

Banyon Data Systems
WINDOWS PROPERTY TAX SOFTWARE
800-229-1130
sales@banyoncom

WELCOME

Banyon Data Systems, Inc. (BDS) is pleased to provide you with the enclosed information describing the features and operation of the Windows Property Tax software program. The following explains the major software features, company profile, and support policy.

This document contains four important sections:

- **Introduction and Summary**
- **WinTAX Screens, Setup and Procedures**

All Banyon Data Systems software was developed to meet the requirements of those customers desiring software to run efficiently and effectively within the Windows 98 and higher operating systems. After 15 years of development on the BDS DOS software, it seemed only natural that BDS would create its Windows version with many featured-packed ingredients that public organizations have been hoping to find in a fully integrated package. Now, our company is over 20 years old and has over 900 installations nationwide.

Although the material you review is important, more can be gained and understood from an on site demonstration, or phone discussions with other BDS customers. You may even choose to visit to our World Wide Web site on the Internet (www.banyon.com) and review our Home Page that contains many informative items about our company and software.

Please contact BDS at **(800) 229-1130** for more information or to talk about detail features with one of our sales consultants or programmers.

Please note that pricing information is provided separately in a BDS proposal and is available upon your request.

Thank you for considering **Banyon Data Systems** as your software vendor. We will make every effort to ensure your complete satisfaction.

Sincerely,

BANYON DATA SYSTEMS, INC.

Parkway Place
101 W. Burnsville Parkway
Burnsville, MN 55337

INTRODUCTION AND SUMMARY

COMPANY STATEMENT

Banyon Data Systems, Inc. (BDS) is a leading vendor of automated software systems for public organizations.

Established in 1981, BDS has become a leading force in the design, development, and support of hardware and software solutions for municipalities. Over the past 20 years, the number of BDS software installations has grown to over 900 nationwide. This extraordinary growth in this marketplace reflects an emphasis on understanding and responding to customer's on-going needs. Our dedicated staff of programmers, trainers, support technicians, and salespeople are here to help you. Our company considers customer service to be the single highest priority.

Unlike the approaches of many companies that acquire software packages from the private sector and modify them, BDS software was developed specifically in response to our customers' unique requirements and suggestions from accountants and auditors. Another key principle of the product development strategy has been the creation of a 'family' of software products - products that integrate and meet the full range of your organization's software needs.

Each year our software has been updated to meet the changing needs of our customers and other state and federal mandates. BDS is committed to developing and delivering enhanced software products that continue to meet the needs of our customers, as well as to grow with customers' needs well into the future.

BDS also maintains a dedicated full-time development and support staff.

SUPPORT POLICY (General)

Software support is available to BDS customers in the form of an Annual Support Agreement. For those cities subscribing to this agreement, software support begins at the moment BDS training staff completes training and leaves the customer's site. In addition to unlimited telephone access, BDS' Annual Support Agreement also provides for modem support, software updates, and quarterly newsletters.

With its strong dedication to product quality and timely support, BDS has made staffing provisions to ensure customers access to support personnel during critical installation and start-up periods. In fact, several front-line support people have been added recently in response to a growing customer base, precisely in order to assure the availability of support and consistency of response times. All support staff members have extensive experience with customer support as well as software operation in their areas of specialty.

Software support is available weekdays during the hours of 8AM - 5PM (Central Time). Eighty percent of support queries are handled on the inbound call; the remaining twenty percent receive return calls within 15 minutes to 1 hour. Response to support queries is generally offered within 1 hour. BDS takes a **shared responsibilities** approach to customer support; employees are cross-trained on application support to ensure that support people are always available for customer inquiries.

BDS Annual Support Agreement only includes BDS software, including core programs and modules. Support on your operating system, and all other programs must be provided by the software manufacturer or sales vendor. The same is true for hardware systems.

TRAINING POLICY (Recommended)

BDS considers training to be a pivotal element of any successful software installation. Accordingly, BDS chooses only the most experienced personnel to conduct training seminars. All BDS trainers have conducted hundreds of sessions, and have themselves personally set-up hundreds of successful installations. Training components include software orientation, application set-up, daily and periodic software operations, and orientation to documentation and support.

Two days of training is recommended for each core software application although one day may suffice under certain conditions. A maximum of 3 people is permitted during any one training session. Generally, a discount is applied if training on multiple software products can be grouped together during the same BDS visit. However, it is recommended that Utility Billing, Special Assessments and Permits and Licensing software be given separate training session days and visits.

Supplemental or additional training is available to any BDS customer. BDS would encourage those customers with staff changes or new staff members to acquire the supplemental training. Supplemental training is charged to the customer based on days of training and travel expenses incurred.

