

# Billing Municipal Tax Collectors

There is a how-to video available for this process at: [Creating Spring Invoices for Tax Collectors](#)

## Hard-Copy Bills

The following tax collectors get hard-copy bills instead of emailed invoices:

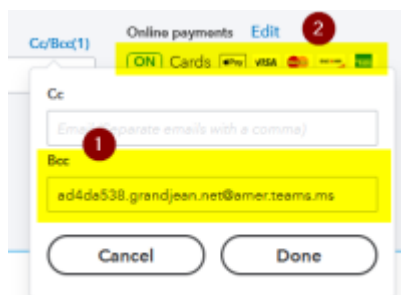
- Katie Noldy, Archbald Borough
- Donna Smith, Madison Township

## Billing for Muni/School Collectors

Tax collectors who collect for both municipal and school owe **\$800 per year** (for 2022 - 2025 tax years).

When creating an invoice, check to make sure the following are set for these collectors:

1. Email BCC: `ad4da538.grandjean.net@amer.teams.ms`
2. Credit card payments: **ON**
3. Tags: **TaxColl2k Customer**
4. Service date: *(Ensure this matches the current year)*
  - 3/1/{yyyy}
  - 8/1/{yyyy}
5. Description:
  - Municipal data preparation, program updates, and technical support **OR**
  - School data preparation, program updates, and technical support
6. Rate: **\$400**
7. Message on invoice: Since you collect taxes for both municipal and school, the annual cost for technical support, data conversion, and program updates is \$800. This is billed in two installments: \$400 after preparing the municipal data and \$400 after preparing the school data. This rate is guaranteed through the end of your current term (2025 tax year).
8. Attachments:
  - {None} during first two years of term
  - **Pricing for upcoming term.pdf**: during last two years of term



**Invoice #1130** Share Help

**Billing address**  
Jeri Dubois  
Dickson City Tax Collector  
901 Enterprise St.  
Dickson City, PA 18519

**Terms** Net 30 **Invoice date** 03/18/2022 **Due date** 04/17/2022 **Invoice no.** 1130

**Tags**  
TaxColl2k Customer

#	SERVICE DATE	PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
1	03/01/2022	Support	Municipal data preparation, program updates, and technical support	1	400	400.00
2						

**Message on invoice**  
Since you collect taxes for both municipal and school, the annual cost for technical support, data conversion, and program updates is \$500. This is billed in two installments: \$400 after preparing the municipal data and \$400 after preparing the school.

**Message on statement**  
If you send statements to customers, this will show up as the description for this invoice.

**Attachments** Maximum size: 20MB

**Total** \$400.00  
**Balance due** \$400.00

## Billing for Muni-only Collectors

Tax collectors who collect municipal taxes only owe **\$500 per year** (for 2022 - 2025 tax years).

When creating an invoice, check to make sure the following are set for these collectors:

1. Email BCC: `ad4da538.grandjean.net@amer.teams.ms`
2. Credit card payments: **ON**
3. Tags: **TaxColl2k Customer**
4. Service date: `3/1/{yyyy}` *Ensure this matches the current year*
5. Description: Municipal data preparation, program updates, and technical support
6. Rate: **\$500**
7. Message on invoice: Since you only collect municipal taxes, the annual cost for technical support, data conversion, and program updates is \$500. This rate is guaranteed through the end of your current term (2025 tax year).
8. Attachments:
  - {None} during first two years of term
  - **Pricing for upcoming term.pdf**: during last two years of term

**Online payments** Edit

**Cc/Bcc(1)**  
**ON** Cards VISA MasterCard Discover Amex

**Cc**  
Email (separate emails with a comma)

**Bcc**  
`ad4da538.grandjean.net@amer.teams.ms`

Cancel Done

Billing address

Shirley Skinner  
Clarks Summit Borough Tax  
Collector  
710 Adherton St.  
Clarks Summit, PA 18411

Terms ⓘ

Net 30

Invoice date

03/18/2022

Due date

04/17/2022

Invoice no.

1138

Tags ⓘ

TaxCollector Customer ×

trying to add a tag

Manage tags

#	SERVICE DATE	PRODUCT/SERVICE ⓘ	DESCRIPTION	QTY	RATE	AMOUNT	
1	03/01/2022	Support	Municipal data preparation, program updates, and technical support	1	\$500	\$500.00	🗑
2							🗑

Add lines

Clear all lines

Add subtotal

Add sales tax

Message on invoice

Since you only collect municipal taxes, the annual cost for technical support, data conversion, and program updates is \$500. This rate is guaranteed through the end of your current term (2025 tax year).

Message on statement

If you send statements to customers, this will show up as the description for this invoice.

Attachments

Maximum size: 20MB

Drag/Drop files here or click the icon

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