6. Change Parcel Information

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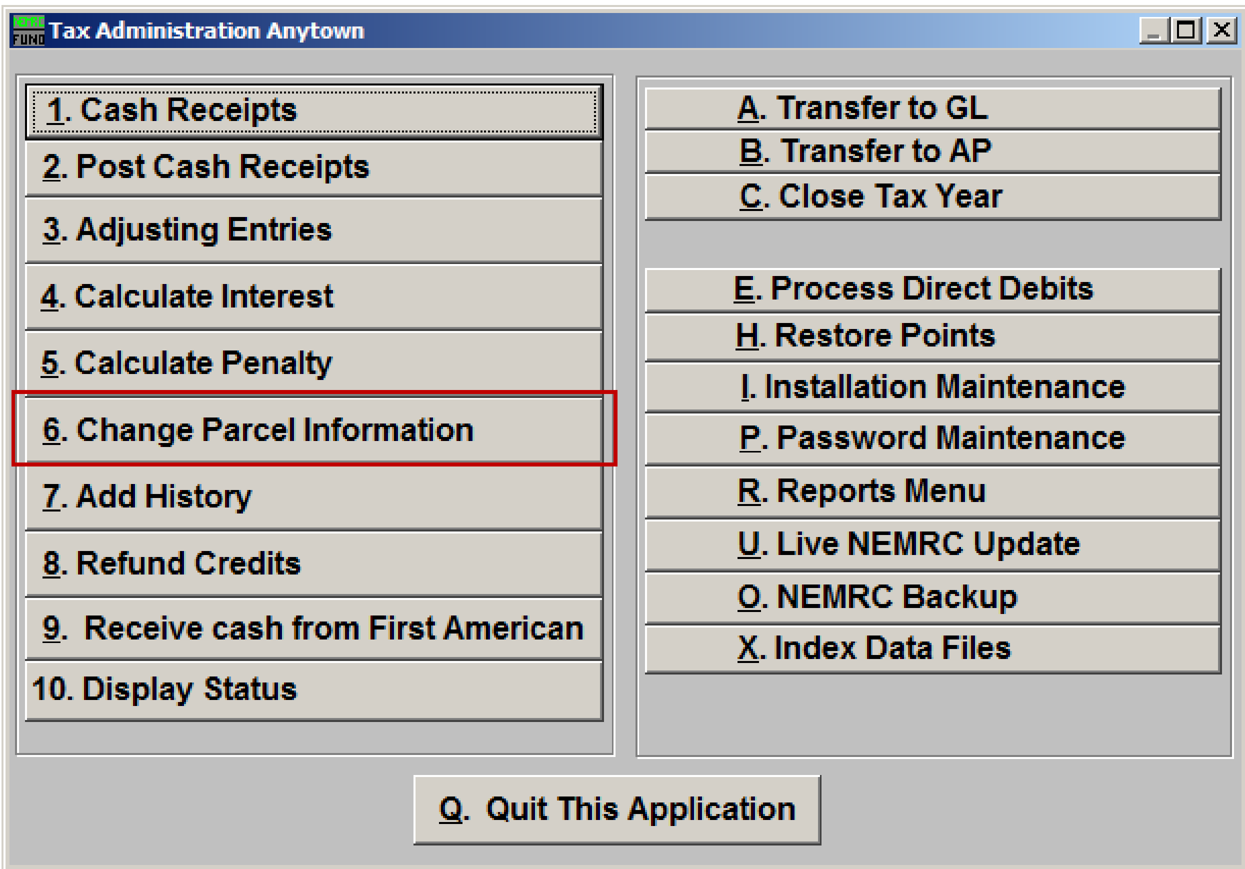
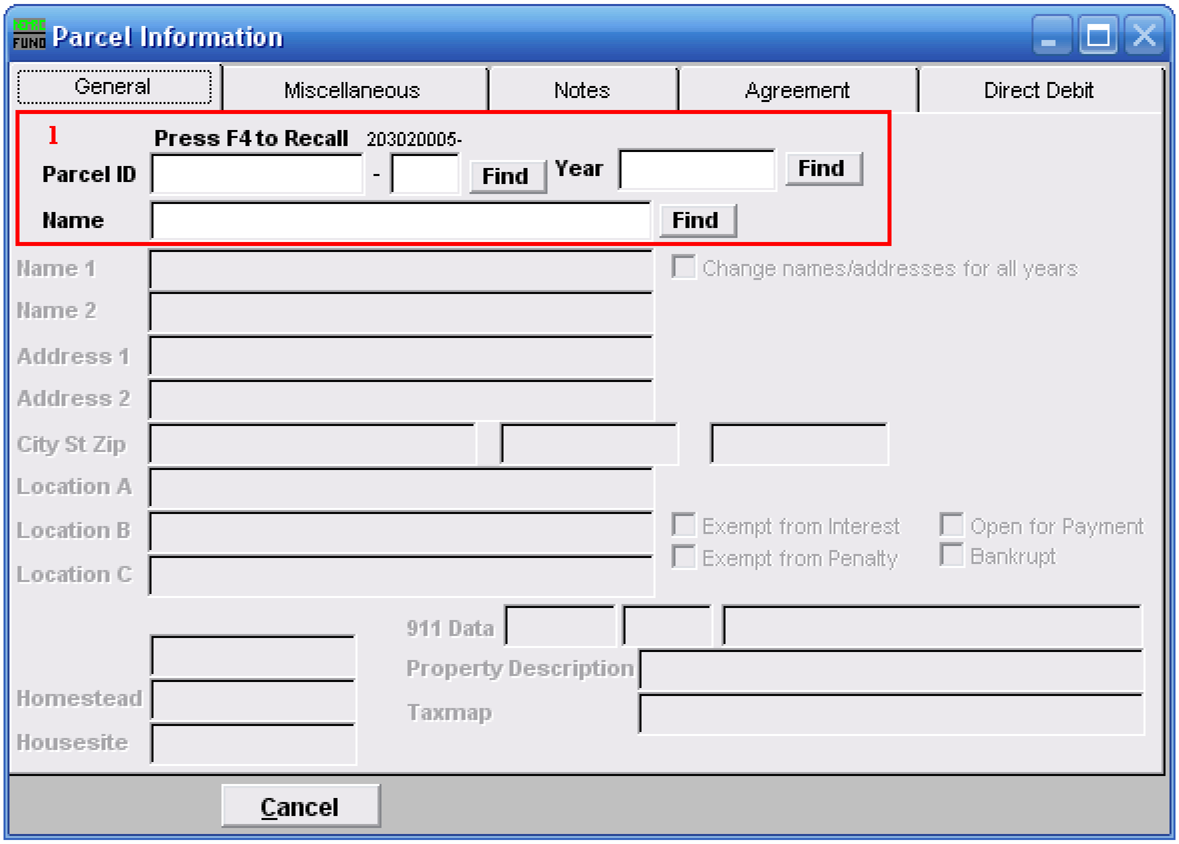


