NJ Tax Billing – Client Checklist
Regular/Corrected Billing

- You have the option for Edmunds to print your bills or you can print them yourself.
    - [Click here for printing costs](#)
- Check your bill stock if you are printing your own tax bills.
    - [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.
- 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 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

TIPS:
Update your tax bill message:
In MCSJ go to: Billing/Collections>Tax Collection>Billing>Bill Print Maintenance
Be sure your bill graph will appear on your bills:
In MCSJ go to: Billing/Collections>Tax Collection>Billing>Bill Print Maintenance and place a check mark in the Print Bar Graph field.