

# 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:

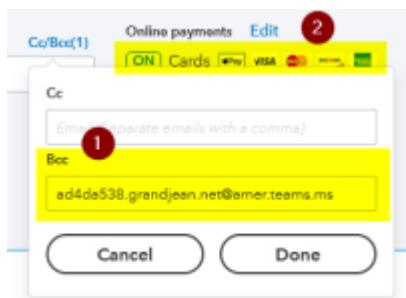
- Katie Noldy, Archbald Borough
- Donna Smith, Madison Township

## 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



The screenshot shows the 'Invoice #1130' screen. Key fields include:

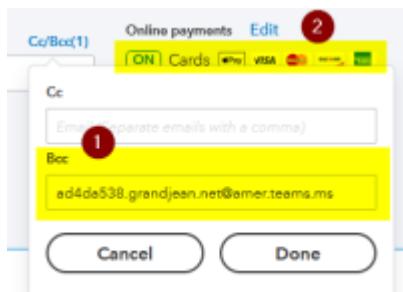
- Billing address:** Jerry Cudaback, Dickson City Tax Collector, 901 Enterprise St, Dickson City, PA 18519
- Terms:** Net 30
- Invoice date:** 03/18/2022
- Due date:** 04/17/2022
- Invoice no.:** 1130
- Tags:** TaxColl2k Customer (highlighted with a yellow box and circled 3)
- Service date:** 03/01/2022 (highlighted with a yellow box and circled 4)
- Product/Service:** Support
- Description:** Municipal data preparation, program updates, and technical support (highlighted with a yellow box and circled 5)
- Quantity:** 1
- Rate:** \$500 (highlighted with a yellow box and circled 6)
- Amount:** \$400.00
- Message on invoice:** Since you collect taxes for both municipal and school, the annual cost for technical support, data conversion, and program updates is \$500. This is billed in two installments: \$400 after preparing the municipal data and \$400 after preparing the school. (highlighted with a yellow box and circled 7)
- Attachments:** Maximum size, 20MB (highlighted with a yellow box and circled 8)
- Message on statement:** If you send statements to customers, this will show up as the description for this invoice.
- Privacy:** Drag/Drop files here or click the icon.

## 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

Shirley Skinner  
Clarks Summit Borough Tax  
Collector  
710 Aderton St.  
Clarks Summit, PA 18411

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

Invoice no.: 1138

Reminders: Edit

Tags: **TaxColR2k Customer** 3 4 5 6 7 8

Manage tags

#	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						

Add lines    Clear all lines    Add subtotal

**Add sales tax**

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).

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

Drop/Upload files here or click the icon

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