Click on "6. Change Parcel Information" from the Main Menu and the following window will appear:

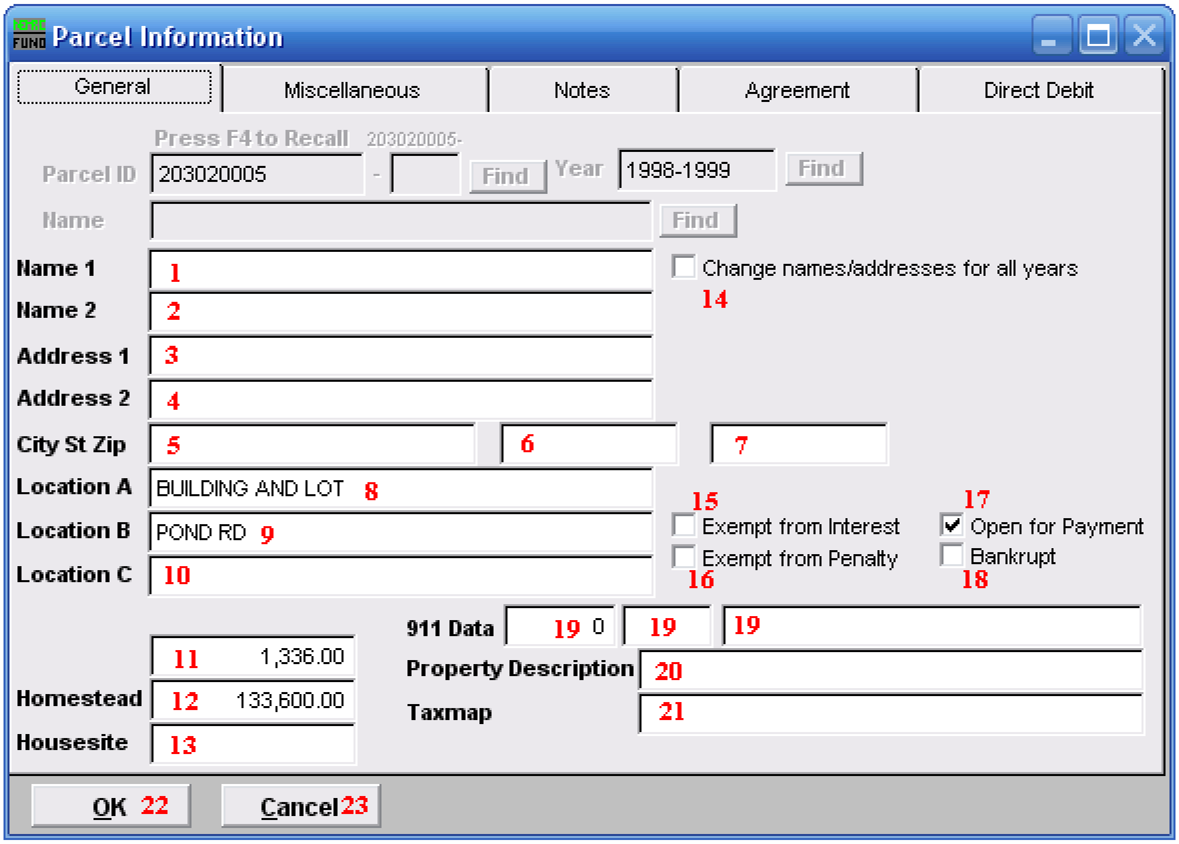
Change Parcel Information



1. Select the Parcel you are seeking. The "General" tab will appear. For additional information on finding Parcels, refer to TA GENERAL PARCEL LOOKUPS.

The "General" tab

The "General" tab will be the first tab that appears after you choose a Parcel.



1. **Name 1:** Enter the first owners name in last name, first name order.
2. **Name 2:** Enter the second owners name in last name, first name order.
3. **Address 1:** Enter the first line of the mailing address for the owner.
4. **Address 2:** Enter the second line of the mailing address for the owner.
5. **City St Zip: City:** Enter the city of the mailing address for the owner.
6. **City St Zip: State:** Enter the state of the mailing address for the owner.
7. **City St Zip: Zip-Code:** Enter the zip code of the mailing address for the owner.
8. **Location A:** Enter the information that is usually place in this field by the listers office.
9. **Location B:** Enter the information that is usually place in this field by the listers office.

10. **Location C:** Enter the information that is usually place in this field by the listers office.

11. Enter the grand list value of property for the Tax Year being added.

12. **Homestead:** Enter the homestead value for this property for the Tax Year.

13. **Housesite:** Enter the housesite value for this property for the Tax Year.

14. **Change names/addresses for all years:** Check this box to have all Tax Years with the same Parcel number get updated when saving information on this screen.

15. **Exempt from Interest:** Check this box to exempt this Parcel from all interest calculations. This is often used when a Parcel goes into bankruptcy.

16. **Exempt from Penalty:** Check this box to exempt this Parcel from all penalty calculations. This is often used when a Parcel goes into bankruptcy.

17. **Open for Payment:** Check this box to allow payments to be posted to this Parcel and year. This is often unchecked when a Parcel goes into bankruptcy.

