Billing Municipal Tax Collectors

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

Hard-Copy Bills

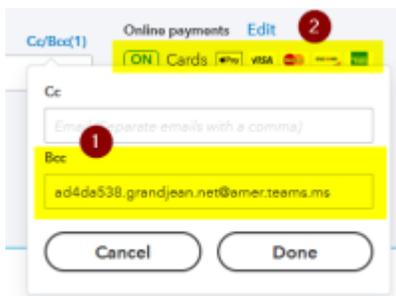The following tax collectors get hard-copy bills instead of emailed invoices:

- Katie Noldy, Archbald Borough
- Donna Smith, Madison Township

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

Billing address	Terms ⑦	Invoice date	Due date		Invoice no.
Shirley Skinner Clarks Summit Borough Tax Collector 710 Atherton St. Clarks Summit, PA 18411	Net 30 ▾	03/18/2022	04/17/2022		1138

Reminders Edit

Tags ⑦   Manage tags

TaxColl2k Customer ✕ **③**   typing to add a tag

#	SERVICE DATE	PRODUCT/SERVICE ⑦	DESCRIPTION	QTY	RATE	AMOUNT	
1	03/01/2022 **④**	Support	Municipal data preparation, program updates, and technical support **⑤**	1	500 **⑥**	500.00	🗑
2							🗑

Add lines   Clear all lines   Add subtotal

Add sales tax

Message on invoice

Since you only collect municipal taxes, the annual cost **⑦**
for technical support, data conversion, and program
updates is $500. This rate is guaranteed through the
end of your current term (2025 tax year).

Total	$500.00
Balance due	$500.00

Message on statement

If you send statements to customers, this will show up as
the description for this invoice

📎 Attachments   Maximum size: 20MB   **⑧**

Drag/Drop files here or click the icon

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