

### Adjusting Interest Dates For Delinquents

On occasion, the October 10th deadline for payment of current taxes will fall on either a weekend or a holiday. When this occurs, it may be necessary for the Collector's Office to adjust the date used to calculate interest on delinquent taxes from October 10th to a different date. For example, in 2009, October 10th falls on a Saturday and Monday the 12th is Columbus Day. This means the last day taxpayers have to pay current taxes is actually October 13th.

In order to make these changes, a user with the appropriate security level will need to make changes to the appropriate Delinquent Penalty table entry. In WinCollect click "File", then "Lookup Tables" and "Delq Penalty". Each entry in this table contains an Interest Date, however only those entries for the current tax year which have an Interest amount other than zero need to be modified.

For example, AVP is the entry for Personal Property, but as there is no Interest calculated on Personal Property, that entry for the current tax year does not need to be modified. However, the entry for AVR, which is Real Estate, will need to be modified.

The record can be modified by clicking on the appropriate line in the list, then clicking the Edit button at the top of the window. The Interest Date can then be changed to the desired date. Clicking on the Save button will save the entry.

Typically, the only other tax types which might have interest calculated on delinquent taxes are Improvement Districts, which are Tax Type ID. Any of those should also be adjusted appropriately. The user should also take time to check all tax types to ensure all the necessary tax types have been changed.

This process should be completed prior to October 10th of the affected year.