

NJ Tax Billing – Client Checklist Regular/Corrected Billing

- Check your 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.
- Edmunds will contact you via email upon receipt of the MODIV and at that time you will be instructed to run a system code update.
- You will receive an email with the date/time of your scheduled tax update when we have the MODIV and Tax Update Request.
- Once the update is completed by an EGT Specialist, you will be responsible for the following.
 1. **Proving your levy to your “Book” totals page.**
 2. **Tax rate is correct**
 3. **Review tax bill message**
 4. **Verify the Grace Period in Due Date Maintenance**, if applicable
- Follow the Tax Bill Printing Instructions [here](#).
- Carefully print and review sample bills for proper alignment, spelling, message and grace period if applicable.
- If EGT is printing your bills, delivery of those bills will be within 6 working days from when we receive your tax bill proof approval.
- Questions? Email us at Support@EdmundsGovTech.com