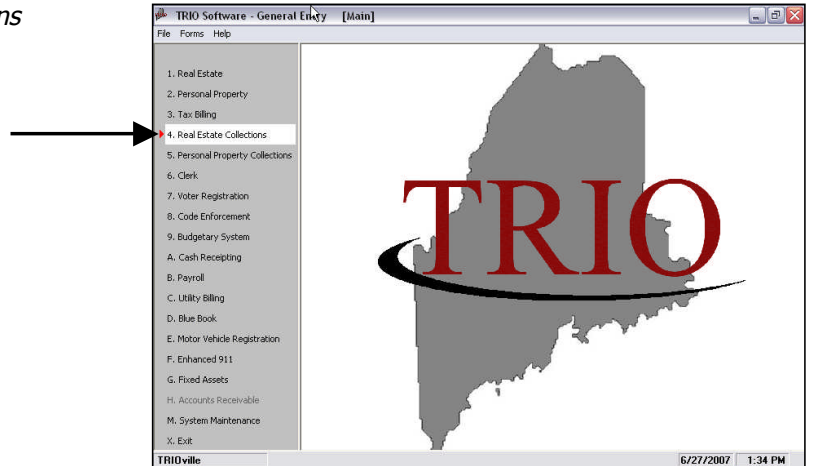
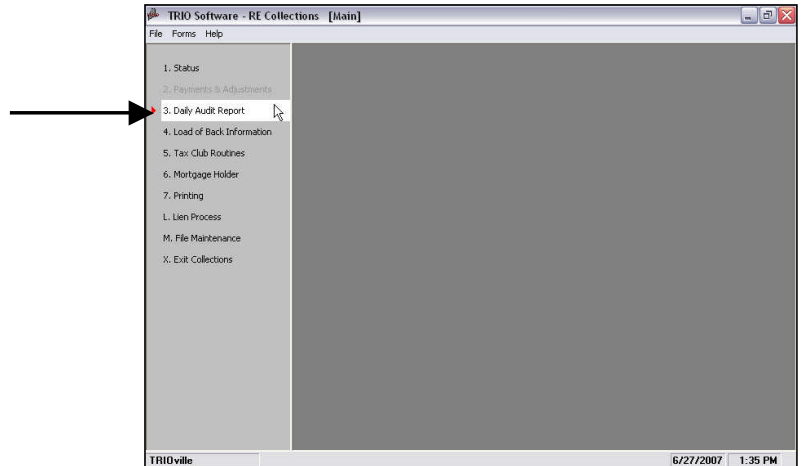


TAX COLLECTIONS: TAX SERVICE EXTRACT

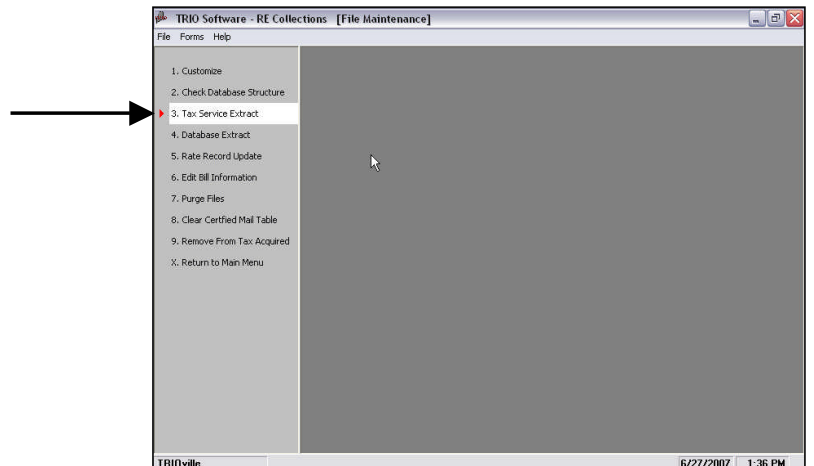
Start Windows TRIO and select 4. *Real Estate Collections*