Windows PROPERTY TAX Software

Installation

The installation of this software is handled by a unique password obtained from Banyon Data Systems, Inc.

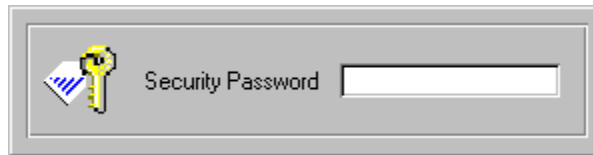
You do not need to have the other core software programs from BDS to operate this software.

However, you may want to use the BDS Point-of-Sale (POS) software to enter your property tax receipts. This feature has been added to the POS software application and is an easy way for multiple computer stations to handle and process tax payments.

All BDS software programs are installed to a folder named \BDSWIN. This folder must be located on the station(s) entering or updating voter registration information. The data may be located on a Server Computer if multiple stations are to access the database.

PASSWORD ENTRY SCREEN

This screen prompts you to enter your user-defined password to access the WinTax software application. The password(s) should be created by a business office manager or supervisor and should be created for each computer station using the WinTax software application. Remember, your organization is responsible for securing the user passwords. Write them down and put them in a safe place.



NOTE: YOUR DEFAULT PASSWORD IS "BDS" OR "bds". Please do not delete this password. You may add a password to and a unique user id. Contact BDS for assistance.

Setup Procedures

Setting up the Property Tax software is easy to do and allows user-defined entry of the tax calculations, rates, and penalty values.

Before you enter your entity's specific setting you should check to make sure that your entity information is correct. To do so, simply click on the top menu bar Tools option and select the Setup Options item and click on Entity Information. Add or correct your address, phone, zip and phone number and close the Window to save.

Next, the real setup begins. To start, click on the top menu bar Tools option and select Setup Options. Then, start entering your Descriptions, mill rates and homestead percentages if applicable. Next complete the other tab items including District/Class, Penalty/Interest, Receipt Distribution, Template and Billing information.

Mill Description	Millage	Homestead
STATE TAX	3.20000	0.40
COUNTY TAX	2.90000	0.50
MUNICIPAL TAX	2.50000	0.20
SCHOOL TAX	4.10000	0.20
PERSONAL PROP TAX	0.78600	
SPECIAL ASSESS TAX	1.20000	

Special Charge Description	Amount	Homestead
SEWER PLANT SURCHARGE	\$123.43	

DISTRICTS/CLASSIFICATION

If you use Districts or Sections for billing purposes then enter those physical/geographical designations. You may also want to enter classifications that typically become described as per a property's land use.

The screenshot shows a software window titled "Setup" with a tabbed interface. The "District/Class" tab is active. It features two list boxes: "District" on the left and "Classification" on the right. The "District" list contains "DISTRICT #1" and "DISTRICT #2". The "Classification" list contains "RESIDENTIAL", "COMMERCIAL", "INDUSTRIAL", "PUBLIC", "QUASI-PUBLIC", and "AGRICULTURAL". A "Preview Report" link is located at the bottom right of the window.

PENALTY/INTEREST

Penalty and Interest entries are only used if your entity uses the same. Enter the value in percentages for each month. You may also choose to have the Penalty ran at the time of receipt entry, during the Year-End processing or manually calculate on your own schedule.

The screenshot shows a software window titled "Setup" with a tabbed interface. The "Penalty/Interest" tab is active. It contains a table for entering the schedule and rates for penalty and interest by month. The table has columns for "Month", "Schedule", "Penalty Rate (%)", "Interest Rate (%)", and "Completed". The "Completed" column has checkboxes for each month. The "Penalty/Interest" tab also includes instructions and radio button options for how to calculate penalty and interest.

Month	Schedule	Rate (%)		Completed
		Penalty	Interest	
January	1st			<input type="checkbox"/>
February	2nd			<input type="checkbox"/>
March	3rd			<input type="checkbox"/>
April	4th	10.000	0.012	<input type="checkbox"/>
May	5th	10.000	0.012	<input type="checkbox"/>
June	6th			<input type="checkbox"/>
July	7th			<input type="checkbox"/>
August	8th			<input type="checkbox"/>
September	9th			<input type="checkbox"/>
October	10th			<input type="checkbox"/>
November	11th			<input type="checkbox"/>
December	12th	0.050		<input type="checkbox"/>

RECEIPT DISTRIBUTION

Receipt distribution tells the computer that when the receipt are posted and transferred to the accounting program, the monies will be added to specific revenue or general ledger account(s) found in the BDS Windows Fund Accounting software.

If you have the BDS Windows Fund Accounting software (WinFund) application then you can search (using binoculars) for the location of the program (example: \BDSWIN\BDSfundD.mdb). For each Description entered you can have an account code.

