

# 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:

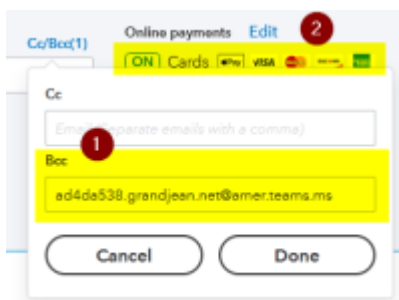
- Katie Noldy, Archbald Borough
- Donna Smith, Madison Township

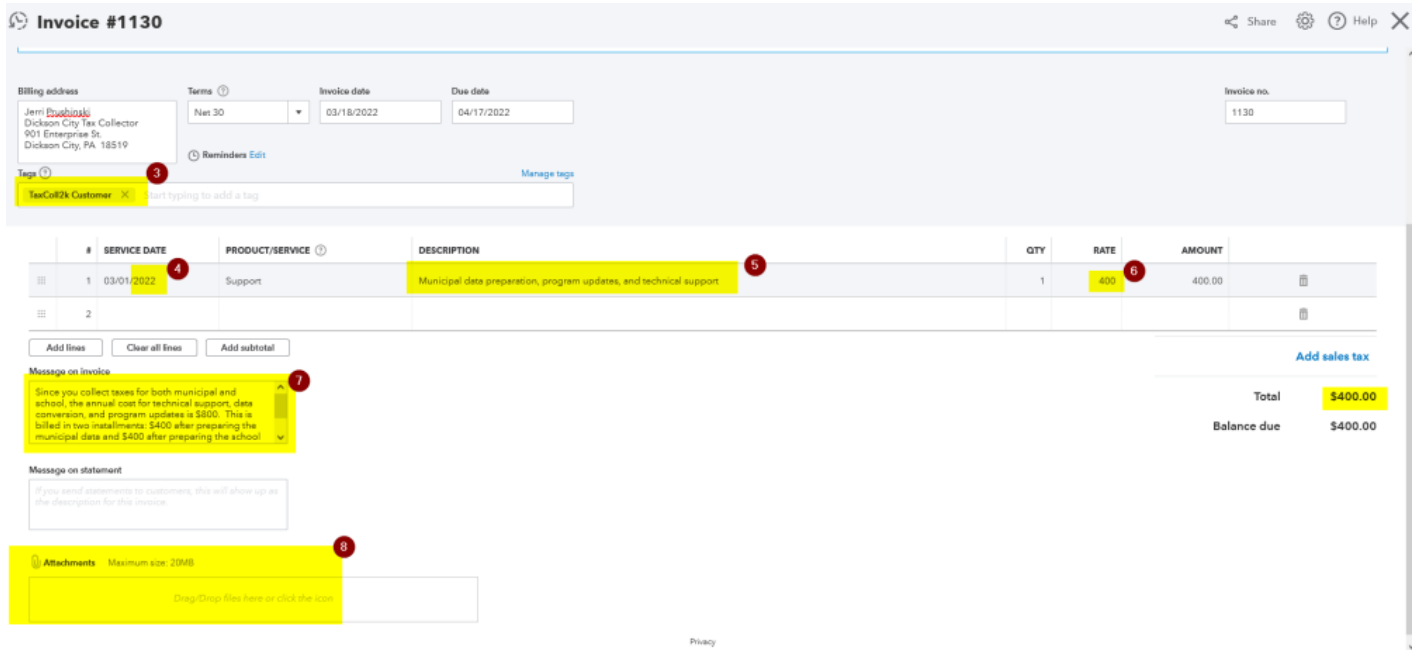
## Billing for Muni/School Collectors

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



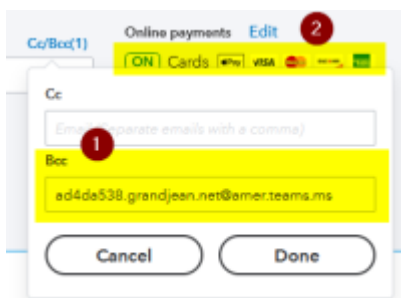


## Billing for Muni-only Collectors

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:
  - o {None} during first two years of term
  - o **Pricing for upcoming term.pdf**: during last two years of term



**Billing address**  
 Shirley Skinner  
 Clerks Summit Borough Tax Collector  
 710 Adherton St.  
 Clerks Summit, PA 18411

**Terms** Net 30  
**Invoice date** 03/18/2022  
**Due date** 04/17/2022

**Invoice no.** 1138

**Tags**  
 TaxColl2k Customer

#	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).

**Message on statement**  
 If you send statements to customers, this will show up as the description for this invoice.

**Attachments** Maximum size: 20MB

**Total** \$500.00  
**Balance due** \$500.00

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Last update: 2022/03/18 20:03 UTC

