

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:

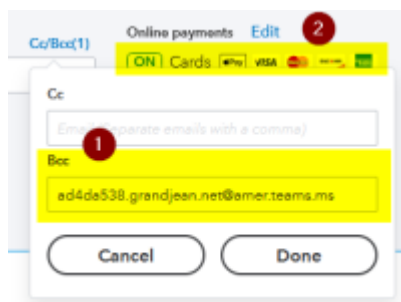
- Katie Noldy, Archbald Borough
- Donna Smith, Madison Township

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



Invoice #1130

Billing address: Jem D... 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

#	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
2						

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.

Total: \$400.00
Balance due: \$400.00

Attachments: Maximum size: 20MB

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

Online payments: Edit

Cc/Bcc(1): [ON] Cards: VISA, M.C., A.M.C., D.C.

Cc: [Empty field]

Bcc: ad4da538.grandjean.net@amer.teams.ms

Buttons: Cancel, Done

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

Terms ⓘ
Net 30

Invoice date
03/18/2022

Due date
04/17/2022

Invoice no.
1138

Tags ⓘ
TaxCollector Customer × 3
trying to add a tag

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**

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
Drag/Drop files here or click the icon

Add sales tax

Total \$500.00
Balance due \$500.00

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