The 'Setup' dialog box, Receipt Distribution tab, contains the following information:

This section is required for Receipt Distribution to BDS Accounting Software.

Path to BDS Accounting: C:\bdswin\BDSFUNDD.MDB

Description	Designated Account
Penalty Payment	E 101-41110-41100
Interest Payment	
Over Payment	
Late Payment - 1st Year	
Late Payment - 2nd Year	
Late Payment - 3rd Year and Beyond	
STATE TAX	E 101-41110-41510

[Payment Type]='Penalty'

Current Filter .

Buttons: Report Definitions, Set To Default

TEMPLATE

This tab allows you to enter the property ID code structure. Use upper case "A"'s for the masking and use dashes between segments or dimensions.

The template feature allows you to automatically add the account setup when creating a new property record. Select the items that you want to activate when building a new property.

The 'Setup' dialog box, Template tab, contains the following information:

PIN Structure: AAA-AAA-AAA-AAA-AAA

The following information is loaded by default when a new Property Record is created.

Property Type: Personal Commercial

City: YOUR CITY

State & Zip: US 34332

District: DISTRICT

Classification: [Empty]

Highlight Default Millage:

- STATE TAX
- COUNTY TAX
- MUNICIPAL TAX
- SCHOOL TAX
- PERSONAL PROP TAX
- SPECIAL ASSESS TAX

Checkboxes:

- Property Is Homesteaded
- Allow Penalty Calculation
- Allow Interest Calculation
- Print Statement

BILLING

Finally, the Billing setup tab will allow you to enter your beginning tax year, what form to be used. Check with BDS for billing form types and the Delinquent Tax notices available.

Also, enter your due dates and remember that the total due is divided equally when 2 dates are entered.

Setup

Mill Rate | District/Class | Penalty/Interest | Receipt Distribution | Template | Billing

Current Tax Year: 2002

Tax Form Used: BDS Laser Standard

Enter Tax Due Schedule in below table. Current Year Tax Due is divided evenly when multiple Due Dates are scheduled.

1st Due Date	April	4th
2nd Due Date	October	10th
3rd Due Date		

ADDING CUSTOMERS AND PROPERTIES

CUSTOMER/OWNER

If you are building your customers and properties manually you will want to start with the Customer/Owner information. To access the Customer/Owner Window click on View and click on Customer/Owner menu option. To add, click on the arrow/asterisk and complete the fields as needed. A Owner ID is required.

The screenshot shows a software window titled "Customer/Owner". It contains several input fields and a table. The fields are: Owner ID* (26), Name (WRIGHT, TOM), Address (100 MAIN STREET), Social Security # (464-55-555), Birthdate (2/2/71), Telephone ([] 555-5555), and Gender & Ethnic/Race (M, W). Below these fields are three tabs: Properties, Current Tax Due, and Payment History. The Payment History tab is active, showing a table with the following data:

Property Address	Date	Received	Distributed	Receipt #
MAIN STREET	4/10/02	\$1,000.00	\$1,000.00	1

At the bottom of the window, there is a note: "*Enter Owner's ID, Name, or Address to search. Use wildcard (? or *) for partial matching."

Create or add an Owner ID (BDS will add ID by default) and enter the customer information including name, address, city, state, zip, and other essential information. Remember that you are entering the Owner or Payor information and not necessarily the property address.

As you can see above the tabs on this Windows will also allow you to inquiry on a Customer/Owner Property owned, Current Tax Due and Payment History as this information is entered and updated.

PROPERTY

Next, you need to add your properties with all the essential information to successfully perform a property tax calculation.

To access the Property Window, click on the View menu option and then click on the Property menu option.

The screenshot shows the 'Properties' window with the 'Owner/Payor' tab selected. The 'Tax ID*' field contains '30'. The 'Address' field contains '100 MAIN STREET', 'YOUR CITY', 'US', and '34332'. The 'Owner' field contains 'WRIGHT, TOM'. The 'Legal Desc.' field contains 'BLOCK 1, LOT 3 MAIN ADDITION'. The 'Block' field contains '1', 'Lot' contains '3', and 'Units' contains '1'. The 'PIN' field contains '223-322-331-1'. The 'District' field contains 'DISTRICT #1'. The 'Class' field is empty. The 'Land Value' is '\$40,000', 'Improvement Value' is '\$176,000', and 'Personal Value' is '\$10,000'. The 'Owner/Payor' tab shows the 'Owner' and 'Payor' fields both containing 'WRIGHT, TOM' and the 'Address' field containing '100 MAIN STREET', 'YOUR CITY', 'US', and '55555-5555'. There are 'More Info' links for both the owner and payor information.

OWNER/PAYOR

A Tax ID will be added as you add a new property. You then complete the essential information and attach an Owner and Payor to the property on the Owner/Payor tab.

