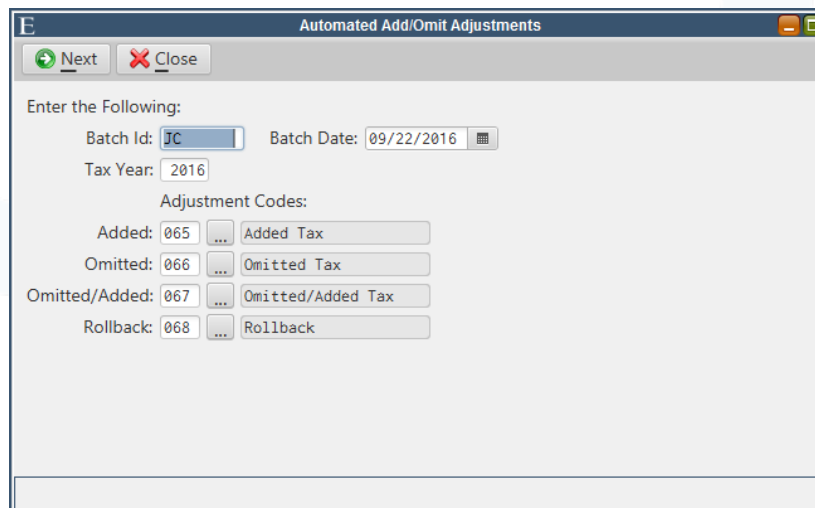


NJ Added/Omitted Tax Billing

1. If Edmunds GovTech (EGT) will be updating the Added/Omitted information, fill out the necessary Tax Update form
 - Go to www.eq411.com, select Support > Forms > [Tax Update Request Form](#)
2. Run the Tax Update Routine & create Added/Omitted adjustments
 - An EGT rep will complete this step unless you are entering AO information manually
 - Select *Added/Omitted* as the **Billing Option**
 - The update options (i.e. owner information, bank codes) will be selected based on the Tax Update form submitted to EGT
 - Once the update is run, the Change Transaction Inquiry can be run to see any changes made from the A/O update
 - Run the Automated Adjustment Routine to create the added/omitted adjustments

A screenshot of a software dialog box titled 'Automated Add/Omit Adjustments'. The dialog has a title bar with a green 'E' icon and standard window controls. Below the title bar are 'Next' and 'Close' buttons. The main area is labeled 'Enter the Following:' and contains several input fields: 'Batch Id' with the value 'JC', 'Batch Date' with the value '09/22/2016', and 'Tax Year' with the value '2016'. Underneath, there is a section for 'Adjustment Codes' with four rows: 'Added: 065' with a button 'Added Tax', 'Omitted: 066' with a button 'Omitted Tax', 'Omitted/Added: 067' with a button 'Omitted/Added Tax', and 'Rollback: 068' with a button 'Rollback'. Each code field has a small '...' button next to it.

3. Verify and update the Adjustment Batch

- Go to Billings/Collections > Tax Collection > Adjustments > Adjustment Batch
- Enter AO as the Batch ID, select Batch Verification Listing and click **NEXT**
- Verify that the **current year's** tax totals match the assessor's records. If the totals are the same, update the batch

4. Update the bill message

- Go to Billing/Collections > Tax Collection > Billing > Bill Print Maintenance
- **Reminder:** NJ state law requires a property tax relief statement be printed on the bill

"For information about State Property Tax Relief Programs, including eligibility criterion and potential deduction or credit amounts, please visit the Division of Taxation's website at <https://www.state.nj.us/treasury/taxation/relief.shtml>"

OPTIONS for required message:

- Shorten your regular message and add the required verbiage
 - Newer versions of MCSJ have the option to eliminate the tax bill graph and replace with the required message by updating code to be 9/12/19
- Click **EDIT**, enter the message on the *Message* tab and **SAVE** when done

5. Create the billing extract

- Go to Billings/Collections > Tax Collection > Billing > Create Add/Omit Bill Extract
- Verify that the tax year is correct and click **NEXT**

6. Print A/O bills

- Go to Billings/Collections > Tax Collection > Billing > Print Add/Omit Tax Bills
- It is recommended that you print a few sample bills before printing all bills. This can be done by selecting *Block/Lot/Qual* as the **Print Sequence** and entering individual blq's in the Block/Lot/Qual range
- Use the X and Y offsets to adjust the alignment, if needed. The *X Offset* will adjust the left/right alignment and the *Y Offset* will adjust the up/down alignment