

NJ Tax Billing – Client Checklist

- Check your bill stock if you are printing your own tax bills.
 - i. [MGL Printing Solutions](#)
- Update Code Date
- Instructions to update code can be found here: [v2019.x](#)
- Running an older version of MCSJ, update instructions can be found here: [v4.2.x](#)
- Verify Code Date of March 24, 2020 or greater • Help>About
- Change the years in the Collection Parameter by locking the Billing Module to Current Year 2020 and Preliminary Year 2021.
- Submit Tax Bill Response form:
 - i. [Regular Billing](#)
- Submit: [Tax Update Request](#)
- Request the release of your MODIV file from your vendor.
- Edmunds will contact you via email upon receipt of the MODIV.
- You will receive an email with the date/time of your scheduled tax update when we have the MODIV and Tax Update Request.
- Once the update is completed by an EGT Specialist you will be responsible for the following.
 1. **Proving your levy to your “Book” totals page.**
 2. **Tax rate is correct**
 3. **Review tax bill message**
 4. **Verify the Grace Period in Due Date Maintenance, if applicable**
- Follow the Tax Bill Printing Instructions [here](#).
- Carefully print and review sample bills for proper alignment, spelling, message and grace period if applicable.
- Questions, email us at: Support@EdmundsGovTech.com or Live Chat us [HERE](#).