



A Division of Harris Computer Systems

TAX COLLECTIONS: LIEN PROCESS

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Lien Process Edit Report

Before starting any new lien process, be sure to print this report to see what accounts are eligible. This report will print all accounts eligible for 30-Day Notices, Liens, or Lien Maturity Notices. Print this report as many times as needed to verify the information that will print on selected forms.

- Select the criterion that suits the process being run. (30-Day, Lien or Lien Maturity)
- Select the rate record(s) to load the information from.
- Enter a mail/interest date.
- Select to print one, multiple or all accounts.
- Select the print options to display on the report.
- Press **F12** to process and show a preview of the report. From the preview screen, choose to print or close and start over to select different options.

30 Day Process

This is the first step in the lien process. Typically the 30 day notices will be done eight months to a year after taxes are committed.

1. Print 30 Day Notices

- Select the rate record for the notices.
- If necessary, it is possible to specify a range of accounts, or a minimum balance to process (i.e. only print notices for accounts with at least \$10 due).
- Fill in the information to use for each notice, as shown below.
- Once processed, a screen will display a notice. Processing will then show a print

preview of all notices for all the accounts. They can then be printed.

- This step can be run as many times as needed.

2. Certified Mail Forms/Labels

- Print out the Certified Mail Forms and/or Labels from this menu option.
- Both laser and dot matrix forms are available.
- Like the other steps in this process, this can be run for just a specific range of accounts.

Mail Date (MM/DD/YYYY)	05/04/2004
Current Collector	Test Tester
Municipality	Lincolville
County	Penobscot
State (ie. Maine)	Maine
Zip Code	04401
Demand Fee	3.00
Certified Mail Fee	4.42
Map Preparer Name	Mapman
Map Prepared Date	April 2003
Mail To:	Owner and Address at time of
Do you want each taxpayer to pay the Certified Mail Fee?	Yes
Would you like to send a copy to each Mortgage Holder?	No
Send Copy To New Owner?, (if different)	No

Recommitment Information		Digital Signature	
<input type="checkbox"/> This a recommitment.		<input type="checkbox"/> Use Digital Signature	
Previous Tax Collector:	[Redacted]		
Recommitment Date:	[Redacted]		

Tax Collections: Lien Process *CONTINUED*

3. Apply Demand Fees

- Once this option is selected, a listing of all the important information will display. Do not go on with this process unless everything listed on the first screen is correct. Once verified, press **F12**.
- If not correct, the 30-Day Notices must be reprinted with the correct information. This information is taken from the most recent completion of the Print 30 Day Notice option.
- NOTE:** Once completed, Certified Mail Forms/Labels cannot be run.

	Parameters
Billing Year	2003
Interest/Mailing Date	5/4/2004
Demand Fee	3.00
Cert Mail Fee	4.42
Charge taxpayer for Cert Mail Fee?	Yes
Charge for each mortgage holder?	No
Send to New Owner	No

4. Reprint Labels – Reprints the last labels run.

5. Reprint Certified Mail Forms – Reprints the last forms run.

6. Reprint Demand Fees List – Reprints the list of accounts with demand fees applied.

Tax Lien Process

Before starting this process, be sure to print a Lien Edit Report for all accounts eligible for Lien. Tax Liens can be reprinted as many times as needed, up until the time the accounts are transferred to lien.

1. Print Tax Lien

- This will print the Tax Lien Notices. Note that the process is virtually identical to the 30-Day Notice Process. The only differences are with the options that need to be filled out on the set up screen for the notices.

2. Certified Mail Forms/Labels – Print off Certified Forms and Labels for the Lien Notices.

3. Transfer Tax to Lien

- Once the Lien Process has been completed, and all information is verified and correct, the accounts will have to be transferred to Lien. After entering in the correct rate record and information, the step to Transfer Tax to Lien will automatically transfer all selected accounts to Lien status.
- If using the *TRIO Budgetary System*, note that this process will automatically send the lien information to Budgetary for accounting purposes. To view the journal that is created, from the Budgetary main menu, select **4.Printing > 8. Unposted Journal**. The journal will Credit the Taxes Receivable account and Debit the Liens Receivable account for the tax year being liened.

