

## NJ Tax Billing Checklist

Before scheduling your Tax Update please review the following items:

- Check your bill stock if you are printing your own tax bills.
- Update your MCSJ Code to be March 1, 2018 or greater.
- Request the release of your MODIV file to be sent to E&A.
- Change the years in the Collection Parameter by locking the Billing Module to Current Year 2018 and Preliminary Year 2019.
- Fax your Tax Bill Print Response form to 609-645-3111.
- Complete the online Tax Update Request Form.
- A Support Specialist will contact you upon receipt of the MODIV and update form.
- After the tax update is completed make sure your **“Book”** totals page tie to your Levy.
- Fax E&A a copy of the **signed Levy** Totals page.
- Review your tax **Bill Message** and make any necessary changes.
- Verify the **Mail To** information is correct.
- Verify the **Tax Rate** is correct.
- Verify the **Grace Period** in Due Date Maintenance, if applicable.
- Run the **Bill Extract**.
- Print a few sample bills
- Carefully review sample bills for proper alignment, spelling, message and grace period if applicable.

If **ESTIMATED** Billing: Note: There is a flat \$350 charge for estimated billing

- MCSJ Code should be March 1, 2018 or greater.
- Request the release of your MODIV file to be sent to E&A or specify on update form “no file.”
- Complete a Tax Update Request Form.
- Fax the **required Resolution** and **Estimated Rate** to 609-645-3111.

A Support Specialist will contact you upon receipt of the MODIV, Resolution, Est. Rate and Update Form.

**Questions can be emailed to [Support@EdmundsAssoc.com](mailto:Support@EdmundsAssoc.com)**