

# ACT 68 Warnings that stop you from printing You must fix these first.

The Act 68 warning report appears anytime you run a '1. Grand List' or '4. Form 411' report. This report is doing a quick audit of your data to see if there are any issues that need your attention. Some of the items on the report will prevent you from producing the report you selected where others are helpful alerts that a specific parcel may need to be reviewed. Each issue on this report is comprised of 2 rows of data. Row 1 contains Parcel ID, Span #, Owner Name. The second row gives a brief description of the issue on a specific parcel. Parcels may appear more than one time in the report if they have multiple issues. This document will show how you resolve each issue by looking at the individual parcel on '1. Parcel Maintenance' of your grand list program.

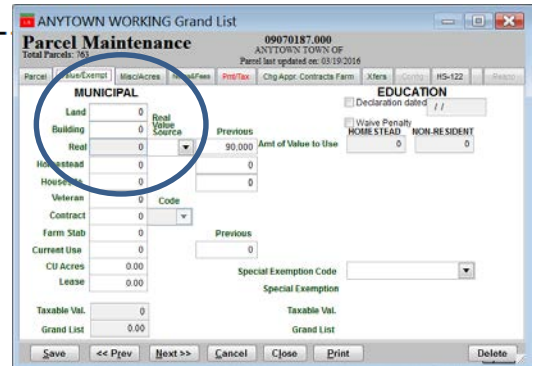


## ACT 68 Warnings that stop you from printing You must fix these first.



03/19/2016 ANYTOWN Grand List Page 3 of 7  
 11:05 am Act 68 Data Test Report IT Consultant 2  
 These issues should be reviewed in maintenance before continuing

Parcel ID	SPAN	Name
<b>Problem</b>		
09070187.000	354-109-10355	ANYTOWN TOWN OF
Missing real value source on value/exempt tab.		
09070187.000	354-109-10355	ANYTOWN TOWN OF
Missing nontax/state statute on parcel tab.		
09070187.000	354-109-10355	ANYTOWN TOWN OF
Real value missing on value/exempt tab.		

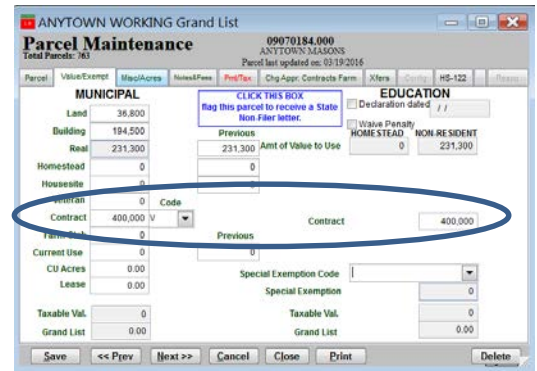


**Solution:** All "Non Taxable/State Owned land" are required to have "Real value", 'Real Value Source (Assessed/Insurance) along with a Statute that this parcel falls under to be considered 'Non Taxable'. Once this data is filled in properly you will be able to run the '1. Grand List' or '4. 411 report'.



09070184.000                      354-109-10352                      ANYTOWN MASONS  
 Real Minus Exemptions Less then Zero

09070184.000                      354-109-10352                      ANYTOWN MASONS  
 Non-Resi Minus Non-Resi Exemptions Less then Zero

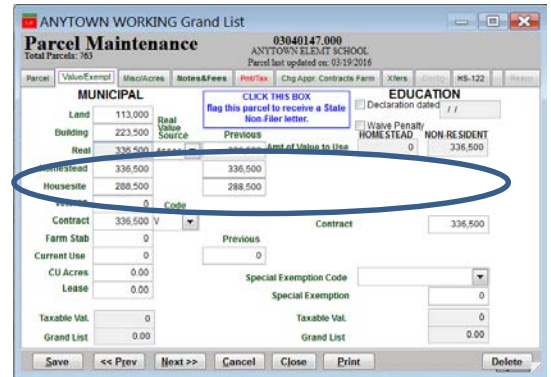


**Solution:** Your exemptions value is larger than the ‘Real, Homestead, or Non Residential value’. You can not have an exemption greater than the value you are trying to subtract the exemption from. Reduce the exemption accordingly in Parcel Maintenance. In this example the contract value is larger than the ‘Real and ‘Non Residential’ value. Reduce the contract value accordingly.



