

## Editing Millage Rates

WinPers maintains current millage rate information for the purpose of computing estimated taxes. The millage rates in WinPers do not in any way effect the calculation of taxes in the Collector's Office.

To edit the current millage rates:

1. Start the Personal Property program
2. On the menu, select *File* then *Lookup Tables...*
3. Select the *School Districts* tab
4. Click on the row that you want to edit
5. Click the Edit button
6. The millage rate goes into the field labeled "Millage". It should be expressed in mils, such as 37.40, not .0374.
7. Click the OK button to save your changes.