TAX CALCULATION

Complete the Tax Calculation fields if you are not using the automatic Template option. You must indicate by a box check mark if the property is homesteaded, if penalty applies and if an interest calculation is allowed.

The screenshot shows the 'Properties' window with the 'Tax Calculation' tab selected. The 'Tax ID*' field contains '30'. The 'Address' field contains '100 MAIN STREET', 'YOUR CITY', 'US', and '34332'. The 'Owner' field contains 'WRIGHT, TOM'. The 'Legal Desc.' field contains 'BLOCK 1, LOT 3 MAIN ADDITION'. The 'Block' field contains '1', 'Lot' contains '3', and 'Units' contains '1'. The 'PIN' field contains '223-322-331-1'. The 'District' field contains 'DISTRICT #1'. The 'Class' field is empty. The 'Land Value' is '\$40,000', 'Improvement Value' is '\$176,000', and 'Personal Value' is '\$10,000'. The 'Tax Calculation' tab shows three checked options: 'Property Is Homesteaded', 'Allow Penalty Calculation', and 'Allow Interest Calculation'. Below these options is a table with the following data:

Mill Description	Millage	Amount*
STATE TAX	3.20000	\$720.31 ↓
COUNTY TAX	2.90000	\$852.12 ↓
MUNICIPAL TAX	2.50000	\$563.87 ↓
SCHOOL TAX	4.10000	\$924.75 ↓
PERSONAL PROP TAX	0.78600	\$177.64 ↓

*Amount reflects proposed tax on next calculation and not actual current due.

PAYMENT DUE

As your data builds over time you will want to view or inquiry about Payment Due which includes past due current amount, plus a summary 3 year and beyond past due amount(s) listing.

	Past Due		2002 Due	Amount Due	If Paid Before
Tax Year 2001	\$2,541.16	Tax	\$3,309.89	\$5,851.05	April 4th
Tax Year 2000	\$0.00	Penalty	\$0.00	\$6,436.86	May 5th
1999 & Beyond	\$0.00	Interest	\$0.00		
Total	\$2,541.16	Total	\$3,309.89		

PAYMENT HISTORY

Payment history will continue to build as you use the system and may be quickly viewed.

Date	Past Due	Tax	Penalty	Interest	Total	Remarks
10-Apr-02	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	6677
24-Aug-01	\$2,541.16	\$2,724.08	\$585.11	\$0.70	\$5,851.05	5655

MISCELLANEOUS

The fields in this Window allow you to enter mortgage information. Information here is optional and includes the mortgage code and account number.

The screenshot shows a software window titled "Properties" with a blue title bar. The window contains several input fields and a tabbed interface. The "Miscellaneous" tab is currently selected. The fields are organized as follows:

- Top Bar:** Tax ID* (30), navigation arrows, and radio buttons for "Personal" (selected) and "Commercial".
- Right Side:** "Final Bill" checkbox (unchecked) and "Print Statement" checkbox (checked).
- Address Section:** Address (100 MAIN STREET), City (YOUR CITY), State (US), and Zip (34332).
- Owner Section:** Owner (WRIGHT, TOM) with a dropdown arrow.
- Legal Desc. Section:** Legal Desc. (BLOCK 1, LOT 3 MAIN ADDITION) with a large text area below.
- Block/Lot/Units Section:** Block (1), Lot (3), Units (1).
- PIN Section:** PIN (223-322-331-656-666).
- District/Class Section:** District (DISTRICT #1) and Class (RESIDENTIAL) with dropdown arrows.
- Value Section:** Land Value (\$40,000), Improvement Value (\$176,000), and Personal Value (\$10,000) in a table-like format.
- Navigation Tabs:** Owner/Payor, Tax Calculation, Payment Due, Payment History, and Miscellaneous (selected).
- Miscellaneous Tab Content:** Mortgage Code and Mortgage Account input fields.

