



Applying Payments to PILT Tax Bills in Your Pontem® Property Tax Software

INTRODUCTION

A DNR (Department of Natural Resources) payment is often presented to the local unit as a percent of the total payment due for DNR or Paid in Lieu of Taxes (PILT) tax bills. When applied as a regular partial payment, the PILT bill has historically remained on the roll as **Unpaid**. However, the bills are considered to be paid in full by the state, and PILT bills are never part of the delinquent bill process, so this status is technically incorrect.

Using two payment methods, **ZPLT** and **ZNPH** in **Pontem Tax Administration** and **Pontem Tax Receipting**, users can apply these payments to PILT tax bills and adjust the unpaid balance, setting their status to 'Paid.'

STEP ONE: Filtering for PILT Tax Bills

To process these partial payments select '**Tax Bills and Collections**' and click on the '**PILT Pay List**' button in the bottom right-hand corner of the screen.

The screenshot shows the 'Tax Bill List' window in Pontem Tax Administration. The window title is 'localhost:Kalkaska March 2013 - Pontem Tax Administration'. The interface includes a menu bar (File, Edit, Reports, Help), a primary tasks sidebar, and a main data area. The 'Tax Bills and Collections' menu item is selected in the sidebar. The main area displays a table of tax bills with columns for Parcel Number, Owner as of Bill, Property Addr, Period, Bill Amount, and Unpaid. The 'PILT Pay List' button is highlighted with a red box in the bottom right corner of the main area.

Parcel Number	Owner as of Bill	Property Addr	Period	Bill Amount	Unpaid
001-001-001-00	FERGUSON JOHN D	2000 ARROW...	W13	\$335.74	\$0.00
001-001-003-00	DYE CLOVIS L TR...	2002 ARROW...	W13	\$406.22	\$0.00
001-001-004-00	TRAVIS GEORGE ...	2004 ARROW...	W13	\$4.64	DTBILL
001-001-005-00	ZIMMERMANN MA...	2008 ARROW...	W13	\$252.04	DTBILL
001-001-006-00	MILLER MILTON F ...	2012 ARROW...	W13	\$418.28	\$418.28
001-001-007-00	WALKON CAROL ...	2048 ARROW...	W13	\$276.66	\$276.66
001-001-008-00	FILLEY RICHARD ...	2064 ARROW...	W13	\$462.05	\$0.00
001-001-009-20	SCHAFFER RICHAR...	15695 BEAVE...	W13	\$539.53	\$539.53
001-001-009-30	BROWN YVONNE ...	15770 BEAVE...	W13	\$278.61	\$278.61
001-001-009-45	BODINE SUSAN	15745 BEAVE...	W13	\$207.21	\$0.00
001-001-009-50	FREDERICK DAVID...	15793 BEAVE...	W13	\$459.49	\$0.00
001-001-010-00	BOETTCHER HUG...	2120 ARROW...	W13	\$948.81	\$948.81
001-001-011-00	HAGERMAN JACK...	2121 SMALL ...	W13	\$270.33	\$270.33
001-001-012-00	PERKINS LARRY ...	2129 SMALL ...	W13	\$426.04	\$426.04
001-001-013-00	HARWOOD MARIL...	2147 SMALL ...	W13	\$279.75	\$279.75
001-001-014-00	GOOD RICHARD ...	2140 ARROW...	W13	\$361.59	\$0.00
001-001-015-00	MYSLINSKI PAUL ...	2184 ARROW...	W13	\$569.26	\$569.26

Use the 'Advanced' filter to retrieve the PILT bills using the 'Selected Tax Roll Type' of 'DNR' or the 'Levy Exemption' code of "XAGRI" in the 'Districts' selection box. This will provide a list of all the unpaid PILT records (the user may also want to filter by a particular tax period).

NOTE: XNPHP is used to define parcels and bills for Senior Citizen Housing which are also paid for by the DNR.

