

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 screen. On the left, a 'Cc/Bcc(1)' dropdown is open, showing the BCC email address 'ad4da538.grandjean.net@amer.teams.ms' (callout 1). Above it, the 'Online payments' toggle is set to 'ON' (callout 2). The main invoice form includes fields for 'Billing address', 'Terms' (set to 'Net 30'), 'Invoice date' (03/18/2022), and 'Due date' (04/17/2022). A 'Tag' dropdown is set to 'TaxColl2k Customer' (callout 3). The 'Service date' is 03/01/2022 (callout 4). The 'Description' field contains 'Municipal data preparation, program updates, and technical support' (callout 5). The 'Rate' is \$400 (callout 6). The 'Message on invoice' field contains the text: '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.' (callout 7). The 'Attachments' section is empty (callout 8). The 'Total' and 'Balance due' are both \$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 'Create Invoice' interface. Key elements include:

- Online payments:** A dropdown menu with 'ON' selected, and a 'Cards' button.
- Billing address:** Shirley Skinner, Clark Summit Borough Tax Collector, 719 Jefferson St, Clark Summit, PA 15411.
- Terms:** Net 30.
- Invoice date:** 03/18/2022.
- Due date:** 04/17/2022.
- Invoice no.:** 1138.
- Tags:** TaxColl2k Customer.
- Service Table:**

#	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						
- 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).
- Attachments:** Maximum size: 20MB.

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