

## Homestead Credit Billing Process

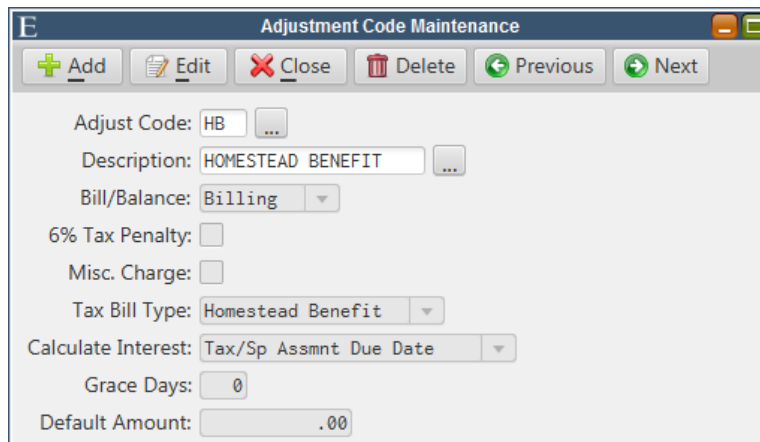
### Creating the Adjustments

#### 1. Create Adjustment Code

*Note: This step is not necessary if a Homestead Credit adjustment code already exists.*

Go to *Billing/Collections > Tax Collection > Adjustments > Adjustment Code Maintenance*.

Click on the **Add** button. Type in a Code and Description. Select *Billing* in the Bill/Balance dropdown. Select *Homestead Benefit* in the Tax Bill Type dropdown. Select *Tax/Sp Assessment Due Date* in the Calculate Interest dropdown. Save the code.



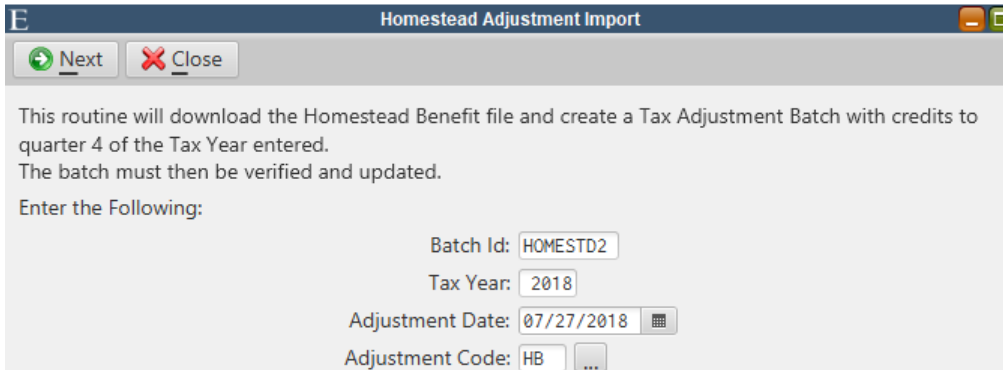
The screenshot shows a software window titled "Adjustment Code Maintenance". At the top, there are several buttons: a green plus sign for "Add", a pencil for "Edit", a red X for "Close", a trash can for "Delete", a left arrow for "Previous", and a right arrow for "Next". Below the buttons, the form contains the following fields:

- Adjust Code: HB
- Description: HOMESTEAD BENEFIT
- Bill/Balance: Billing
- 6% Tax Penalty:
- Misc. Charge:
- Tax Bill Type: Homestead Benefit
- Calculate Interest: Tax/Sp Assmnt Due Date
- Grace Days: 0
- Default Amount: .00

#### 2. Download/Import Credit Adjustments

Go to *Billing/Collections > Tax Collection > Adjustments > Homestead Adjustment Import*.

Type in a Batch Id and enter 2018 as the Tax Year. The Adjustment Date will default to the current date. Select the Homestead Benefit Adjustment Code. Click the **Next** button to download and import the adjustments into an Adjustment Batch.



**Homestead Adjustment Import**

Next Close

This routine will download the Homestead Benefit file and create a Tax Adjustment Batch with credits to quarter 4 of the Tax Year entered.  
The batch must then be verified and updated.