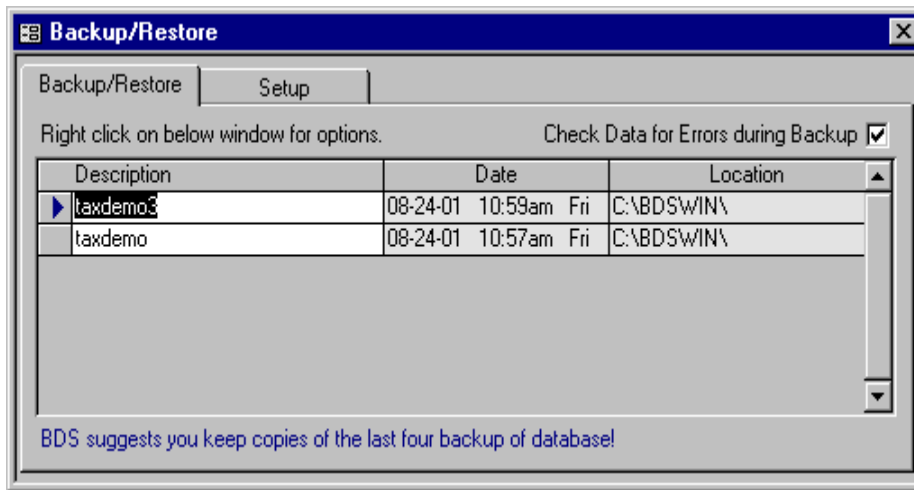
IMPORTANT NOTE

If you need to edit a Customer/Owner or Property record you may do so, but be careful to edit with accuracy. You may also delete an Owner or Property using the red "X" icon located on the upper bar of the record Window. Again! be cautious and careful!

CALCULATE

With all the affected Customer/Owners and Properties entered you will be ready to calculate the billing.

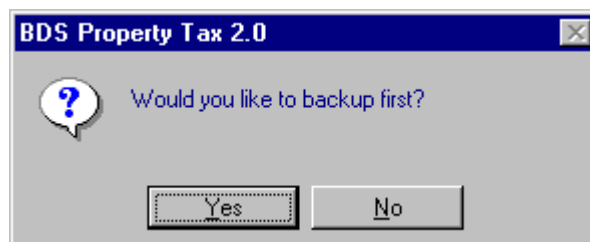
To do so, you will need to first do a backup of your data. To make a backup click on the Tools menu option on the top menu bar and then select and click the Backup/Restore option.



Next click on the Setup tab to assign the path or location of where the backups will be stored. Then click on the Backup/Restore tab and right click on the arrow to the left of the backup description and select and click on Create New Backup. Follow the prompts and close the Window when the backup is complete.

We recommend that you keep 3-4 backups and rotate the same on a regular basis.

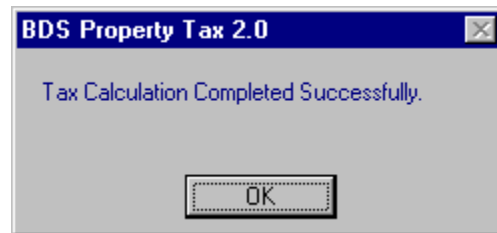
As part of the Calculation process you will be prompted to make a backup. We recommend you respond with a YES and follow the backup procedures.



Now you are ready to Calculate Taxes. To do so, click on the View menu option on the top menu bar and select Periodic Processing and click on Calculate Annual Tax.

To calculate tax you must have all receipts posted and year-end processing completed. Year-end processing must be done to move unpaid balances to the previous tax year and update the property payment history.

If the receipts have been posted and year end complete the system will calculate taxes and prompt when finished.



BILL STATEMENTS

After the tax calculation, you can print your tax statements. To do so, you need to click the View menu option on the top menu bar and select the Special Reports menu option and click on Tax Statements.

Print 2003 Tax Statements

Form Selection BDS Laser Standard

Print All Statements
 Print Only Statements With PIN

Starting At
Ending At

Message to Tax Payor
THIS SPACE USED FOR UNIQUE OR
LEGAL MESSAGE TO TAX PAYERS. IT IS
PRINTED ON THE BILL STATEMENT.

Print Statement

Select your form (**SEE SAMPLE FORMS AT BACK OF DOCUMENT**) to be used and then select all or partial run of statements. If you need to have a special message then use the Message to Tax Payor box to enter your unique message.

IMPORTANT NOTE

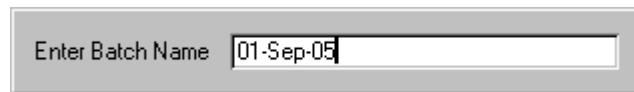
If you need a customized tax statement or late notice please contact BDS.

RECEIPT ENTRY

To enter your tax payments you will do so within batches which may be created and posted on a hourly, daily or weekly basis.

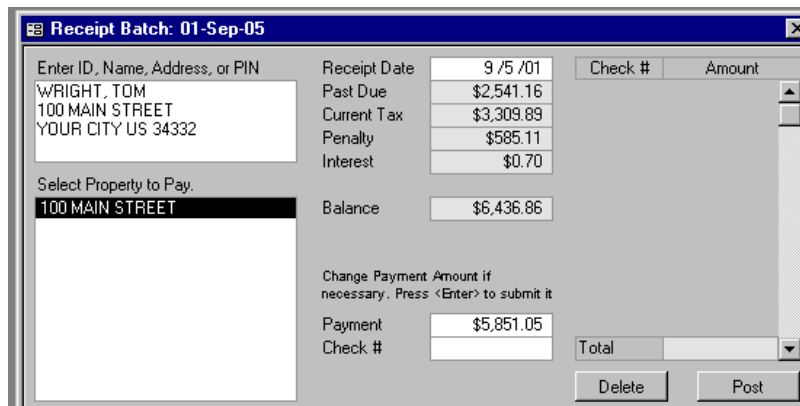
To enter a payment click on the View menu option on the top menu bar and select the Receipts option and click on Create New Batch. You should know that as you create multiple batches or keep a batch open for entry at a later time the name of the batch will also appear on this menu.