18. **Bankrupt:** Check this box to indicate this Parcel and Tax Year are in bankruptcy. This option allows not producing delinquent notices for this Parcel that are not needed.

19. **911 Data:** Enter the 911 locatable address for this Parcel.

20. **Property Description:** Enter the Parcel description as defined by the listers.

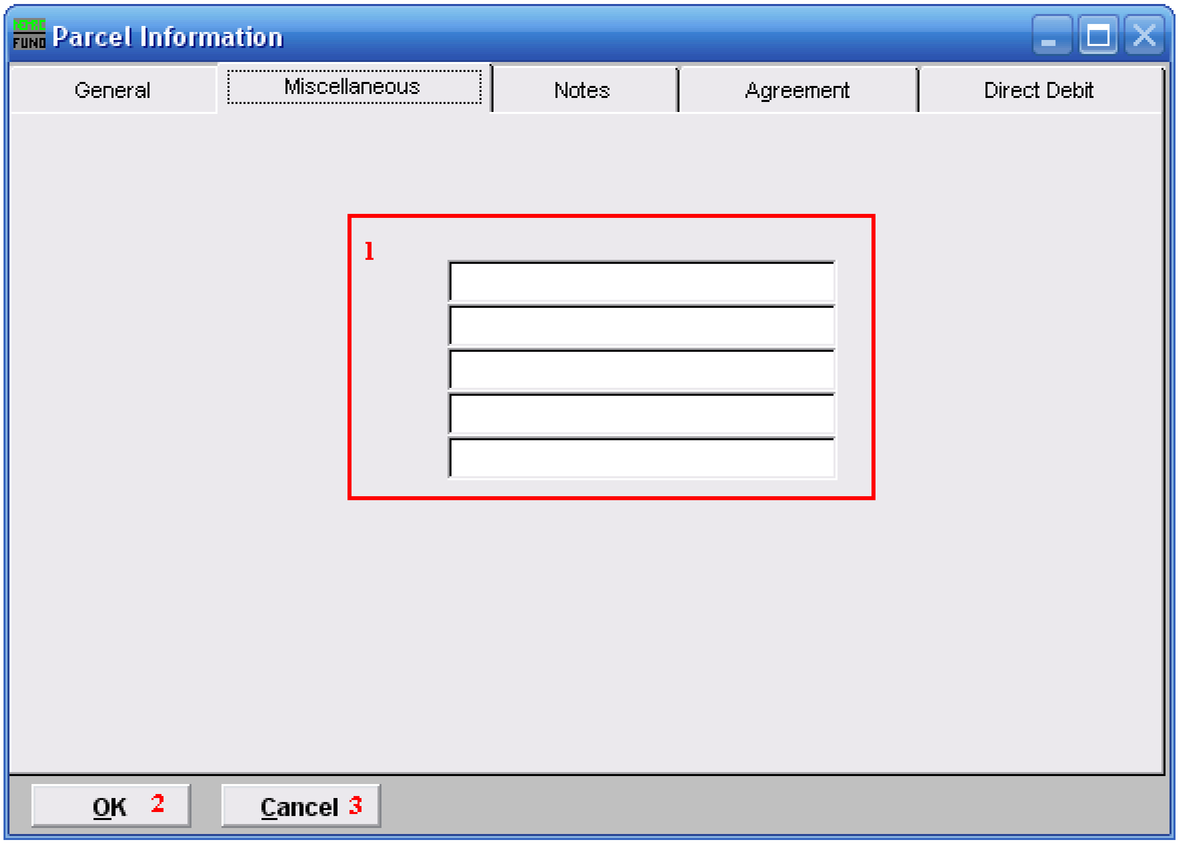
21. **Taxmap:** Enter the tax map number for this Parcel if there is one defined.

22. **OK:** Click this button when you have completed entry on all tabs.

23. **Cancel:** Click on “Cancel” to return to the previous screen.

