

Summer / Winter Tax Bill Procedure

Step 1: (Assessor and Treasurer)

Only after the Assessor and Treasurer balance to each other does the **Assessor create a backup and Miscellaneous Totals/Statistics Report to be sent to Equalization. NO changes are made at local unit level to either database until Equalization has Tax Bills balanced for your unit.**

Step 2: (Treasurer)

Treasurer sends Sue Bostwick a Tax Bill Packet for review. The packet should contain the following:

- 1% Fee Sheet
- Contact Information if Equalization has any questions
- Totals for Special Assessments
- Tax Table
- Copy of the Assessor's Miscellaneous Totals/Statistics Report that you used to balance with the Assessor. (See below if they apply.)
 - Ad Valorem Only
 - IFT Only
 - DNR Only
 - OPRA Only
 - Ad Valorem Minus Ren Zone
 - Land Bank Only
 - Ren Zone Only
- Adjusted Tax Bill Totals (See below if they apply.)
 - Ad Valorem Only
 - IFT Only
 - DNR Only
 - OPRA Only
 - Ad Valorem Minus Ren Zone
 - Land Bank Only
 - Ren Zone Only
- Copies of a few Tax bills

Once the packet has been reviewed, Sue will call the unit Treasurer to **COMMIT** taxes and request an export that balances with the reviewed totals. We are requesting that you send the information to the following email address:

sbostwick@livgov.com and tmurrish@livgov.com

This way the soonest available person can access the information.

Note: *Winter Tax Bills Season ONLY-* A PRE list needs to be forward to Jennifer Nash, Livingston County Treasurer.

Summer Tax Bill Export- "Current Season Export: BSA_TAX2.ZIP"

Winter Tax Bill Export- "Complete Tax Bill Export: BSARLL2.ZIP"