Having selected Create New Batch you will be prompted to enter or retain the batch name shown. Do not create batches with the same name.



Enter Batch Name

Next, you may access the Customer/Owner by entering the ID, Name Address or PIN.



Receipt Batch: 01-Sep-05

Enter ID, Name, Address, or PIN
WRIGHT, TOM
100 MAIN STREET
YOUR CITY US 34332

Select Property to Pay.
100 MAIN STREET

Receipt Date: 9 /5 /01
Past Due: \$2,541.16
Current Tax: \$3,309.89
Penalty: \$585.11
Interest: \$0.70
Balance: \$6,436.86

Change Payment Amount if necessary. Press <Enter> to submit it

Payment: \$5,851.05
Check #:

Check #	Amount

Total:

Delete Post

To add the payment press the Enter Key on the payment amount field and it will be automatically added to the total field and you will be prompted for a check number.

Press Enter Key again to accept the payment.

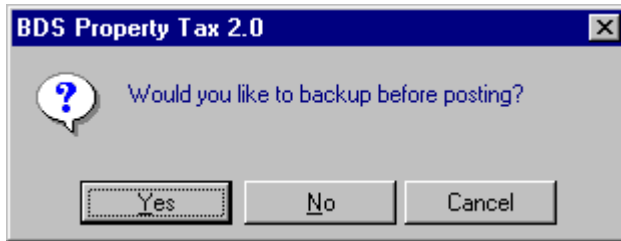
If you made an incorrect entry simply press the Delete button. IF okay, then enter a new Customer/Owner and enter the other payments.

IMPORTANT NOTE

Use BDS Point-of-Sale (POS) software to enter your Property Tax payments. Contact BDS for more information on the POS system.

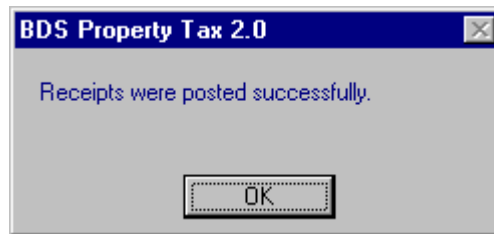
Posting the Batch

To post a batch of receipts click on the Post button in the lower right-hand corner of the Window.



You will then be prompted to backup your data. This is a real good idea and we highly recommend you do the backup.

After your backup is finished the program will post the receipts and advise as to the procedures success.



PENALTY CALCULATION

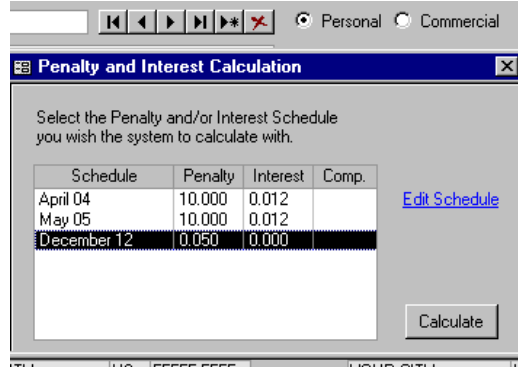
At some point in the tax payment process you will probably be adding penalty or interest the property tax customer/owner.

IMPORTANT NOTE

Remember that all batches must be posted before a penalty calculation is performed.

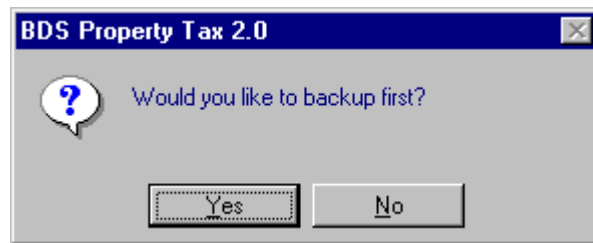
To do so, you click on the View menu option on the top menu bar and select Periodic Processing and click on Calculate Penalty/Interest.

Next, select the schedule you want to use for the calculation and then click on the Calculate button.

