

## NJ Tax Billing – Client Checklist

- Check your bill stock if you are printing your own tax bills.
- Verify your system code date, the code needs to be June 3, 2019 or greater.
- If a code update is needed follow instructions [here](#).
- Change the years in the Collection Parameter by locking the Billing Module to Current Year 2019 and Preliminary Year 2020.
- Fax your Tax Bill Print Response form to 609-645-3111.
- Complete the online Tax Update Request Form at [www.ea411.com](http://www.ea411.com)>Support>Forms>NJ Tax Billing Forms: [Tax Update Request](#)
- Request the release of your MODIV file from your vendor to be sent to Edmunds once your certified rate is received.
- Edmunds will contact you via email upon receipt of the MODIV.
- After the tax update is completed make sure your “**Book**” totals page tie to your Levy.
- Fax or email us 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**.
- Carefully print and 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 21, 2019 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 tax specialist will contact you upon receipt of the MODIV, Resolution, Est. Rate and Update Form.

**Email your questions to [Support@EdmundsGovTech.com](mailto:Support@EdmundsGovTech.com)**