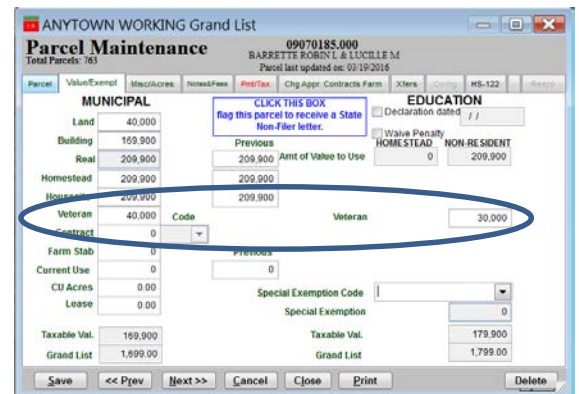
03040147.000                      354-109-10189                      ANYTOWN ELEM SCHOOL  
 Contracts cannot exist on non-taxable records.

**Solution:** This parcel is already flagged as Non taxable so you can not have an exemption on it as well. Remove the exemption “Contract” amount in this example or change the ‘Tax status’ field on the ‘Parcel’ tab to ‘Taxable’ if this parcel is not a ‘Non Taxable’ parcel.



09070185.000                      354-109-10353                      BARRETTE ROBIN L & LUCILLE M  
 Veterans Exemption Incorrectly Allocated

**Solution:** Incorrectly allocated simply means you are not applying the exemption amount properly. In this example the Veterans Exemption of 40,000 is being applied to the Municipal column but only 30,000 is being applied to the Non Residential column. The program is stopping you because it wants to know where you want to apply the missing 10,000 dollars. Simply update the Veterans Exemption in the Non Residential column to 40,000 dollars and click the save button.

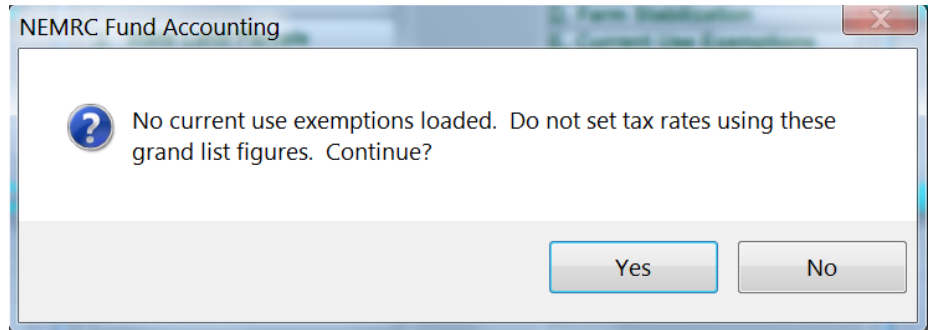


**NOTE:**

If the amounts look correct on the screen click the ‘Save’ button so the program updates this screen. That should remove them from the act 68 report. This happens sometimes when you load CU exemptions or you download new homestead declarations.

# Act 68 Warnings that do not stop you

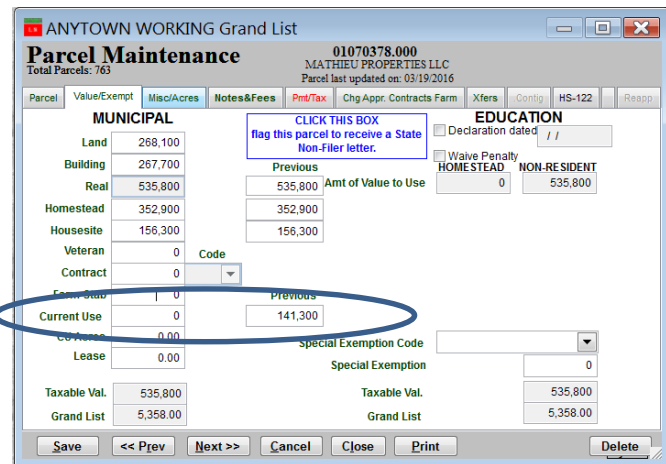
Below is a warning that will appear when you try to run your '1. Grand List' or '4. Form 411' report. This is just reminding you have not loaded any Current Use exemptions into '1 Parcel Maintenance' yet. You can proceed with the production of the reports just know that they will not include any Current Use exemptions at this time. If you are one of the few City/Towns that do not have any current use records then you can ignore this message. **NOTE: This will stop you once you start passing files back and forth between the town and CU dept.**



Parcel ID	SPAN	Name
01070378.000	354-109-10092	MATHIEU PROPERTIES LLC
<b>Problem</b>		
Land Use Exempt. Mismatch: Grand List: 0 - State: 142,300		

