

# Adams County Addendum

Interims will be numbered 30,001 to 39,999 and supplements, from 40,000 to 49,999.

## Exemptions

1. After you send your Assessment Report to the Assessment Office, you will receive a letter for County Taxes for the exoneration requests that qualify for exoneration.
2. Upon receipt of your letter, access the bill that has been exonerated, using the instructions above.
3. On the "Change Form", enter a note about the exoneration, i.e., letter 5/1/2008, press the "Exempt" button at the bottom of the change screen. A pop-up will appear reminding you that this will zero out taxes due, do you wish to proceed, press OK to proceed, under the payment date, today's date will appear and the taxes due will be \$0. This account, although it still appears in your system, will not appear on any additional reports except the change report for that day.
4. For School Taxes – real estate accounts will continue to be changed by the Assessment Office. For per capita and occupation taxes the procedure will be the same as it always has been – you send the deletion requests on the Assessment Report to the Assessment Office, we will in turn make the changes to the assessment rolls. The changes are printed monthly and sent to the other taxing bodies – the school will authorize the per capita and occupation changes for school taxes – you will verify that the changes have been completed when the Treasurer's Report and/or New Bill Report is sent to the school district and they update their system.
5. If there is a change that you are not making because the tax bill has already been paid – be sure to notify the Treasurer or the School District as they will most likely track the changes that are listed on the letters or reports as a double check to make sure all changes are completed before the letter/report is filed.
6. **Exemption in Error**
  1. **If you have exempted an account in error, void the payment on the "Receipt Form" and list error as reason.**
  2. **Press the "Change" button at the bottom of the screen.**
  3. **Click on the Taxable button to return the bill to its taxable status.**

## Prior Tax Collector files

When the tax collector changes for a district we have a situation where the previous collector and the new collector have files for the same year. We want the current collector to have a copy of the previous collector's files so that they can print receipts for taxpayers and lookup other information contained in those files. In order to accommodate this you will need to take the following steps for files that have the same year.

1. Rename the files you receive from the previous tax collector by appending the letter A on the end of the name. As an example, if your district number is one then your data files for 2010 will be named M201001.MDB and S201001.MDB (you may not see the .MDB part of the name on your computer). You would rename those files to M201001A.MDB and S201001A.MDB.
2. After you rename them put them in the TaxCollection folder in MyDocuments with your other data

files. IT IS IMPORTANT THAT YOU RENAME THE FILES BEFORE YOU PUT IT IN THE TAXCOLLECTION FOLDER. If you copy them first you will destroy your copy of the data.

You only need to rename the files when your files and the prior collector's files are the same. Following the example, we started above this means that you can copy in the previous tax collector's files for 2009 and before without renaming them.

In order to access these auxiliary files, as we call the prior collector's files, you need to click on the Change Dist/Year button on the Utilities Menu just like you would to change years. We have put a check box for auxiliary file on that form and if you check it the program will open the files that you have renamed with the A on the end.

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