The "Miscellaneous" tab

Click on the "Miscellaneous" tab and the following window will appear:



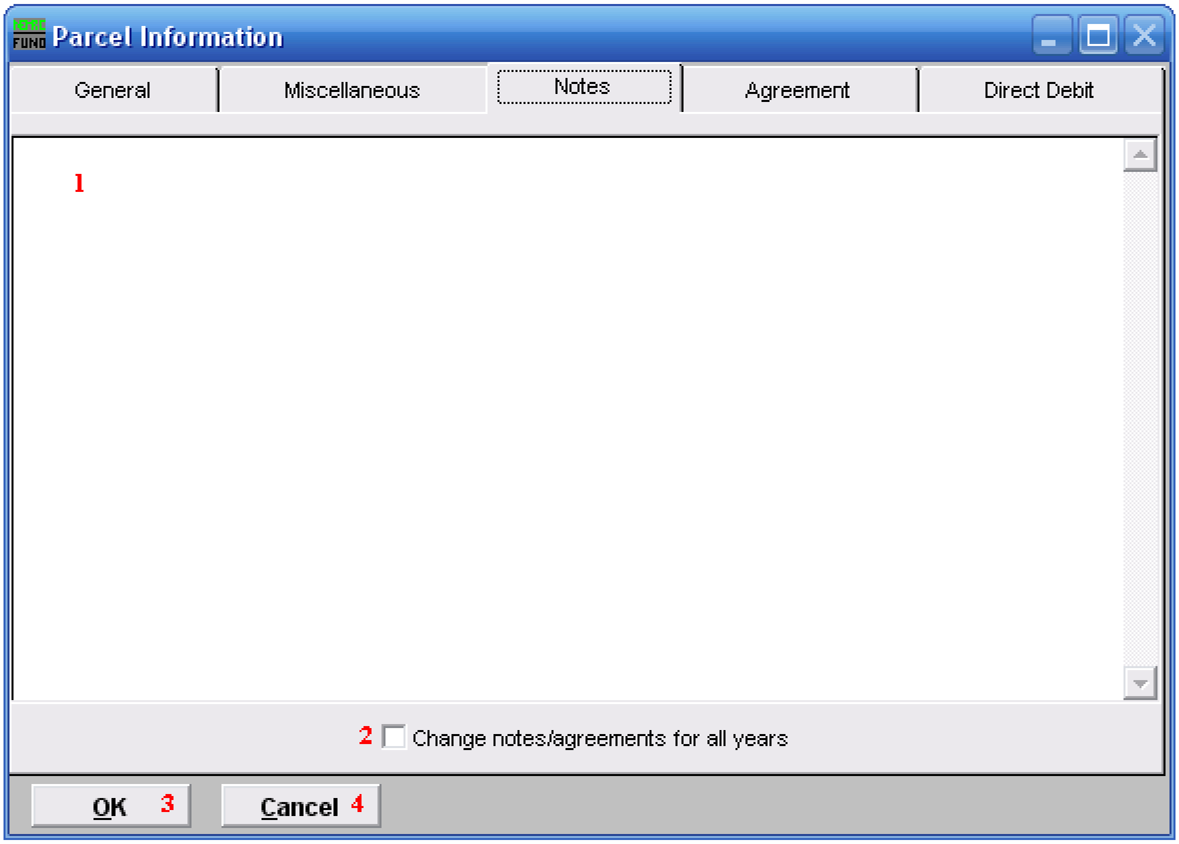
1. These are user defined fields. Use "I. Installation Maintenance," from the Main Menu, to define your use of these fields.

2. **OK:** Click this button when you have completed entry on all tabs.

3. **Cancel:** Click on "Cancel" to return to the previous screen.

The "Notes" tab

Click on the "Notes" tab and the following window will appear:



1. This field is user defined. Enter in the details of a payment agreement for this Parcel and Tax Year. This information will appear on the agreement report.