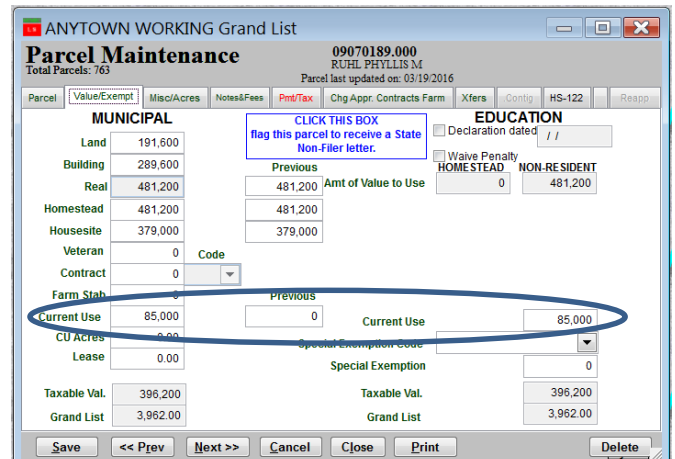
**Solution:** Land use Exemption in 1. Parcel Maint doesn't match '9. State Current Use Maintenance'. This could be due to Current use values haven't been loaded from '9. Current Use Maintenance'. Refer to 'Current Use' instructions on how to load current use values.

<http://www.nemrc.com/support/grandList/Current%20Use%20NEMRC%20Instructions%202016.pdf>



09070189.000	354-109-10357	RUHL PHYLLIS M
<b>Land Use Exempt. Mismatch: Grand List:85,000 - State:Not Found</b>		

**Solution:** This parcel has a Current use exemption in '1.Parcel Maintenance' but the parcel does not exist in '9 State Current Use Maintenance' you need to verify if this parcel should have a CU exemption or not. This will cause your CU reports from Parcel maintenance to be different than the '9 State Current Use Maintenance' reports.



06070373.000

354-109-10316

BROWN ANNE C REVOCABLE TRUST

Land Use Exempt. Mismatch: Grand List:148,600 - State:Purge

**Solution:** This parcel has a CU exemption but is flagged as 'Purged' in '9 State Current Use Maintenance'. This could be due to 2 reasons.

1. This parcel is being removed from the CU program  
If that is the case manually remove the CU exemption on this screen.
2. If this parcel has transferred ownership you will see 2 records in '9 State CU Maintenance' one record with the original names flagged as 'Purged' and another record flagged as 'Actively Enrolled' as seen below. If this is the case then you want to make sure the CU exemption matches the record that is 'Actively enrolled'.

State Current Use Maintenance

Double Click a parcel or select a parcel and press the Edit button

Certified	Validated	Scd	Owner ID	CU ID	Town Pid	Span	Name	Address
No	Yes	109	pohlm 01	111	04040141.000	354-109-10259	SMITH GEOFFREY	36 PITTSFIELD RD
No	Yes	109	shepa 09	43	04040159.100	354-109-10261	HOOVER JASON T & PAMELA T	29 BROOKSIDE RD
No	Yes	109	cattl 04	47	04040162.000	354-109-10264	ROBERGE PAUL A	41 BROOKSIDE RD
No	Yes	109	mikke 01	24	04040167.000	354-109-10270	PERRY DON & RON	1292 VT RT 128
No	Yes	109	smith 12	38	04040168.000	354-109-10271	PANTE LEAFYE & MARCUS	201 BROOKSIDE RD
No	Yes	109	parke 04	71	06060133.100	354-109-10296	DUNKLEY THOMAS	1362 OLD STAGE RD
No	Yes	109	goble 01	91	06060136.000	354-109-10300	MALONEY MARGARET ANNE TAYLOR	185 MOUNTAIN RD
No	Yes	109	johns 36	21	06060144.000	354-109-10303	JOHNSON ERIC & LINDA	197 MOUNTAIN ROAD
No	Yes	109	benz 01	10	06060149.000	354-109-10307	BACON CHRISTOPHER J	1502 OLD STAGE RD
No	Yes	109	kante 01	85	06070332.000	354-109-10310	CHAUVIN DENIS C	1511 OLD STAGE RD
No	Yes	109	luber 03	110	06070333.000	354-109-10314	LUBER LINDA	1472 OLD STAGE RD
No	Yes	109	taylo 30	27	06070371.000	354-109-10314	WAMMER ERIK J	1489 OLD STAGE RD
Yes	Yes	109	seibe 04	133	354-109-10316	354-109-10316	BROWN ANNE & CHARLIE	1380 OLD STAGE RD
No	Yes	109	seibe 05	137	06070373.000	354-109-10316	BROWN ANNE C REVOCABLE TRUST	1380 OLD STAGE RD
No	Yes	109	atoch 01	31	06100103.000	354-109-10319	CAMPBELL JANIS E	254 BLACKBERRY HILL DR
No	Yes	109	dumme 04	8	06100129.000	354-109-10322	ASTARITA ALICE	1274 OLD STAGE RD
No	Yes	109	wasse 01	12	06100131.000	354-109-10324	MEAD MARYANNE E	1329 OLD STAGE RD
No	Yes	109	white 49	117	07030141.000	354-109-10330	JORSCHICK JOHN P JR & DEBORAH A	1887 VT RT 128
Yes	Yes	109	shatt 05	122	08070104.000	354-109-10351	WIEDMANN MARK	1843 A&B VT RT 128
Yes	Yes	109	wende 01	42	11030110.000	354-109-10368	INDOE PATRICIA J	1677 VT RT 128
No	Yes	109	schle 07	65	11040112.000	354-109-10370	POULIOT DONALD & DALE	1478 VT RT 128

