May 31st Procedures

Following is a summary of the functions used after the May 31st assessment deadline passes.

Listings – When a taxpayer assesses a new vehicle acquired after the May 31 cutoff date, you can add the vehicle to the account in the normal manner but select "Listed" from the *Status group* choices (Assessed, Listed, Final). Otherwise, select the added vehicle and press the "L" key or click the *List* button. This will mark it as a listed vehicle. Listed vehicle records are highlighted in green. You will notice the system places an "L" in the Status column. The vehicle's value will still appear on that line for reference, but it will no longer be counted toward the total assessed value, which you can see at the bottom of the screen.

Finals – When a vehicle is sold after May 31, the final feature is used to indicate that the taxpayer no longer owns the vehicle, even though it needs to remain on the account since they are liable for the taxes. From the vehicle detail screen, highlight the vehicle and press "F" or click the *Final* button. Finalized vehicle records are highlighted in red. An "F" will be placed in the *Status* column. Note that this does not affect the assessed value in any way. This vehicle will still be included when values are given to the Collector at the end of the year. However, this vehicle will not roll over to your 2006 assessment file.

Penalties, single vehicle – If a single vehicle is late, you can simply highlight or select the entry on the vehicle tab and press the "P" key or click the *Penalty* button. This will apply a 10% penalty to that vehicle only. Pressing the "P" key (or clicking the *Penalty button*) again removes the penalty. This method allows you to apply or remove penalties on an individual vehicle basis.

Penalties, entire account – When the entire assessment is late, all the vehicles may be entered as usual. On the menu, select *PPAN* then *Add Penalty*. This will apply a 10% penalty to all property on the account. To remove penalties from an account, on the menu, select *PPAN* then *Remove Penalty*. This action will remove all penalties from the account.

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