Select M. *File Maintenance*

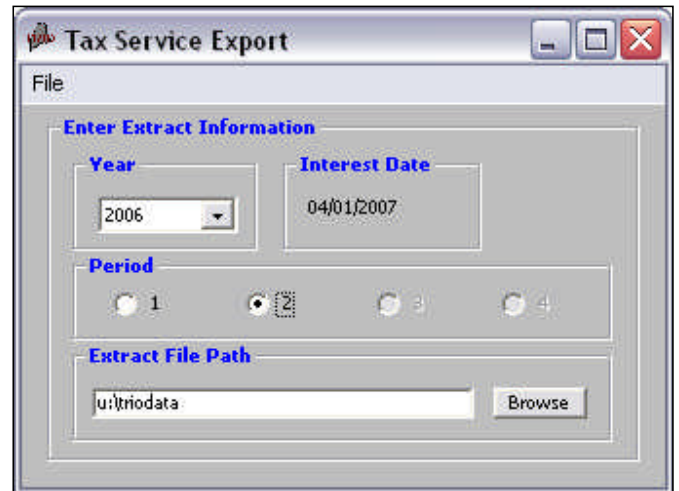


Select 3. *Tax Service Extract*

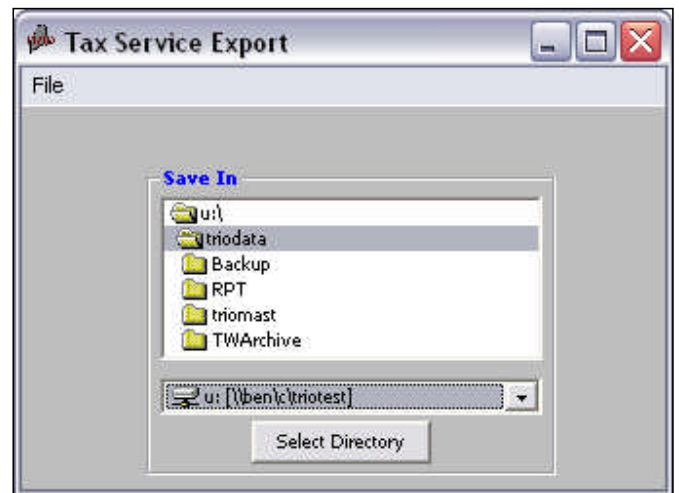


Tax Collections: Tax Service Export *CONTINUED*

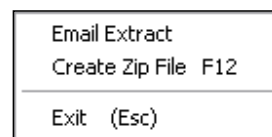
Select the Tax Year being collected and the next payment Period due. By default the file will be saved in the TRIO data directory on the network. This directory is displayed on the screen shown on the right. This location will be shown again once the file has been created.



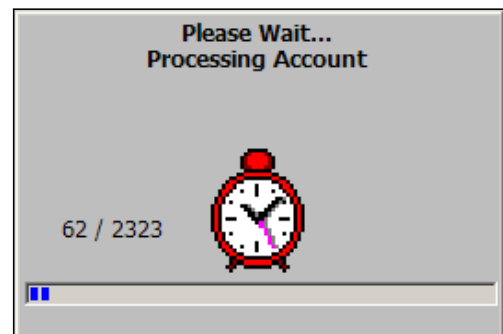
To save the file in a different location, click the **Browse** button. On the screen that opens, navigate and highlight the folder to save the file to and then click on **Continue**. This will bring the program back to the screen shown above.



Once the data is entered and the Save In location has been selected, press **F12** or select *Create Zip File* option from the file menu at the top of the screen. The ability to E-mail an existing extract file is also available from the *File Menu*.

