

Tax Settlement Checklist

2018

- Verify that your assessor has signed and included his or her certification number on your *Certification of Assessing Officer Authenticating Copy of Tax Roll*. Units with IFT or DNR PILT parcels will have two or more separate certifications requiring signatures.
- Verify that all PRE Denials, Board of Review adjustments (July and December), and any Michigan Tax Tribunal Orders have been processed and all refunds have been issued and processed in BS&A. Please run an Adjustment Report (found under Balancing/Settlement Reports) and compare to your Board of Review minutes to ensure that **ALL** adjustments have been made.
- Signed Assessor's Warrant for both summer and winter – this report can be run in BS&A under Balancing/Settlement Reports. Make sure your tax roll values balance with your warrants before submitting them. Email to lhewitt@gogebiccountymi.gov
- Verify that all tax collections have been disbursed. Your tax bank account should balance to zero (0).
- Tax Overpayments **MUST** be refunded prior to Settlement.
- Verify the following reports **PRIOR** to Settlement with the County.

Parcel Reports:

- **Delinquent Taxpayer Report (Summary) – Summer/Winter Billing Types** – Limit results to Amounts less than \$5 (County will not roll delinquent) – this report should NOT have any parcels listed unless the original bill was less than \$5.
- **Payment List Report – Parcels with Overpayments Only** – Report should NOT have any parcels listed. If you do, refunds need to be processed **PRIOR** to Settlement with County. Run report for summer and winter season.

Balancing Settlement Reports:

- **Questionable Parcels/Payments – Summer/Winter Billing Types**
This report should **NOT** have any parcels listed. If you do, corrections need to be made **PRIOR** to Settlement with the County.
- March 1 - Email a Backup of your BS&A Settlement Tax database to:
pikola@gogebiccountymi.gov

REMINDER

Do not collect after February 28th. These payments should be forwarded to the County with the mailing envelope to show the post date from the taxpayer.