

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 displays the 'Invoice #1130' creation interface. On the left, a 'Cc/Bcc(1)' panel shows the Bcc email address: `ad4da538.grandjean.net@amer.teams.ms`. The main form includes fields for 'Billing address', 'Terms' (set to 'Net 30'), 'Invoice date' (03/16/2022), and 'Due date' (04/17/2022). A table lists the invoice items:

| # | 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 |

The 'Total' is \$400.00, and the 'Balance due' is \$400.00. 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.'

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' section of the billing system. A modal window for 'Cc' (Carbon Copy) is open, showing the email address `ad4da538.grandjean.net@amer.teams.ms` in the 'Bcc' field. The main form has the following fields: 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), and Invoice no. (1138). A table lists services with columns: #, SERVICE DATE, PRODUCT/SERVICE, DESCRIPTION, QTY, RATE, and AMOUNT. The first row shows a service on 03/01/2022 for 'Support' with a description 'Municipal data preparation, program updates, and technical support', a quantity of 1, a rate of \$500, and an amount of \$500.00. A message on invoice field contains the text: '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)'. An attachments section is at the bottom with a note 'Attachments - Maximum size: 20MB'.

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