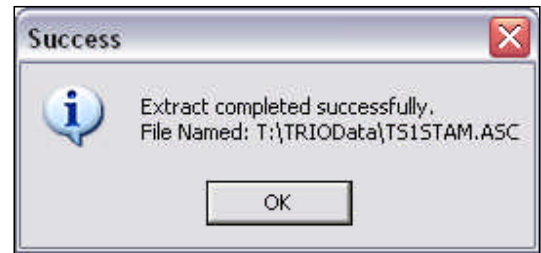


Once the extract starts, the following screen will indicate the progress. *This process can take several minutes, depending on the size of your file.*

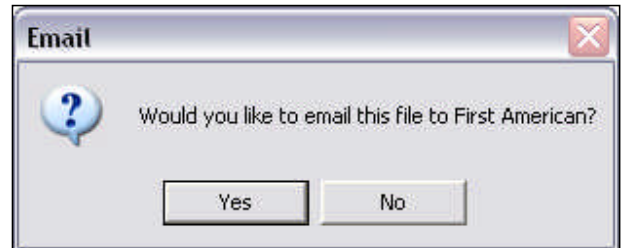


Tax Collections: Tax Service Export *CONTINUED*

Once complete, the following screen will display. Press **OK** to Continue.



The program can automatically E-mail the created file to First American. Once the file has been created, the following prompt will display. Click **Yes** to automatically E-mail the file. In order for the E-mail to be sent, the computer **must** be currently connected to the Internet. If the connection is through a dial-up modem, an active session must be running. Once the E-mail has been sent, a message will display saying so.



Regardless of whether or not an E-mail has been sent to First American, the system will generate a report of the extracted information. Selecting the Print button will print this report.

The asc file **TS1STAM.ASC** or the zip file **TS1STAM.ZIP** will be created in the directory selected on the Enter Extract Information screen under Extract File Path. If the file was not automatically E-mailed, it can be taken at this point and transmitted to First American as needed.



The screenshot shows a window titled "Tax Service Summary" with a browser-like address bar. The main content is a "Tax Service Summary Report" for TRIDville, dated 06/27/2007, Page 1. The report includes a table with columns for Year, PR, PD/FC/OTH, Tax Amt, Tax Bal, Interest, and Tot Due. It lists seven entries for A & C SALES INC, each with a Map/Lot, Acres, Book Page, and Tot Due.

Year	PR	PD/FC/OTH	Tax Amt	Tax Bal	Interest	Tot Due
TRIDville 06/27/2007						
11:45 AM Page 1						
Interest Date: 10/31/2001						
1 A & C SALES INC						
3 CONNER ST						
Map / Lot:	D3-0C1-05		Acres: 0.26	Book Page:	2071	315
2002	1	PD/ /N	156.51	0.00	0.00	0.00
2 A & C SALES INC						
5 CONNER STREET						
Map / Lot:	D3-0C1-06		Acres: 0.14	Book Page:	2071	315
2002	1	PD/ /N	1,107.61	0.00	0.00	0.00
3 A & C SALES INC						
1 PERKINS ROAD						
Map / Lot:	D3-0C1-07/08		Acres: 0.23	Book Page:	2071	315
2002	1	PD/ /N	187.25	0.00	0.00	0.00
4 A & C SALES INC						
1 BARTON ST						
Map / Lot:	D3-0C2-01		Acres: 0.52	Book Page:	2071	315
2002	1	PD/ /N	1,207.72	0.00	0.00	0.00
5 A & C SALES INC						
1 BARTON ST						
Map / Lot:	D3-0C2-02		Acres: 0	Book Page:	2071	315
2002	1	PD/ /N	49.86	0.00	0.00	0.00
6 A & C SALES INC						
1 CONNER ST						
Map / Lot:	D3-0C2-04/05		Acres: 0.29	Book Page:	2071	315
2002	1	PD/ /N	361.49	0.00	0.00	0.00
7 A & C SALES INC						
1 PERKINS ROAD						
Map / Lot:	D3-0C2-06		Acres: 0	Book Page:	2071	315
2002	1	PD/ /N	137.12	0.00	0.00	0.00