

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

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

From:

<https://grandjean.net/wiki/> - **Grandjean & Braverman, Inc**

Permanent link:

https://grandjean.net/wiki/billing/municipal_tax_invoices?rev=1647625188

Last update: **2022/03/18 17:39 UTC**

