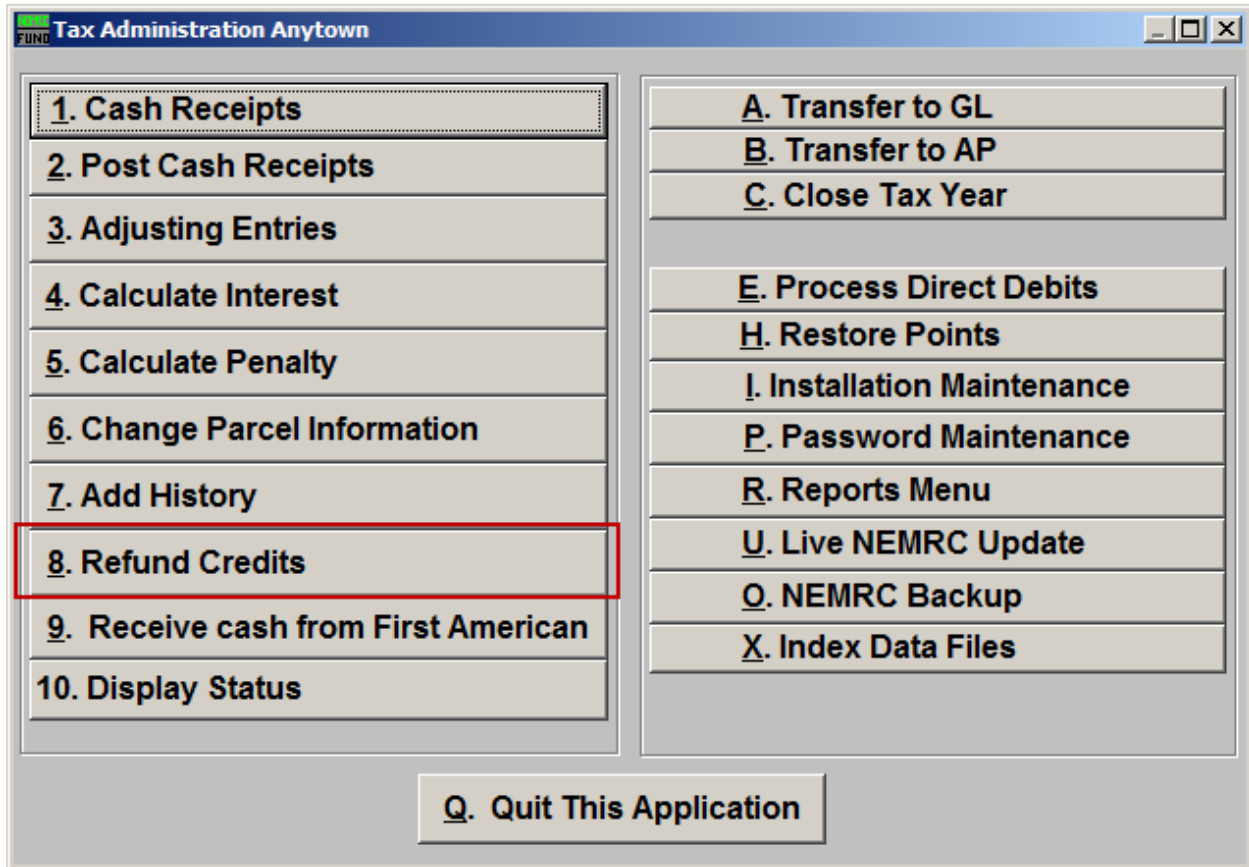


# Tax Administration

## 8. Refund Credits



Click on “8. Refund Credits” off the Main Menu and the following window will appear:

The 'Refund Credits' dialog box contains the following fields and buttons:

- Parcel ID:  -  Find
- Year:  Find
- Name:  Find
- Amount to Refund:
- Buttons:  (labeled 3),  (labeled 4)

- 1. Parcel ID:** Locate the Parcel who is to receive the refund. Refer to TA GENERAL PARCEL ID LOOKUPS for more information on finding Parcels.
- 2. Year:** Enter the tax year holding the credit to be refunded for this Parcel.

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3. **Amount to Refund:** Click the field, and type in the amount to be refunded.
4. **Perform Adjustment:** Click “Perform Adjustment” to create the refund. This will prompt for a debit memo to print. Use this memo to create an invoice to pay the tax payer. This activity will not transfer to the General Ledger when linked.
5. **Cancel:** Click “Cancel” to cancel and return to the previous menu.