

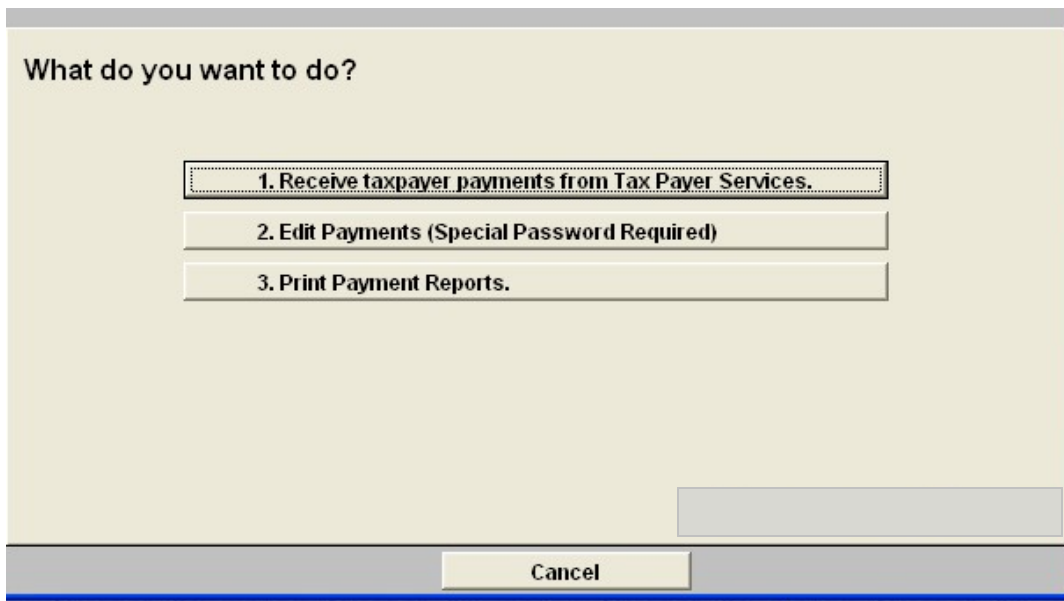
HS 122 Payment Downloads

This year Legislation has been put in place that requires the Cities/Towns to receive the Income sensitivity payment and/or State tax refunds (if a taxpayer so desires) directly and display it on the property tax bill.

- A. The first download with this information will be available the 1st of July. Adjustment files maybe sent weekly thereafter.
- B. July 2nd the tax payer will receive a letter from the State showing the amount of money that will be applied to their tax bill along with the span # of their parcel. They should compare the amount on this letter to the amount shown on their tax bill to insure it is correct.

Select '# 8 HS 122 Payments' from the 'Main Menu'

- 1. If connected to the internet click the '1. Receive taxpayer payment from TPS' - This works the same as your Homestead Declarations.



- 2. **Edit payments** – This option is used when an hs 122 payment from the State needs to be adjusted. You will receive information from Tax Payer Services telling you what parcels need to be adjusted. ***99% of the time Tax Payer Services with make the appropriate adjustment and send you a file to download.*** You can not do this process without a password from NEMRC support or PVR support.



HS 122 Payment Downloads

Once you have entered the correct password another screen will appear and prompt you for the following information. Span # of the parcel that requires the adjustment, the amount of the adjustment, and the tax year for the adjustments. When you have entered all of the data correctly click the ‘**Change Selected Record**’ on the screen below.

This procedure will modify a payment received from the state.

SPAN Number to Change

Amount to Adjust Total Payment by (can be negative) 0.00

Amount to Adjust Education By (can be negative) 0.00

Calculated Adjustment to Municipal 0.00

Tax Year for Payment 2019

Change Selected Record

Cancel My Help

3. **Print Payment Reports** – Has 2 reports that can be printed you may select the order in which the report prints.
- A. HS 122 State payment report – Shows all parcels and the amount of the HS 122 payment to be applied.
 - B. HS 122 State payment name mismatch report – Shows all parcels in the download where the name that the state has on record does not match the name in your grand list data.
- See the next page for examples of these reports

Order

Parcel #

Owner

SPAN

1. HS-122 State Payment Report

2. HS-122 State Payment Name Mismatch

Cancel

HS 122 Payment Downloads

Below is the 'HS 122 State Payment Report' it displays the parcel information along with the amount of the payment and the span # of the parcel. Providing the total # of parcels downloaded. As well as the total amount of payments being applied to the parcels.

Parcel ID	Name /Address	Date	Payment Span
T01X790.	CANDILORO FRANCIS & CYNTHIA M 1955 VT ROUTE 100	50/7	700.00 513-161-10135
T26X270.	OPIE LAURA C & LYMAN C 51 HASKPPEE RD	10/7	1000.00 513-161-10580

Total Payments on 50/7 (1) totaling 700.00			
Total Payments on 10/7 (1) totaling 1000.00			
Total Records: 2			
Total Payments: 1700.00			

Below is an example of the 'HS 122 State Possible Name Mismatch' Simply displaying the difference between what you have listed in your grand list data verses what was filed with the State. In this example the parcel is probably correct because the difference is Name 2 is listed in your date and was not listed on the state form.

HS 122 State Possible Name Mismatch

Parcel ID	Name1/Name2	State Name	Span #
TX01X790	CANDILORO FRANCIS CANDILORO CYNTHIA	CANDILORO FRANCIS	513-161-10580