Enter the Following:

Batch Id:

Tax Year:

Adjustment Date:

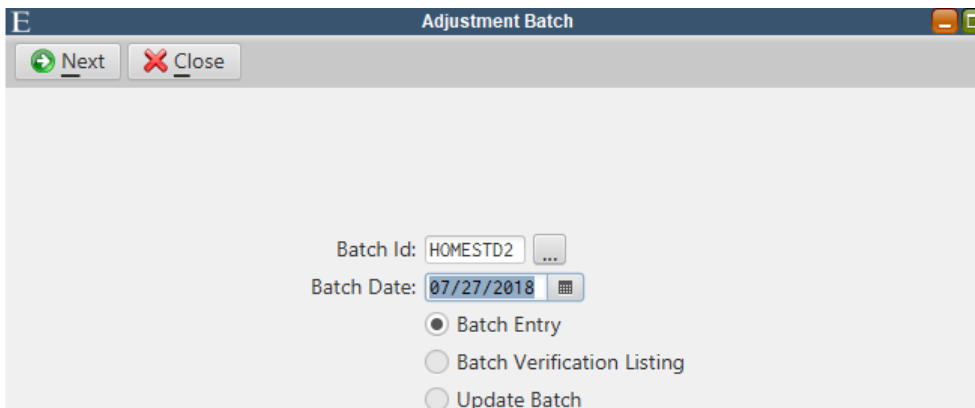
Adjustment Code:

### 3. Verify and Update Adjustment Batch

*Note: Tax Collectors can log in to GovConnect (My New Jersey – <http://Portal.NJ.Gov> ) and access a PDF verification form named "2018 Homestead Benefit Credits" that is posted in the Tax Collector Document Library. The information on the PDF should be compared to the Adjustment Batch verification listing to ensure that all the eligible properties are correctly credited. If you need assistance with your GovConnect access to the Document Library please email [egg@dca.state.nj.us](mailto:egg@dca.state.nj.us).*

Go to *Billing/Collections> Tax Collection> Adjustments> Adjustment Batch*.

Print the Batch Verification Listing and verify your totals. If the totals are correct, update the batch.



**Adjustment Batch**

Next Close

Batch Id:

Batch Date:

Batch Entry

Batch Verification Listing

Update Batch

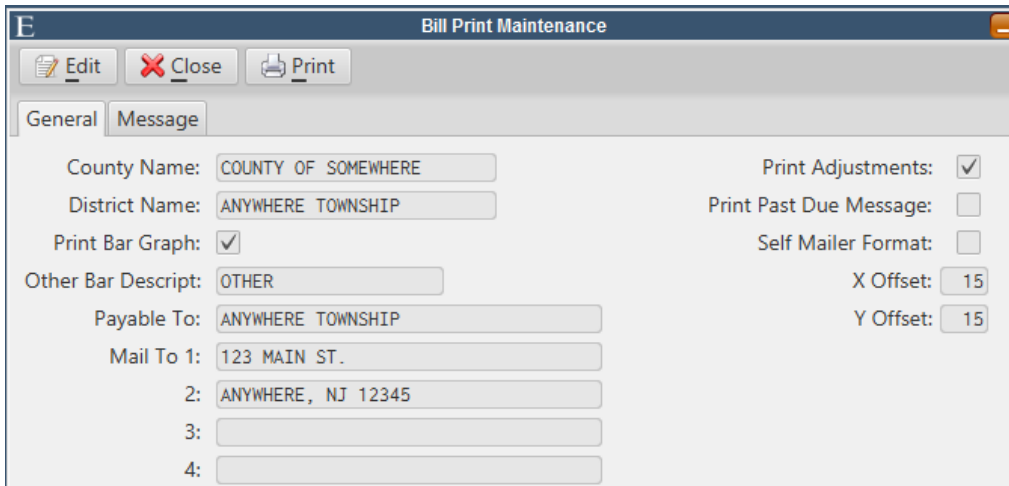
## Printing Homestead Bills (Only required if 4<sup>th</sup> quarter stubs have been previously mailed)

Note: Separate homestead bills only need to be printed if you've already mailed 4<sup>th</sup> After Estimate bills or your 2018 Final/2019 Preliminary bills. If you've yet to mail tax bills containing the 4<sup>th</sup> quarter stub, the homestead adjustments will be reflected on the appropriate stub of both the 2018 Final and 4<sup>th</sup> After Estimate bills with a message indicating that the Homestead adjustment is included. Please note that you MUST select 'Print Adjustments' in the Bill Print Maintenance PRIOR to running the Create Tax Bill Extract for Regular or 4<sup>th</sup> After Estimate tax bills in order to reflect the Homestead adjustment on these bills. The Bill Print Maintenance is shown in the figure below.

### 1. Complete Bill Print Maintenance

Go to *Billing/Collections>Tax Collection>Billing>Bill Print Maintenance*.

Make sure the District Name and Payable To information is completed.



