

NOVEMBER 2008 UPDATE LETTER

IT IS EXTREMELY IMPORTANT THAT YOU READ AND FOLLOW THE INSTRUCTIONS IN THIS DOCUMENT BEFORE ATTEMPTING TO INSTALL THE CD!

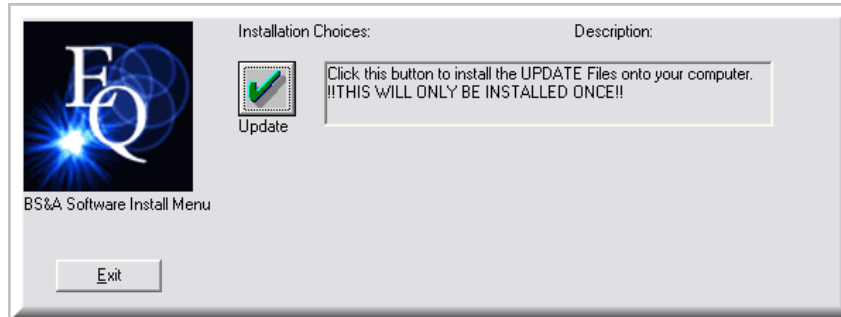
This CD must be installed on a PC that already has the Equalizer program installed. If on a network, that PC's copy of the Equalizer program must be pointing to the NetCommon directory (where the Equalizer data is stored).

Shut down any programs running on your PC.

Make sure all network users are out of the Equalizer program.

INSTALLING THE UPDATE

1. **BEFORE YOU INSTALL THE UPDATE CD, make a backup of your Delinquent Personal Property database.**
2. Insert the CD in your drive. The CD automatically runs and presents an installation menu.



3. Click the Update button.
The Installshield Wizard runs. If you get any errors, call BS&A Software immediately.
4. When you return to the installation menu, click Exit.
5. If on a network, other users may now log on.

MICHIGAN BUSINESS TAX ACT

Beginning January 2008, the Michigan Business Tax Act took effect. The MBT Act affects tax years 2008 and later.

The Home page of our website contains a link to STC Bulletins (located in the Quick Links pane). STC Bulletin 7 of October 2, 2007 can be used as a reference for any MBT questions you may have.

This update has been sent to address this legislation.

INDUSTRIAL AND COMMERCIAL PERSONAL PROPERTY CHANGES

Industrial Personal Property

- SET is automatically exempt 6 mills for Industrial Personal Property classes
- Exempt up to 18 mills local School Operating

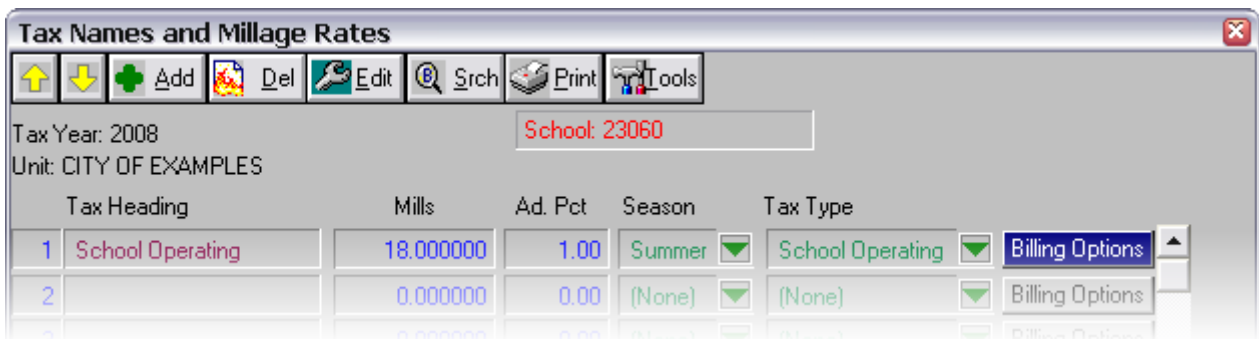
Commercial Personal Property

- Exempt up to 12 mills local School Operating

Treasurers will need to verify the MBT exemptions under billing options for School Operating. Industrial Personal and Commercial Personal parcels will always be considered 100% MBT.

MBT exemptions will import from Tax, but you can enter them in Program Setup:

1. Click **Program Setup**.
2. Click **Millage Calculation Setup**.
3. Click **Tax Names and Millage Rates**.
4. Click the **Billing Options** button for a School Operating or a School Supplemental taxing authority.