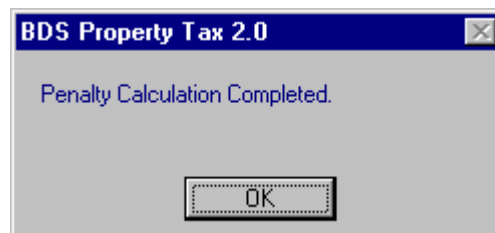


If you need to edit the schedule because of changes in penalty or interest percentages then click on the Edit Schedule item underscored in blue letters.

When the Calculate button is clicked you are again asked to perform and backup. Again we recommend a backup before any calculation.



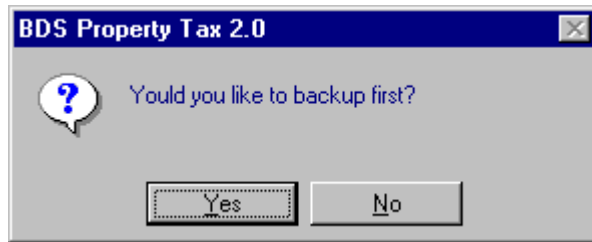
When the calculation is completed the following message will appear.



YEAR-END PROCESSING

To calculate a new tax year you must run the End of Year procedure. This will also advance your system to the next year date.

To run Year-end you click on the View menu options on the top menu bar. Next, select Periodic Processing and click on Year-End Processing. Again you will be prompted to do a backup. We strongly advise that you do this backup.



When backup is finished you will be notified of the year end success and will be notified of the new tax year and asked if you want to calculate it. If you have not already calculated the new tax year please do so.

SAMPLE FORMS

Standard Tax Statement

Property Tax Bill - 2001

Make check payable to:

**YOUR ENTITY NAME
FOR PAYMENT HERE**

Property Number: 2233223311

Due Date: 14-Sep-01

Amount Due: \$3,895.70

Amount Remitted:

Property:

WRIGHT, TOM
100 MAIN STREET
YOUR CITY US 55555--5555



Please detach along perforation. Return top portion with payment. Thank you.

Property Information

WRIGHT, TOM
100 MAIN STREET
YOUR CITY US 55555--5555

Property Number: 2233223311

Land Value	\$40,000
Improvement Value	\$176,000
Personal Value	\$10,000

2000 Past Due	\$585.81
1999 Past Due	\$0.00
1998 and Beyond	\$0.00
Total Past Due	\$585.81

2001 Tax	\$3,309.89
2001 Penalty	\$0.00
2001 Interest	\$0.00
Total 2001 Due	\$3,309.89

Balance Due \$3,895.70

Description	Millage	Amount
SPECIAL ASSESS TAX	1.20000	\$271.20
PERSONAL PROP TAX	0.78600	\$177.64
SCHOOL TAX	4.10000	\$924.75
MUNICIPAL TAX	2.50000	\$563.87
COUNTY TAX	2.90000	\$652.12
STATE TAX	3.20000	\$720.31
Total 2001 Tax	14.68600	\$3,309.89

Homestead Tax Reduction \$9.15

Amount Due	If Paid
\$3,895.70	Before September 14, 2001
\$4,285.74	After April 04, 2001
\$4,285.74	After May 05, 2001
\$3,897.65	After December 12, 2001

MESSAGE TO TAX PAYER:

WISCONSIN STATUTES REQUIRE THAT INTEREST BE CHARGED ON ALL DELINQUENT TAXES AT 1% PER MONTH (FRACTION OF A MONTH COUNTS AS A WHOLE MONTH) FROM FEBRUARY 1, UNTIL PAID, AND MAY BE SUBJECT TO AN ADDITIONAL PENALTY OF 1/2% A MONTH, IF THE COUNTY BOARD APPROVES (S. 74.47). WAUKESHA COUNTY HAS APPROVED THIS ADDITIONAL PENALTY.

Customized Tax Statement (Contact BDS)

Pay By Mail To:

