Billing Municipal Tax Collectors

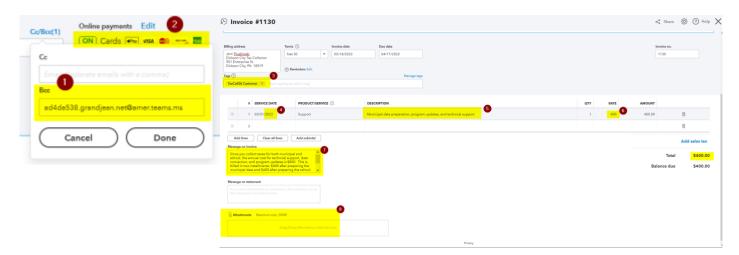
There is a how-to video available for this process at: Creating Spring Invoices for Tax Collectors

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.

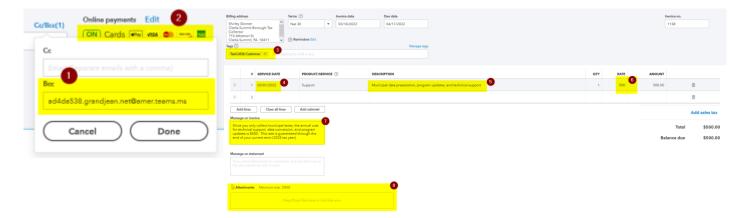


Billing for Muni-only Collectors

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



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