

# 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: Adjusted Roll-All Adjustments Included

Billing Types: Current Billing Type

Property Types: Real & Personal Property

**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: Standard Bar Code to be read directly into Equ: [HELP](#)

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

Close

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

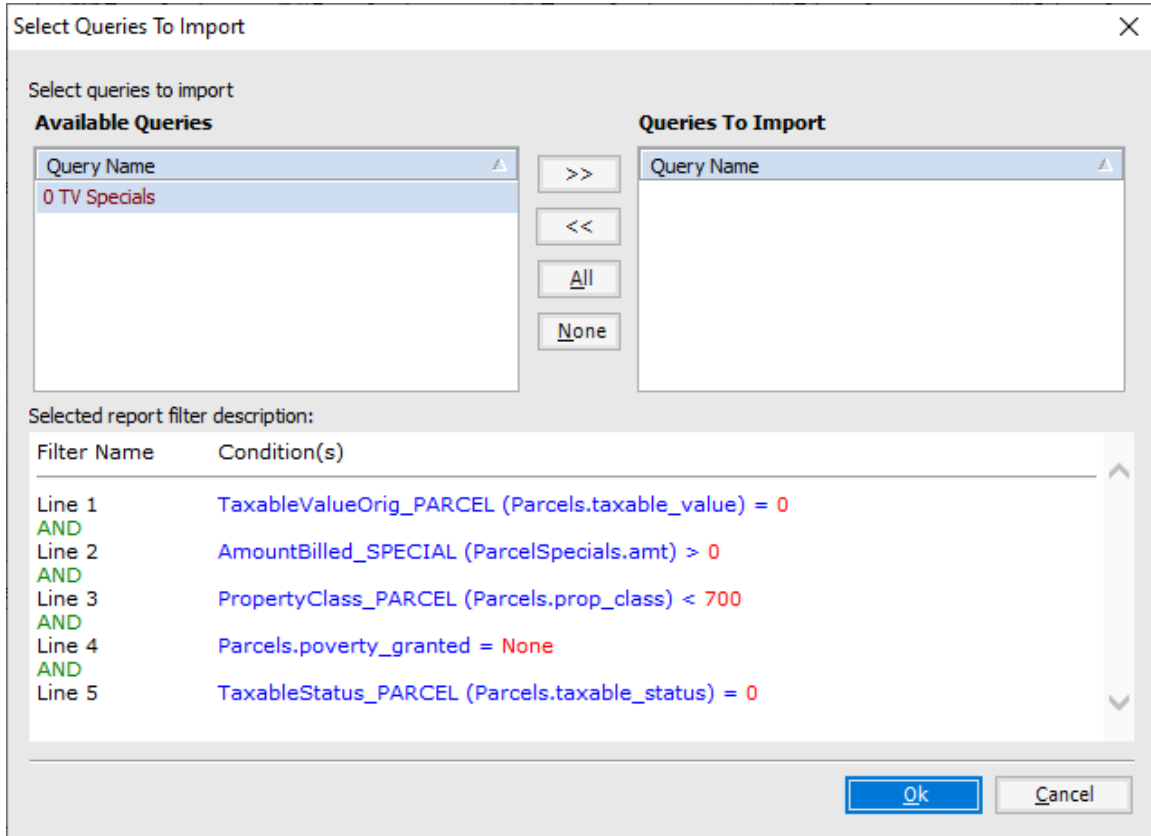
Parcel has ZERO TV ~ Remove special and transfer to current parcel

May need to discuss with Assessor

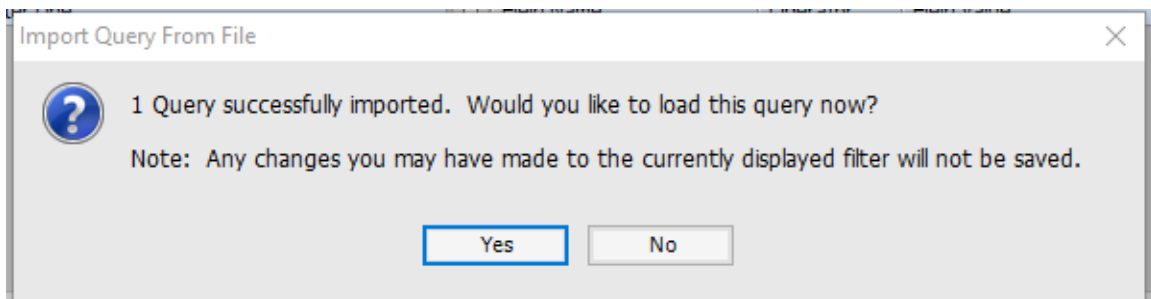
To IMPORT the Advanced Query (you will only do this once):

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

Advanced Query - Last Loaded: 0 TV Specials

**Information**  
 An advanced query is comprised of any number of filters, each filter having its own set of conditions.

**Filters**

Report Data must match: ALL filters

Enabled	Filter Line
Yes	Line 1
Yes	Line 2
Yes	Line 3
Yes	Line 4
Yes	Line 5

**Conditions for filter 'Line 5'**

Filter must match: ALL conditions

Field Name	Operator	Field Value	Type
TaxableStatus_PARCEL (tax =	=	0	Value

**Current query description:**

```

Line 1      TaxableValueOrig_PARCEL (Parcels.taxable_value) = 0
AND
Line 2      AmountBilled_SPECIAL (ParcelSpecials.amt) > 0
AND
Line 3      PropertyClass_PARCEL (Parcels.prop_class) < 700
AND
Line 4      Parcels.poverty_granted = None
AND
Line 5      TaxableStatus_PARCEL (Parcels.taxable_status) = 0
  
```