Find:   Name 1  SPAN  Parcel ID

01030157.000

354-109-10008

WINFIELD DAVID G & CAROL A

Housesite equals Homestead and parcel has more than 2 acres.

**Solution:** This parcel has 3.40 acres so the House site should not equal the Homestead value. Check to make sure the acreage is correct and/or adjust the house site value accordingly. This will affect their income sensitivity calculation on their tax bill.

01030160.000

354-109-10010

SMITH JANE

Housesite not equal to Homestead and parcel has less than 2 acres.

**Solution:** This parcel has .41 acres so the House site should be equal to the Homestead and Real Value. Adjust the house site value accordingly. (There are some cases where this is correct). IE 2 houses on 1 parcel.

ANYTOWN WORKING Grand List  
Parcel Maintenance  
01030160.000  
SMITH JANE  
Parcel last updated on: 03/19/2016

MUNICIPAL		Previous		EDUCATION	
Land	20,000			<input checked="" type="checkbox"/> Declaration dated	02/09/2016
Building	160,300			<input type="checkbox"/> Waive Penalty	
Real	190,200	190,200		<input type="checkbox"/> HOMESTEAD	<input type="checkbox"/> NON-RESIDENT
Homestead	190,200	190,200			0
Housesite	150,200	190,200			
Veteran	0				
Contract	0				
Farm Stab	0				
Current Use	0	0			
CU Acres	0.00			Special Exemption Code	
Lease	0.00			Special Exemption	0
Taxable Val.	190,200			Taxable Val.	190,200
Grand List	1,902.00			Grand List	1,902.00

01030173.000

354-109-10024

SMITH MICHAEL & NANCY

Check Business/Rental 30% Split for Homestead. Tax values could be affected.

**Solution:** This parcel declared business/rental use when they filed homestead declaration. You can confirm that by looking at the 'HS-122' tab. Adjust the Homestead & House site values accordingly. If you do not feel they have reported the business/rental use percent properly then follow up by using the 'Listers response' procedure to Taxpayer Services so they can research further. Refer to 'Lister Response Document at <http://www.nemrc.com/support/grandList/>

ANYTOWN WORKING Grand List  
Parcel Maintenance  
01030173.000  
SMITH MICHAEL & NANCY  
Parcel last updated on: 03/19/2016

MUNICIPAL		Previous		EDUCATION	
Land	68,700			<input checked="" type="checkbox"/> Declaration dated	02/07/2016
Building	67,900			<input type="checkbox"/> Waive Penalty	
Real	133,600	133,600		<input type="checkbox"/> HOMESTEAD	<input type="checkbox"/> NON-RESIDENT
Homestead	133,600	133,600			0
Housesite	94,200	133,600			
Veteran	0				
Contract	0				
Farm Stab	0				
Current Use	0	0			
CU Acres	0.00			Special Exemption Code	
Lease	0.00			Special Exemption	0
Taxable Val.	133,600			Taxable Val.	133,600
Grand List	1,336.00			Grand List	1,336.00

34110108.300

354-109-10704

ALEXANDER KAYE

Missing Homestead/Housesite data, owner filed.

**Solution:** This person filed a Homestead declaration but will be Taxed as a "Non Residential" because there are no Homestead or House site values on this parcel. Enter the appropriate Homestead and House site Values.