- Enter the **Industrial Personal mills** and/or **Commercial Personal mills**. This area of the screen is greyed out on all taxing authorities other than School Operating or School Supplemental.

Tax Names and Millage Rates

Tax Year: 2008 School: 23060
Unit: CITY OF EXAMPLES

Tax Heading	Mills	Ad. Pct	Season	Tax Type	Billing Options
1 School Operating	18.000000	1.00	Summer	School Operating	Billing Options
2	0.000000	0.00	(None)	(None)	Billing Options
11	0.000000	0.00	(None)	(None)	Billing Options
12	0.000000	0.00	(None)	(None)	Billing Options
13	0.000000	0.00	(None)	(None)	Billing Options
14	0.000000	0.00	(None)	(None)	Billing Options
15	0.000000	0.00	(None)	(None)	Billing Options

Billing Options

Text

The following is for Michigan Business Tax Legislation (only applicable for tax years 2008 and later):
Enter millage exemption amounts only for School Operating and School Supplemental taxing authorities

For parcels classified as Industrial Personal Property, millage exemption is:

For parcels classified as Commercial Personal Property, millage exemption is:

- Click **Close**.
- While still in the Tax Names and Millage Rates screen, click the **Print** button.
- Select the **Tax Names/Millage Rates** report.
- Click **Run Report**.

10/30/2008 03:04 pm. DE: EXAMPLES TAX NAMES/MILLAGE RATES FOR CITY OF EXAMPLES PAGE 1 BY: TAX

TAX NAME	SEASON	TYPE	MILLS	Ind. Exempt Mills:	Com. Exempt Mills:
YEAR: 2001 UNIT: 00000 School: 23060					
STATE	Summer	State Educ. Tax	6.00000		
INGHAM ISD	Summer	I.S.D. Tax	5.23320		
SCHOOL OPER	Summer	School Operating	18.00000	0.00000	0.00000
SCHOOL DEBT	Summer	School Debt	4.23320		
COUNTY TAX	Winter	County Tax	7.23320		
TOWNSHIP TAX	Winter	City/Vill/Town Tax	5.23320		
JAIL TAX	Winter	City/Vill/Town Tax	3.31100		
LIBRARY TAX	Winter	Library Tax	2.32330		
YEAR: 2008 UNIT: 00000 School: 23060					
School Operating	Summer	School Operating	18.00000	18.00000	9.00000

- It is important that you verify your millage rates before printing notices!

HOLD HARMLESS (SUPPLEMENTAL SCHOOL)

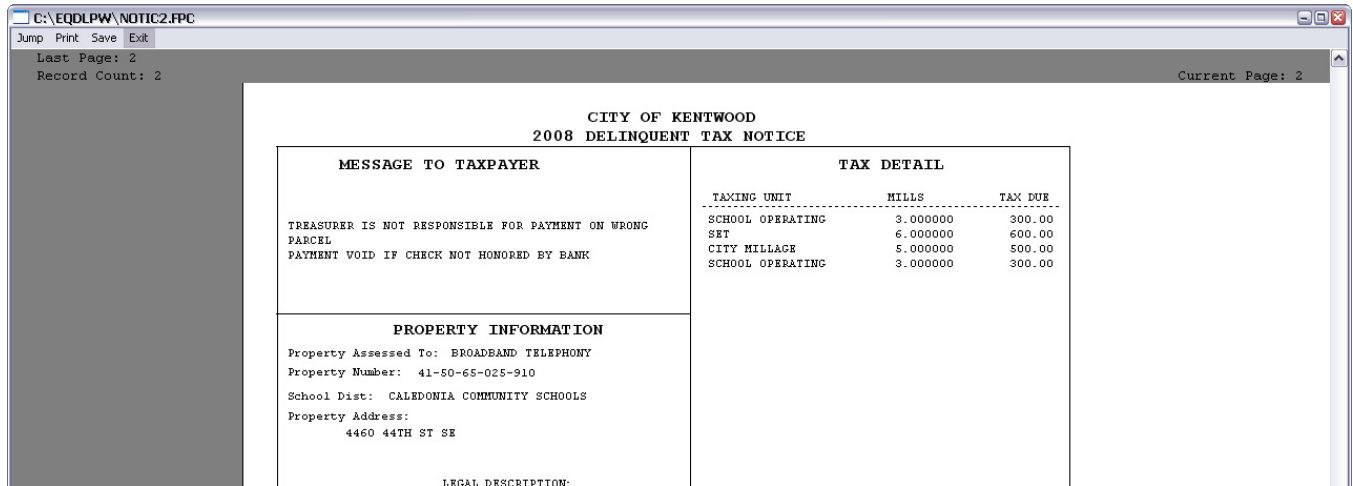
Parcels with MBT exemptions are treated the same way PRE% parcels are for Hold Harmless, and are therefore liable for any hold harmless millage you may charge.