VILLAGE OF

VILLAGE OF

Bill #: 30

PAYMENT INFORMATION	MESSAGE TO TAXPAYER																								
2001 Summer This tax is due by: 04/04/2001 Send SASE for a Return Receipt. Hours: 8am-5pm Monday-Friday. Phone (231) 652-1657	Due & Payable 7-1-01 to 8-31-01. From 9-1-01 to 2-28-02 a 3% Penalty is Added. After 3-1-02 Taxes are delinquent and Payable to Newaygo County Treasurer P. O. Box 885, White Cloud, MI 49349. Phone (231) 689-7230. TAXPAYER IS Responsible for paying on Correct Description.																								
PROPERTY INFORMATION	TAX DETAIL																								
Property Assessed To: School: DISTRICT #1 WRIGHT, TOM MAIN STREET YOUR CITY US 34332- Prop #: 223-322-331-1 - Prop Addr: 100 MAIN STREET Legal Description: BLOCK 1, LOT 3 MAIN ADDITION	WRIGHT, TOM MAIN STREET YOUR CITY US 34332- Mortgage Account: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Description</th> <th style="width: 20%;">Millage</th> <th style="width: 50%;">Amount</th> </tr> </thead> <tbody> <tr> <td>SPECIAL ASSESS TAX</td> <td>1.20000</td> <td>\$271.20</td> </tr> <tr> <td>PERSONAL PROP TAX</td> <td>0.78600</td> <td>\$177.64</td> </tr> <tr> <td>SCHOOL TAX</td> <td>4.10000</td> <td>\$924.75</td> </tr> <tr> <td>MUNICIPAL TAX</td> <td>2.50000</td> <td>\$563.67</td> </tr> <tr> <td>COUNTY TAX</td> <td>2.90000</td> <td>\$652.12</td> </tr> <tr> <td>STATE TAX</td> <td>3.20000</td> <td>\$720.31</td> </tr> <tr> <td>Total 2001 Tax</td> <td>14.68600</td> <td>\$3,309.69</td> </tr> </tbody> </table> <p style="font-size: small; text-align: center;">Taxes are based upon Taxable Value. 1 mill equals \$1 per \$1000 of Taxable Value. Amounts with no millage are either Special Assessments or other charges added to this bill.</p>	Description	Millage	Amount	SPECIAL ASSESS TAX	1.20000	\$271.20	PERSONAL PROP TAX	0.78600	\$177.64	SCHOOL TAX	4.10000	\$924.75	MUNICIPAL TAX	2.50000	\$563.67	COUNTY TAX	2.90000	\$652.12	STATE TAX	3.20000	\$720.31	Total 2001 Tax	14.68600	\$3,309.69
Description	Millage	Amount																							
SPECIAL ASSESS TAX	1.20000	\$271.20																							
PERSONAL PROP TAX	0.78600	\$177.64																							
SCHOOL TAX	4.10000	\$924.75																							
MUNICIPAL TAX	2.50000	\$563.67																							
COUNTY TAX	2.90000	\$652.12																							
STATE TAX	3.20000	\$720.31																							
Total 2001 Tax	14.68600	\$3,309.69																							
* Full legal description is on file. OPERATING FISCAL YEARS The taxes on bill will be used for governmental operations for the following fiscal year(s): County: 10/01/2001 - 09/30/2002 Twn/City: 07/01/2001 - 06/30/2002 School: 07/01/2001 - 06/30/2002 State: 10/01/2001 - 09/30/2002 This does NOT affect when the tax is due or its amount.	Total Amount Due \$3,309.69 Homestead Exemption Has Reduced Bill By \$9.15																								

Please detach along perforation. Keep the top portion.

PLEASE RETURN THIS PORTION WITH PAYMENT. THANK YOU.

Bill #: 30

This tax is due by: 04/04/2001
 After 04/04/2001 amount due will be \$3,409.19

Property Address: 100 MAIN STREET

TAXPAYER NOTE: Are your name & mailing address correct?
 If not, please make corrections above. Thank You.

WRIGHT, TOM
 MAIN STREET
 YOUR CITY US 34332-

Mortgage Account:

2001 Summer Tax for Property #: 2233223311
 Make Check Payable To: VILLAGE OF SUSSEX

Please Pay This Amount \$3,309.89

Amount Remitted: _____



Late Notice Statement



NOTICE OF REAL ESTATE TAX DUE

Notice Date: 9/14/2001

PROPERTY OWNER

For correction to mailing address, please write complete address below

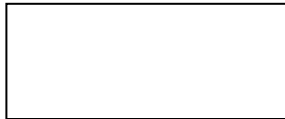
WRIGHT, TOM
100 MAIN STREET
YOUR CITY US 55555--5555

PARCEL NUMBER	PROPERTY ADDRESS	UNPAID BALANCE	PENALTY/INTEREST
223-322-331-1 -	100 MAIN STREET	\$3,895.70	\$390.04

Total Unpaid Delinquent Tax Is \$3,895.70
Charges Due If Paid Before October 10, 2001 Is \$390.04

TOTAL DELINQUENT TAX AND CHARGES PAST DUE IS * \$4,285.74**

Please return this notice with your payment to:



WISCONSIN STATUTES REQUIRE THAT INTEREST BE CHARGED ON ALL DELINQUENT TAXES AT 1% PER MONTH (FRACTION OF A MONTH COUNTS AS A WHOLE MONTH) FROM FEBRUARY 1, UNTIL PAID, AND MAY BE SUBJECT TO AN ADDITIONAL PENALTY OF 1/2% A MONTH, IF THE COUNTY BOARD APPROVES (S. 74.47). WAUKESHA COUNTY HAS APPROVED THIS ADDITIONAL PENALTY.