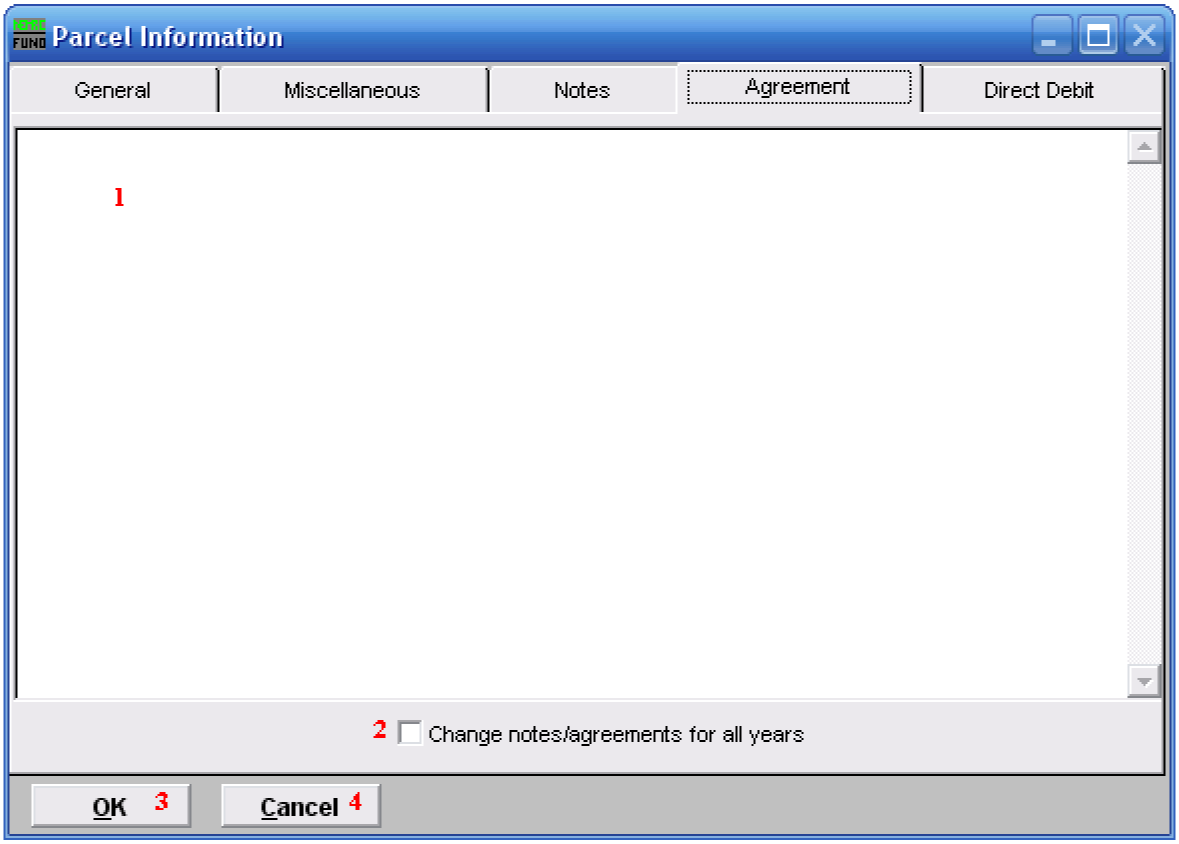
2. **Change notes/agreements for all years:** Check this box to have all Tax Years with the same Parcel number get updated when saving information on this screen.

3. **OK:** Check this box to have all Tax Years with the same Parcel number get updated when saving information on this screen.

4. **Cancel:** Click on "Cancel" to return to the previous screen.

The “Agreement” tab

Click on the “Agreement” tab and the following window will appear:



