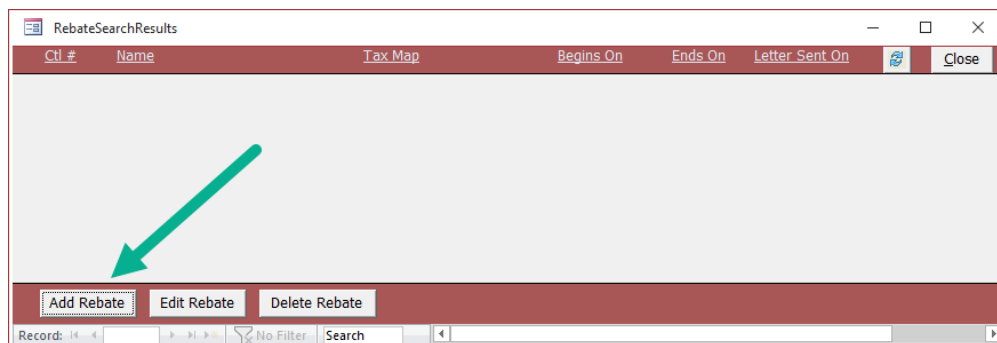


Adding a Rebate

Opening "Add Rebate" Form

To add a rebate, you must first open the "Add Rebate" form.

1. Navigate to the bottom-left corner of the "Rebate Search Results" lookup form.
2. Click on the grey "Add Rebate" button.



3. The following form should appear:

Add Rebate

Control #:

Start Date:

End Date:

	Original		Corrected		Reduction
Land	-		=		
Improv	-		=		
TOTAL	-		\$0	=	\$0

Reason for Rebate:

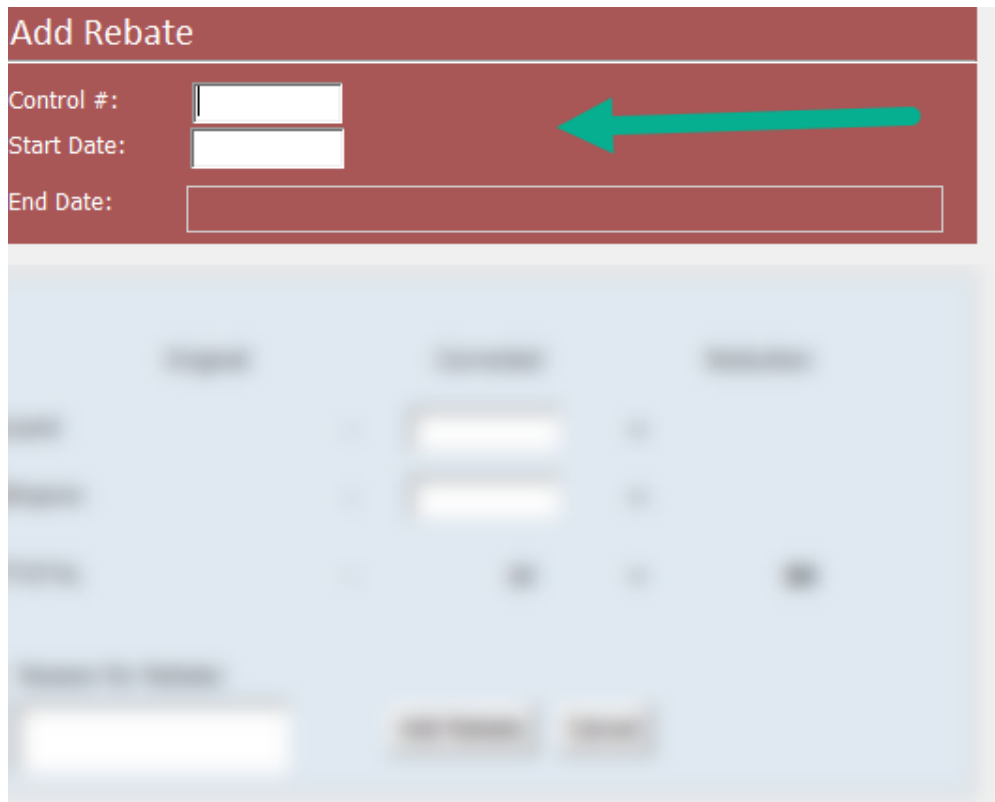
Add Rebate

Cancel

A Look at the "Add Rebate" Form

Let's take a look at the "Add Rebate" form and all of its fields.

The Red Section:



Add Rebate

Control #:

Start Date:

End Date:

The image shows a screenshot of a web form titled "Add Rebate". The top section of the form is red and contains three input fields: "Control #:", "Start Date:", and "End Date:". A green arrow points to the "Control #" field. Below the red section is a blurred blue section, which is the "Blue Section" mentioned in the text.

The "red section" or top section of the form contains the following:

- A field to input the property owner's control number
- The start date (effective date) of the rebate
- An uneditable end date that is calculated based on the next assessment, next tax period, or if the parcel has been eliminated/merged.

The Blue Section:

	Original	Corrected	Reduction
Land	-		=
Improv	-		=
TOTAL	-	\$0	= \$0

Reason for Rebate:

The "blue section" or lower section of the form contains the following:

- A matrix that stores the Original, Corrected, and Reduction amounts of the assessment that a rebate is being created on.
- Within the matrix, two corrected value fields: one for corrected land value and one for corrected improvement value.
- A field to input the reason for the rebate.
- An "Add Rebate" button (cannot add the rebate until all fields on the form are filled).
- A "Cancel" button (closes the form).

Entering Owner Information

Let's add a new rebate.

1. Enter a Control Number into the "Control #" field.

Add Rebate

Control #: 109150

Start Date:

End Date:

2. Enter a Start Date into the "Start Date" field. For this demonstration, let's imagine a rebate needed to take effect starting at the beginning of the 2015 municipal tax billing year.

Add Rebate

Control #: 109150

Start Date: 1/1/2015

End Date:

3. Press Enter and the current assessment information will load into the form:

Add Rebate

Control #: 109150

MICHAEL J & ALLISON M WOLFE

Start Date: 1/1/2015

Current Assessment Effective: 7/1/2008 House

End Date: 6/30/2016

New Assessment Effective: 7/1/2016 Wood deck

House

	Original		Corrected		Reduction
Land	\$31,700	-		=	
Improv	\$140,500	-		=	
TOTAL	\$172,200	-	\$0	=	\$0

Reason for Rebate:

Add Rebate

Cancel

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