

NJ Estimated Tax Billing – Client Checklist

- There is a **\$375 fee** for Edmunds to process and calculate estimated billing. *(This fee is applicable to all clients printing with Edmunds or not)*
- You have the option for Edmunds to print your bills on **condensed bill stock (link)** or you can print them yourself.
- [Click here for printing costs](#)
- 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
- Email Support@EdmundsGovTech.com the **required Rate and Resolution**.
- Upon receipt of your file, we will send you further instructions via email on how to prepare and schedule the tax update with our tax specialist.
- Once the update is completed 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

Please note: if we are printing your estimated bills there isn't any room for a customized bill message.