1. This field is user defined.

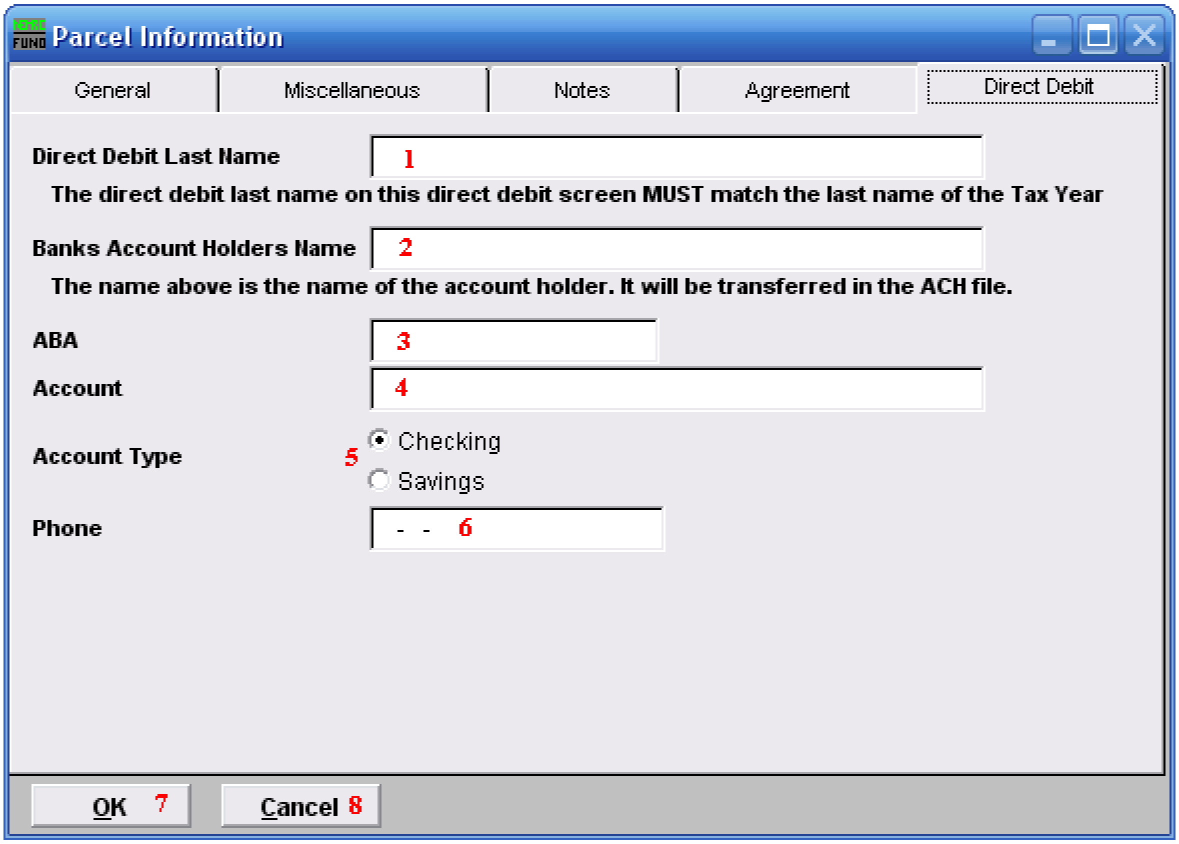
2. **Change notes/agreements for all years:** Check this box to have all Tax Years with the same Parcel number get updated when saving information on this screen.

3. **OK:** Check this box to have all Tax Years with the same Parcel number get updated when saving information on this screen.

4. **Cancel:** Click on “Cancel” to return to the previous screen.

The “Direct Debit” tab

Click on the “Direct Debit” tab and the following window will appear:



1. **Direct Debit Last Name:** Direct Debit Last Name must be exactly the same as the Parcel identification name. This is stored for testing year to year in the event of change of ownership. The goal is to avoid an EFT from the old owner.

2. **Banks Account Holders Name:** Bank Account Holder’s Name must be exactly the same as the account name in the bank records. EFT bank transactions are confirming the name on the account the funds are drawn from.

3. **ABA:** This should be provided to you by taxpayer, via an enrollment form. Enrollment forms should be available from your bank. This number may be different than what appears on a check from the property owner and should be confirmed from the institution. Some institutions use a different ABA number for electronic banking.

4. **Account:** This should be provided to you by taxpayer, via an enrollment form. Enrollment forms should be available from your bank.

5. **Account Type:** This should be provided to you by taxpayer, via an enrollment form. Enrollment forms should be available from your bank.

6. **Phone:** Enter a contact phone number for the tax payer in the event the EFT process has a failure.

7. **OK:** Click on “OK” after all information is entered. You will return to the “General” tab, and the information will be saved. Click on “Cancel” to return to Main Menu.

8. **Cancel:** Click on “Cancel” to return to the previous screen.