The screenshot shows a software window titled "Bill Print Maintenance" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar are three buttons: "Edit", "Close", and "Print". The window is divided into two tabs: "General" (selected) and "Message". The "General" tab contains the following fields and options:

County Name:	COUNTY OF SOMEWHERE	Print Adjustments:	<input checked="" type="checkbox"/>
District Name:	ANYWHERE TOWNSHIP	Print Past Due Message:	<input type="checkbox"/>
Print Bar Graph:	<input checked="" type="checkbox"/>	Self Mailer Format:	<input type="checkbox"/>
Other Bar Descript:	OTHER	X Offset:	15
Payable To:	ANYWHERE TOWNSHIP	Y Offset:	15
Mail To 1:	123 MAIN ST.		
2:	ANYWHERE, NJ 12345		
3:			
4:			

### 2. Check Grace Days

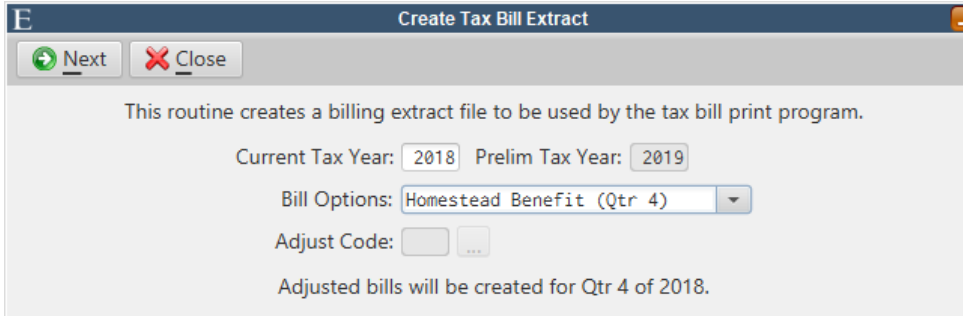
Go to *Billing/Collections>Tax Collection>Update Taxes>Due Date Maintenance*.

Make sure the grace days for the 4th quarter of 2018 are correct.

### 3. Create Tax Bill Extract

Go to *Billing/Collections>Tax Collection>Billing>Create Tax Bill Extract*.

Choose *Homestead Benefit* in the **Bill options** drop-down. Click the **Next** button to create the extract.



**E Create Tax Bill Extract**

Next Close

This routine creates a billing extract file to be used by the tax bill print program.

Current Tax Year: 2018 Prelim Tax Year: 2019

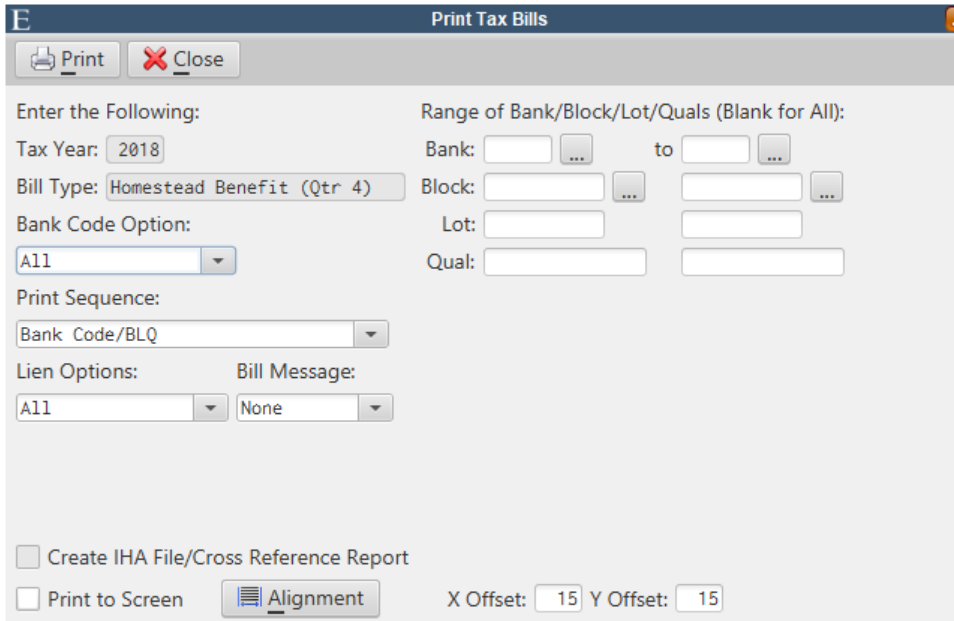
Bill Options: Homestead Benefit (Qtr 4)

Adjust Code: ...

Adjusted bills will be created for Qtr 4 of 2018.

#### 4. Print Tax Bills

Go to *Billing/Collections>Tax Collection>Billing>Print Tax Bills*.



**E Print Tax Bills**

Print Close

Enter the Following:

Tax Year: 2018

Bill Type: Homestead Benefit (Qtr 4)

Bank Code Option: All

Print Sequence: Bank Code/BLQ

Lien Options: All Bill Message: None

Range of Bank/Block/Lot/Quals (Blank for All):

Bank: ... to ...

Block: ...

Lot: ...

Qual: ...

Create IHA File/Cross Reference Report

Print to Screen Alignment X Offset: 15 Y Offset: 15

*Note: Utilize the options in the **Bank Code Option** combo-box to print original and/or advice bills.*