges routine associated with the given reference number.

Reference Number:

## Close Tax Sale

***Closing the tax sale file is irreversible*** so before the routine is ran, all steps must be completed. All payments should be posted, all liens have been created, and all certificates should be printed. Check off the Close Tax Sale File box on this routine. This will delete all Tax Sale Maintenance accounts as well as remove the tax sale flags from tax and utility account maintenance screens.

*Go To: Billing/Collections > Liens > Tax Sale > Create/Update Liens*

E Create/Update Liens

Next Close

! This routine will Create Lien Accounts from Tax Sale File Accounts.

Default Lien Holder Id: 0123 ...

Outside Recording Fee: 40.00

Municipal Recording Fee: 12.00

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