

Import Tax Duplicate

This process allows you to update the address records for your property owners based on the information maintained in the County Assessment office.

1. Click on the [Import Duplicate] button
2. Browse to the location of the tax duplicate file
3. Double-click on the file to select it

Updating the address records has the following effects:

- All existing property owner records are replaced with the latest information from the Assessment Office
- "Custom" contacts are not affected

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