

# Starting New Claims

## Tax Coll. Import

This process imports tax claims from two text files created by the G&B Tax Collection program. The program prompts for the Township/Borough to import, the tax type, tax file and drive. The tax type indicates whether to import a municipal file, school file or combined (both) file. Adams County returns the taxes separately and Wayne County returns them together. Tax file indicates whether the file is for Current Year taxes or Previous Year taxes. The Previous Year is used only by Adams County to return school interim taxes issued after the start of the new year. The Drive provides the user the possibility of importing from a drive other than the default location. The default location in Wayne County is \\chfs1\TClaims\taxclaim\YYYY (\\\chfs1\TClaims is the UNC for the G: drive) where YYYY is the tax year to import. Before importing the program checks to see if records for this import already exist. If so, then it offers the user the choice of deleting the existing records before importing the file or cancelling the import. The text file containing the tax claim information is named TCYYYYDDX.txt where YYYY is the tax claim year, DD is the district number and X indicates M for municipal, S for School or B for Both. A previous year file will be named the same way with an "I" after the tax type. After the initial import of the tax claim information the program will import a second file named TIYYYYDDX.txt which contains installment payment information. This information is not currently in use but could be used to apply additional qualifications on installment eligibility for a taxpayer.

## Create Return

Manual

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