

## County Settlement Checklist

- Restore Backup from Township
- Run Questionable Parcel Report
- Run list of delinquents
- Check interest for Summer deferred – Taxes Setup-Interest & Penalty Setup-Interest & Penalty Charges for Parcels marked as deferred
- Run Settlement Report
- Balance with Cash
- Change Property Class 109, 209 AND 409 in General Setup/Property Class as seen on screen shot
- Check Millage Rate Names
- Check Parcel # Format
- Check Interest on Admin
- Run Delq Tax Roll
- Make Sure in Summer Season and Run Delq Interest Spread Report(Under Reports-Balancing/Settlement Reports)
- Verify Delq Interest by manual calc
- Run Total Tax Roll-Payments Listed
- Export to Delinquent Tax -Direct Export to Delq Tax – No Import Necessary– Real – Personal(Units You Collect) – DNR/PILT – SEE INSTRUCTION SHEET
- Verify Totals with Total from Tax Database By Printing a Delq Roll Totals Only out of Delq
- In Delq Tax Spread Pre-Settlement Payments – See Instructions
- Export Current Tax Database
- Import the above export into Settle.\_\_\_ Database (Countywide Settlement Database)
- Run Settlement Report out of Settle.\_\_\_ & Verify with Treasurer's Settlement Report