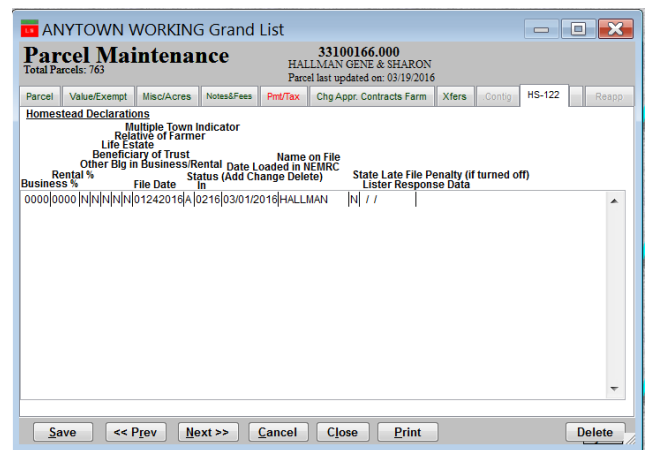
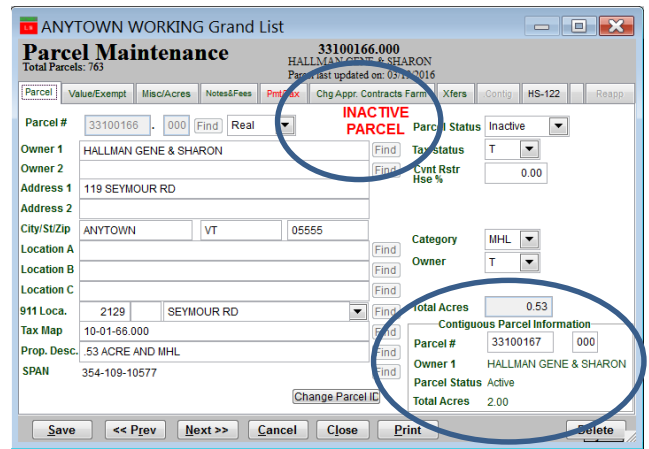
ANYTOWN WORKING Grand List  
Parcel Maintenance  
34110108.300  
ALEXANDER KAYE  
Parcel last updated on: 03/19/2016

MUNICIPAL		Previous		EDUCATION	
Land	100,700			<input checked="" type="checkbox"/> Declaration dated	02/26/2016
Building	148,400			<input type="checkbox"/> Waive Penalty	
Real	249,100	249,100		<input type="checkbox"/> HOMESTEAD	<input type="checkbox"/> NON-RESIDENT
Homestead	0	0			249,100
Housesite	0	0			
Veteran	0				
Contract	0				
Farm Stab	0				
Current Use	0	0			
CU Acres	0.00			Special Exemption Code	
Lease	0.00			Special Exemption	0
Taxable Val.	249,100			Taxable Val.	249,100
Grand List	2,491.00			Grand List	2,491.00



33100166.000                      354-109-10577                      HALLMAN GENE & SHARON  
 State Payment found on Inactive parcel.

**Solution:** This person filed a Homestead Declaration on the parcel he lived in last year. He has since purchased another parcel which was contiguous with this parcel therefore the Listers made this parcel "Inactive". (We can tell this due to the Listers entered the 'Contiguous Parcel Information' in the lower right corner of the screen. You can also see his Homestead Declaration information by looking at The 'HS-122' tab seen here as well. Also this persons 'State Payment' is being applied to this parcel. You could find reference to that by looking at the 'PMT/TAX' tab. To resolve this issue simply Report this issue to Taxpayer Services by using The 'Lister Response' process.  
<http://www.nemrc.com/support/grandList/>  
 You may also follow up with Taxpayer Services via email or phone. These types of issues need to get resolved before the end of the grand list season December 30 of a given year.



35100242.000                      354-109-10646                      NICHOLS MARGARET P  
 WARNING. State Pmt found without Homestead, check for downloads.

**Solution:** This person is getting a State payment but does not have a homestead declaration. This can happen when there is a change in ownership but you have to research these situations. If you look at the 'HS 122' tab you can see what happened in this example. There are 3 homestead declarations that have been downloaded.

1. The owner 'Nichols' declared her Homestead dec.
2. Then someone named 'Irish' declared too. Which the Listers responded to Taxpayer Services that this was incorrect.
3. Next the removal of the 'Irish' declaration which removed the homestead declaration from the parcel entirely. So at this point the Listers need to inform Taxpayer Services of the situation so 'Nichols' Homestead declaration is turned back on again. This needs to be resolved before December 30 of a given year.

