

Billing Municipal Tax Collectors

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

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: `3/1/{yyyy}` *Ensure this matches the current year*
5. Description: Municipal 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

The screenshot shows the 'Invoice #1130' creation interface. On the left, a 'Cc/Bcc(1)' dropdown is open, showing the email address `ad4da538.grandjean.net@amer.teams.ms` highlighted. The main form includes fields for 'Billing address', 'Terms', 'Invoice date', 'Due date', and 'Invoice no.'. Below these are 'Tag' and 'Reminders' sections. A table lists the invoice items with columns for '#', 'SERVICE DATE', 'PRODUCT/SERVICE', 'DESCRIPTION', 'QTY', 'RATE', and 'AMOUNT'. The first item is 'Support' with a service date of '03/01/2022', a rate of '\$400', and an amount of '400.00'. The 'Message on invoice' field contains a detailed message about the billing process. The 'Attachments' section is currently empty. The bottom right shows the 'Total' as '\$400.00' and 'Balance due' as '\$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

The screenshot shows the 'Online payments' and 'Edit' interface for creating an invoice. Key elements include:

- 1**: BCC field with email `ad4da538.grandjean.net@amer.teams.ms`.
- 2**: 'ON' button for online payments.
- 3**: Tag selection dropdown showing 'TaxColl2k Customer'.
- 4**: Service date dropdown set to '03/01/2022'.
- 5**: Description field containing 'Municipal data preparation, program updates, and technical support'.
- 6**: Rate field set to '\$500'.
- 7**: Message on invoice text area with the message: '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 section with a note 'Maximum size: 20MB'.

#	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						

Summary:
 Total: \$500.00
 Balance due: \$500.00

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