Tax Administration in North Carolina Course

Billing – Real and Personal Property

Billing of Real and Personal Property

■ **Review your tax bill**—for design and layout.

- Review due date
  - Due Date September 1
  - Pay by January 5 (to avoid interest)
- Rate of interest accrual
- Fields for showing: deferred values, exemptions and values
- Address issue of appeal rights of personal property

Billing of Real and Personal Property

- **Update tax rates**—after budget has passed, typically by June 30, possibly July sometimes.
- Process all listings and changes
- Real property changes for the year—new construction, splits and transfer
- Present-use value—new applications and changes to parcels
- Exemption Applications- SCE, disability, etc

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Billing of Real and Personal Property

- Is system properly calculating entries.
  - Exemptions
  - Solid waste fees
  - Discounts
  - Late listing penalties
- Run edit reports— check % Over/Under report, exemption calculations, verify each taxing jurisdiction is calculating correcting, exempt property for zero bills, check fees, calculation of late penalty, etc
  - Edit Reports should be run several time during billing process

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Billing of Real and Personal Property

- Run pre-billing scroll
- Have collector post any prepayments, and verify that it has posted correctly
- Verification of the print file
- Review Print file by spot checking calculations

Billing of Real and Personal Property

- Print samples for staff to review—Ex. PUV, E/D, deferred and historic properties. Even exempt properties to be sure that no bill is generated.
  - Good Practice is to review samples for each district, type of exemption, PUV, fees, etc
- Send print file to vendor to be printed, if out sourced—otherwise you may be ready to print.

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Billing of Real and Personal Property

- If outsourced, have vendor send you a proof

- Once approved, print, mail and print final billing scroll.

- Billing process is normally completed in August.

- If discount is provided, which is only available for months of July and August—bills need to be mailed out soon enough so citizens can utilize option.