4. Reprint Labels – Reprint the last labels that were run.

5. Reprint Certified Mail Forms – Reprint the last Certified Mail Forms that were run.

6. Reprint Transfer Report – Reprint the Lien Transfer Report.

Lien Maturity Process

Before starting this process, be sure to print a Lien Edit Report for all accounts eligible for Lien. Lien Maturity Notices can be reprinted as many times as needed but **cannot** be reprinted once accounts have the Lien Maturity Fees applied.

1. Print Lien Maturity Notice

- This process is similar to the other Lien processes and it will print off the Notice of Impending Automatic Foreclosure forms along with a Lien Maturity Notice Summary.

2. Certified Mail Forms/Labels – Print Certified Mail Forms and Labels for the Notices.

Tax Collections: Lien Process *CONTINUED*

3. Apply Lien Maturity Fees

- A listing will display of all pertinent information. Do not go on with this process unless everything listed on this screen is correct. Once it is verified, press **F12**.
- If it is not correct, the Maturity Notices must be reprinted with the correct information. This information is taken from the most recent completion of the Print Lien Maturity Notice option.

4. Reprint Labels – Reprint the last labels that were run.

5. Reprint Certified Mail Forms -- Reprint the last Certified Mail Forms that were run.

6. Reprint Maturity Fees List_– Reprint the Lien Maturity Fees List.

7. Print Bankruptcy Report

- This option will reprint the most recent report of accounts that did not get Maturity Notices printed because they were flagged as being in Bankruptcy. This report initially prints during the actual Print Lien Maturity Notices step. This report only lists those accounts that are lienied and in the rate records selected during the Print Lien Maturity Notices process. Accounts are flagged as being in Bankruptcy through the **Real Estate Assessing > Short Maintenance** screen.

8. Remove Lien Maturity Fee

- Once selected, enter the account to have Lien Maturity Fees removed and select the appropriate year. The system will only allow accounts that have Lien Maturity Fees applied to be entered. Once entered, press **F12** or select *Save & Preview* from the *File Menu*.

Remove From Lien Status

This option allows accounts to be removed from lien status. This means that it will change the account on the Status screen to show that it never went to lien and will remove lien charges. For example, if on the day accounts go to lien a payment is made, but accounts have already been transferred, this option will allow the account to be put back to its original state before it went to lien. All payment activity that occurred after the bill went to lien will be deleted and all payments will have to be manually reentered. Payments entered have already affected Budgetary, so reentered payments will have to be done as N/N transactions so that cash is not affected. For more information on doing this type of transaction, refer to the **Payments and Corrections** tip sheet.

- Please note that this option will not remove fees associated with 30-Day Notices.

Reverse Demand Fees

This option provides a way to reverse demand fees applied to accounts during the 30-Day Process. Once the accounts have gone to lien, the demand fees for the 30-Day Notices cannot be reversed and a message will display informing that there are no eligible accounts.

If there are accounts that can have fees reversed, a listing of all eligible accounts will display. Select the accounts that need to have fees removed by checking the box to the left of the account and pressing **F12**.

Edit Lien Book/Page

This option provides a way to edit the book and page displaying on lien discharge and maturity notices. Enter an account, the year to update and the correct book and page numbers. Press **F12** and the system will ask if the account should be updated, answer Yes or No accordingly.

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Edit LDN Book/Page

This option provides a way to enter the book and page that is returned by the Registry for lien discharge notices. Enter an account, the year to update and the correct book and page numbers. Press **F12** and the system will confirm the save.

Lien Date Chart

This option provides a specific date chart listing all rate keys that have been associated with bills. It then breaks down the lien process specifically pertaining to each key. It will show the date of each collections process starting with the commitment and ending with liens. This helps to keep track of when certain functions should be run; such as applying 30 day notice fees etc. Double click on a particular date to load a new window with an actual lien timeline that is printable.

Updated Book Page Report

This report provides a list of all accounts that have had a change in their book and page. The report will show each book and page relating to the account, including Lien and Lien Discharge book and pages. For example if the account has a regular book and page, as well as a lien book and page, it will show both.