CHANGES TO REPORTS

Standard Tax Notice

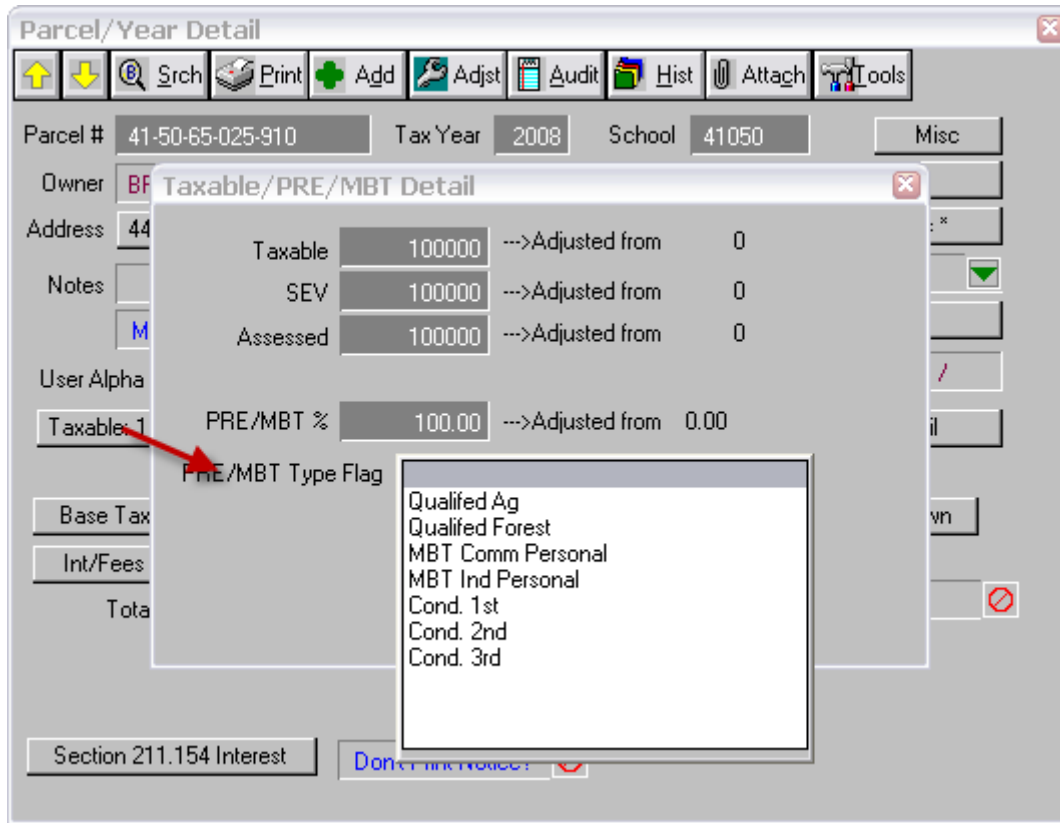
If the PRE/MBT Flag is set to "MBT Commercial Personal" or "MBT Industrial Personal", the statement "MICH BUS TAX COM PERSONAL EXEMPTION" or "MICH BUS TAX IND PERSONAL EXEMPTION" (depending on the class) appears in the Property Information section.

Pictured is an example of a Commercial Personal notice.



PRE/MBT FLAG

Informational only in the Delinquent Personal Property program.



Flags "Cond. 1st", "Cond. 2nd", and "Cond. 3rd" address recently-passed legislation.

This flag must be set in order for the proper wording to appear on the tax notice. Other than that, this flag is informational only; no values or calculations in the Delinquent Personal Property program are affected.

ITEMS OF NOTE FROM THE CHANGE LOG AVAILABLE ON OUR WEBSITE

- Voided receipts are now reported in the Audit Trail.
- A "Cashier" filter has been added as a report option to the Receipts Register Report.

Before importing from the Equalizer Tax program, you will need to update that program. An update is available as a download from our website, or you may call and request a CD.

As always, thank you for your continued support and please feel free to call or email Tax Support for assistance.

Barb
Bill
Chris
Jenny
Sharon