

Special Assessments on 'Retired' Parcels

To verify that no special assessments have been levied on Retired or ZERO Taxable Value parcels, you will run a version of the Standard Tax Roll.

Verify correct Tax Season is selected

Reports ~ Rolls ~ Standard Tax Roll ~ All Records ~ Ad Valorem
Check box to Apply Advanced Query to Population
(reference how to load Advanced Query on following pages)

Run Reports

Add Report Delete Report Edit Rename Audit Tools

Report

Category: Rolls

Name: Standard Tax Roll Report Options...

Report Population

Population: All Records Pop. Options...

Spec. Pop.: Ad Valorem Parcels

Apply Advanced Query to Population

Advanced Query...

Sort Index: Parcel #...

Destination: Screen

Number of Copies: 1 Margins/Fonts...

Current Printer: \\cc-data\treas-bk Printer Settings...

Show Sample Reports Run Report Close

Run Report ~ Adjusted Roll ~ Current Billing Type ~ Real & Personal Property ~ Include Legals (for parcel split info) ~ Close
DO NOT check Totals Only box or the individual parcels will not display

Standard Tax Roll - Options

Additional Report Options

Tax Roll Type:

Billing Types:

Property Types:

Interest Calculation Options

Include Interest Calculations for Summer

Include Interest Calculations for Village

Include Legals Totals Only

Breakdown Totals by Tax Classification

Barcode Printing Options (These Options only apply to the Standard Tax Roll)

Print Bar Code

Bar Code Format: [HELP](#)

Detailed Personal Property Totals (Comm. Pers., Ind. Pers., Other)

If the report is BLANK, there are none and you are done 😊

If the report lists parcels:

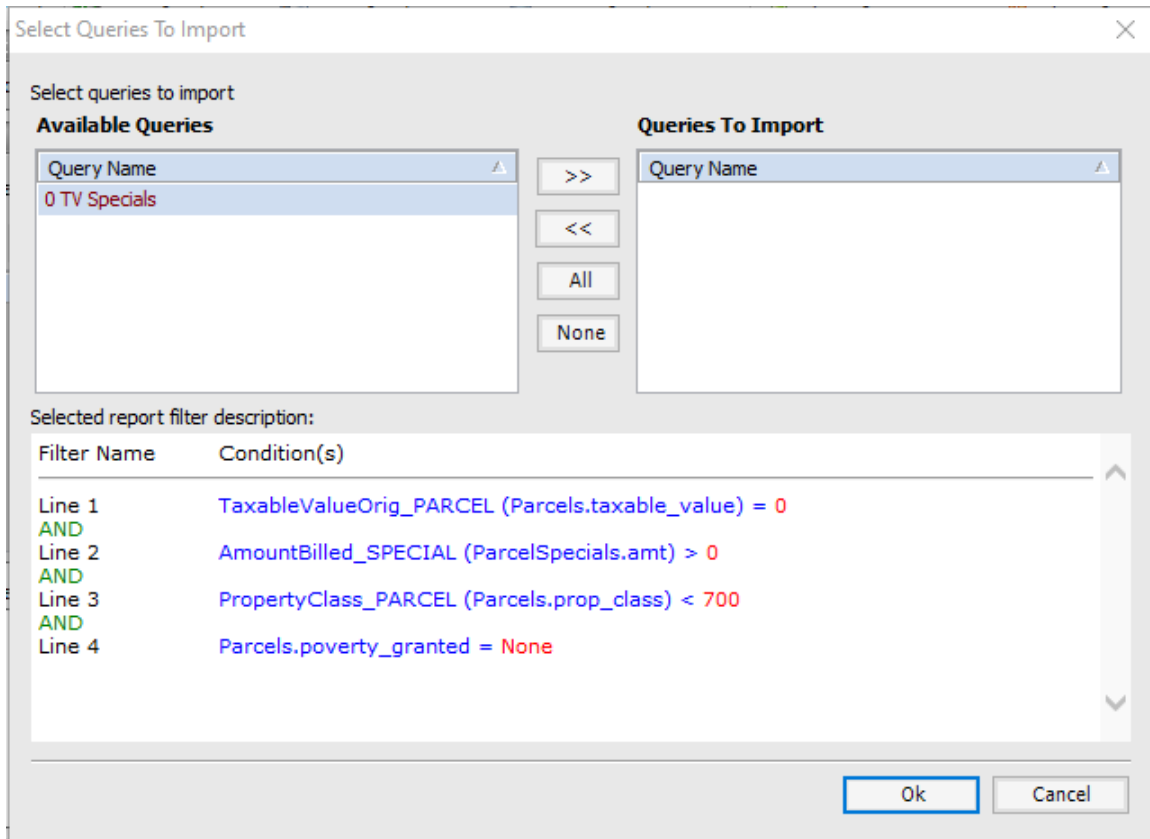
Parcel is RETIRED ~ '001-070 or 099' Property Class
Remove special and transfer to current parcel
May need to discuss with Assessor

Parcel has ZERO TV ~ Remove special and transfer to current parcel
May need to discuss with Assessor

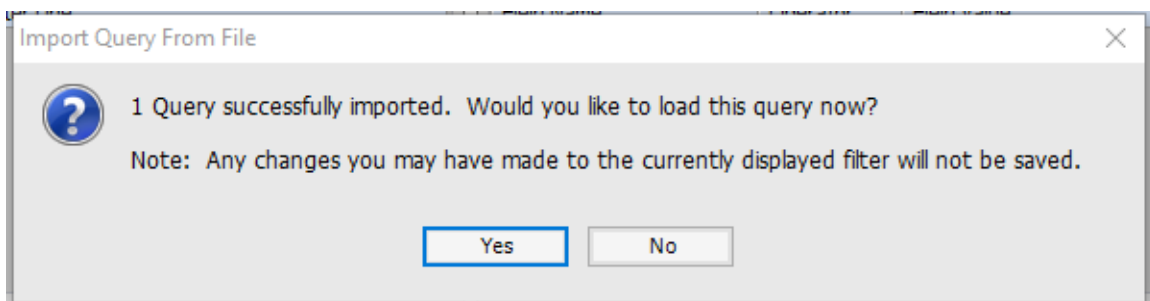
To IMPORT the Advanced Query (you will only do this once):

From the County Cloud ~ Treasurer Info Folder, download the file 'Advanced Query 0 TV Specials.rtg' by clicking on the file name

From the above Run Report Screen, click on the Advanced Query button. In the Advanced Query window, click on Import Queries From File ~ Select the above previously downloaded file ~ Open



Click the >> button to move this Query from the Left box to the Right box ~ OK



Yes ~ OK ~ Close ~ Run Report

The above Query will select ONLY Zero Taxable Value Parcels with a Special Assessment levied for Non-Exempt property classes that do not have a Poverty Exemption or a Veteran's Exemption

