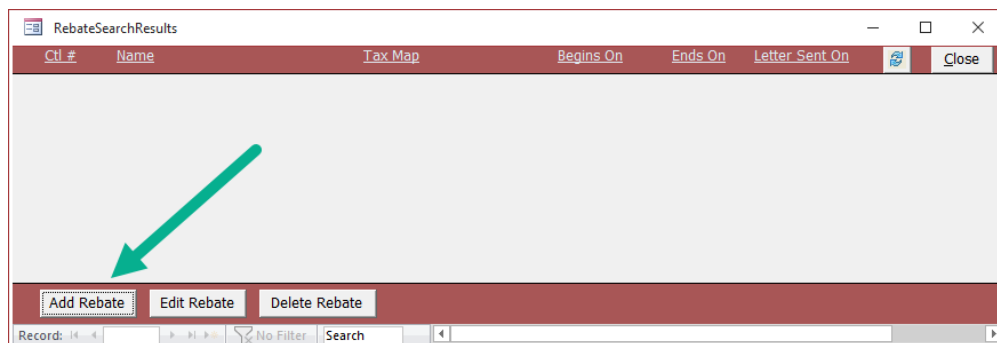


Adding a Rebate

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:

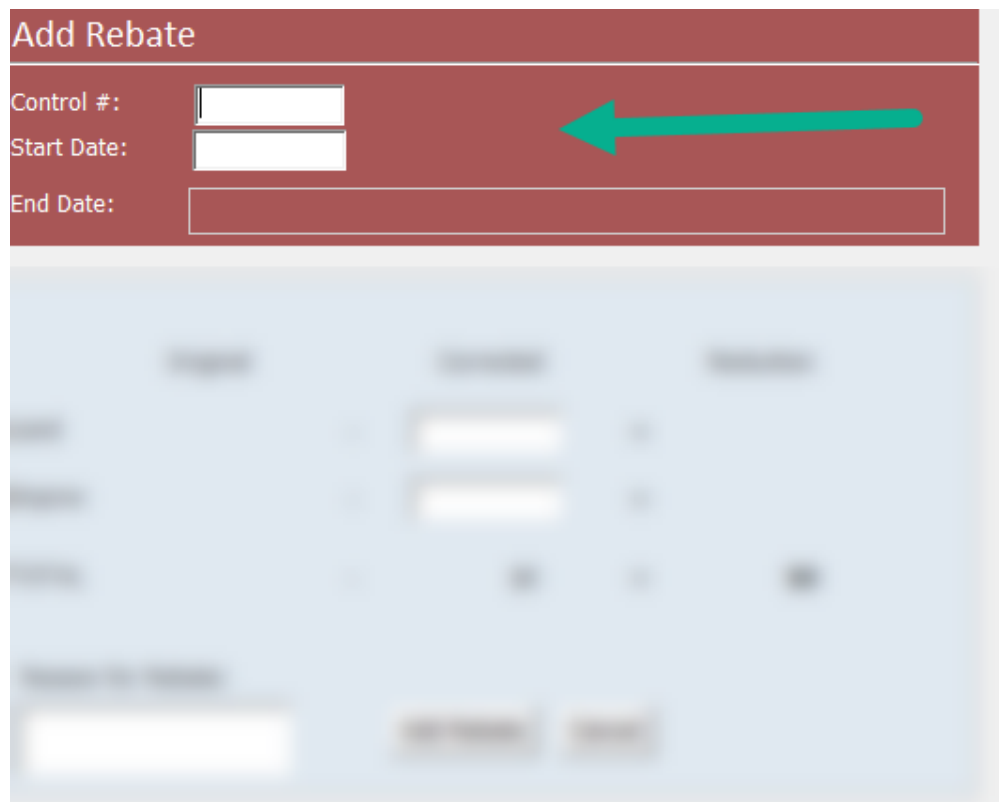
Add Rebate

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:

Parcel ID	Assessment Year	Assessment Value
123456789	2024	123456789
123456789	2023	123456789
123456789	2022	123456789
123456789	2021	123456789
123456789	2020	123456789
123456789	2019	123456789
123456789	2018	123456789
123456789	2017	123456789
123456789	2016	123456789
123456789	2015	123456789
123456789	2014	123456789
123456789	2013	123456789
123456789	2012	123456789
123456789	2011	123456789
123456789	2010	123456789
123456789	2009	123456789
123456789	2008	123456789
123456789	2007	123456789
123456789	2006	123456789
123456789	2005	123456789
123456789	2004	123456789
123456789	2003	123456789
123456789	2002	123456789
123456789	2001	123456789
123456789	2000	123456789

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	-	<input type="text"/>	=
Improv	-	<input type="text"/>	=
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

Original Assessment Information

Let's analyze the information the "Add Rebate" form displayed.

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	-	<input type="text"/>	=	
Improv	\$140,500	-	<input type="text"/>	=	
TOTAL	\$172,200	-	\$0	=	\$0

Reason for Rebate:

Add Rebate Cancel

In the Cyan Box: The property owner(s)' full name.

In the Yellow Box: The date and reason of the current assessment the rebate is taking effect on (in this case, the property owner's house whose assessment took effect on 7/1/2008).

In the Purple Box: The current assessment's end date and the reason for the particular end date (In this case, the end date for the current assessment is 6/30/2016 because the software found a new assessment effective as of 7/1/2016 for the addition of a wood deck).

In the Red Box: The original land and improvement assessment values and their total sum.

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