

NJ Estimated Tax Billing – Client Checklist

- There is a \$350 fee for Edmunds to process and calculate estimated billing.
- Check your *Condensed* bill stock if you are printing your own tax bills.
 - i. [MGL Printing Solutions](#)
- If printing your own bills, a number 10 Machinable Flap Business Window envelope is required for mailing.
- Change the years in the Collection Parameter by locking the Billing Module to Current Year XXXX and Preliminary Year XXXX.
- Request the release of your MODIV file from your vendor, notify us if not requesting MODIV by emailing Support@EdmundsGovTech.com
- Email us the required Rate and Resolution to Support@EdmundsGovTech.com
- Edmunds will contact you via email upon receipt of the MODIV and to run a system code update.
- You will receive an email with the date/time of your scheduled tax update when we have the following items: MODIV file, Rate & Resolution and Tax Update Survey
- Once the update is completed by an EGT Specialist, you will be responsible for the following:
 1. **Proving your levy**
 2. **Checking the tax rate is correct**
 3. **Note: A bill message is not available when printing condensed estimated tax bills.**
- Follow the Tax Bill Printing Instructions [here](#).
- Carefully print and review sample bills for proper alignment and spelling
- Questions? Email us at Support@EdmundsGovTech.com