The screenshot shows the 'Tax Bill Payment List' window in the Pontem Tax Administration software. The window title is 'localhost:Kalkaska March 2013 - Pontem Tax Administration'. The interface includes a menu bar (File, Edit, Reports, Help), a 'Primary Tasks' sidebar with options like Overview (F4), Manage Property Records (F5), Tax Roll Setup (F6), Prepare Tax Bills (F7), Tax Bills and Collections (F8), Tax Receipts (F9), and Manage Denial Bills (F10). There is also a 'Tools' section with 'No Tools Defined' and a 'Quick Search' section with fields for Parcel Number, Tax Period, Owner as of Bill, and Property Address. The main area is titled 'Tax Bill Payment List' and contains a 'Payment Date' and 'Acctng Date' (both 01/24/2014) with 'Receipt Details' and 'Print Report' buttons. Below this is a table with columns: Y, TP, Parcel Number, Owner Name, Balance Due, This Pay, and Remaining. A summary table shows Total Tax Pay, Total Admin Pay, Total Penalty Pay, Total Interest Pay, Total Cnty Admin, and Total Due Pay, all at \$0.00. There are buttons for 'Parcel Nbr: - - -', 'Empty List', 'Prepare Receipts', and 'CANCEL'. A section titled 'Browse Outstanding Tax Bills - Select and Add To List' has a 'Status' dropdown set to 'Balance Due' and an 'Add to List' button. Below this is a table of outstanding bills with columns: Parcel Number, Owner Name, Property Addr, TP, Bill Amount, and Unpaid. The 'Advanced' button in the Quick Search section is highlighted with a red box. The status bar at the bottom shows '01/24/2014', '2:46:29 PM', 'PONTEM', and '© Copyright 2005-2014, Resource Information Associates, Inc.'

STEP TWO: Posting PILT Payments

Double click on a bill to be paid from the list in the lower portion of the screen. The 'Tax Receipt Distribution Edit' form will immediately appear. Here the user will post the payment amount to be applied on a levy by levy basis.

Tax #	Tax Description	Levy Base Bal	Levy Base Pymt
D01	DNRP TOTAL COUNTY	\$66.75	\$53.40
D10	DNRP ALPENA TWP.	\$18.26	\$14.61
D12	DNR ALPENA SCHOOL DEBT	\$18.34	\$14.67
D32	DNR ESD OPS. AND SPEC. ED.	\$17.98	\$14.38
D51	DNR COLLEGE	\$20.35	\$16.28

Base Amount Distributed: \$113.34
Admin Fee to be Applied: \$0.00
Still to be Distributed: (\$75.56)

Buttons: Cancel, Pay Distributed Amount, Save

Click on 'Pay Distributed Amount' when data entry is complete to return to the 'Tax Bill Payment List.' Continue selecting the bills which will be paid in this session and apply the payments, levy by levy for each.

STEP THREE: Preparing Receipts

Click 'Prepare Receipts' to post receipt comments, reference number, and complete the payment processing. Notice the information entered in the fields labeled 'Reference number' and 'Receipt Comments' carry forward to the 'Next Receipt.'

The screenshot shows the 'Tax Receipt Distribution' window. The 'Tax Bill Receipt' section includes fields for Parcel Nbr (011-DNR-009-551-00), Tax Period (W10), Owner (MICHIGAN DNR GRANTS ADM DIV P), and Address (PIPER ROAD). It lists various fees: Admin Fee (\$0.00), Penalty (\$0.00), Interest (\$0.00), and Cnty Admin (\$0.00). The Total Base Tax Pay is \$113.34, and the Total Payment is also \$113.34. The 'Header Information' section includes a Summary table with Payment Date (06/08/2012) and Accounting Date (06/08/2012), showing 2 Tax Bills with Bill Payments of \$154.01 and Total Received of \$154.01. The Payment Method is 'ZPLT - PILT PAYMENT', the Reference is '45454', and the Payer's Name and Address is 'MICHIGAN DNR GRANTS ADM DIV P, PO BOX 30028, LANSING MI 48909'. The Receipt Comments are 'Payment of W10 DNR Bills at 80%'. At the bottom, there are buttons for 'Back to List', '<< Prior Receipt', 'Next Receipt >>', and 'Post Payment'. Two red arrows point to the 'Next Receipt >>' and 'Post Payment' buttons.

At the last receipt, click 'Post Payment.'

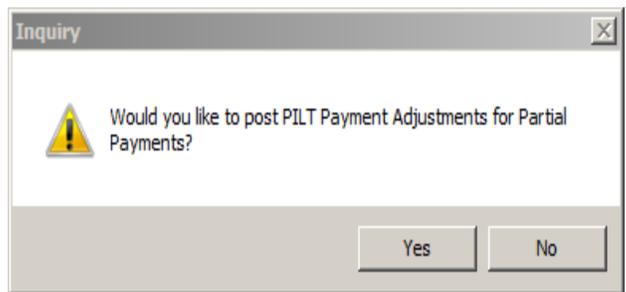
NOTE: The Payment Method defaults to 'ZPLT – PILT Payment.'

STEP FOUR: Printing Receipts

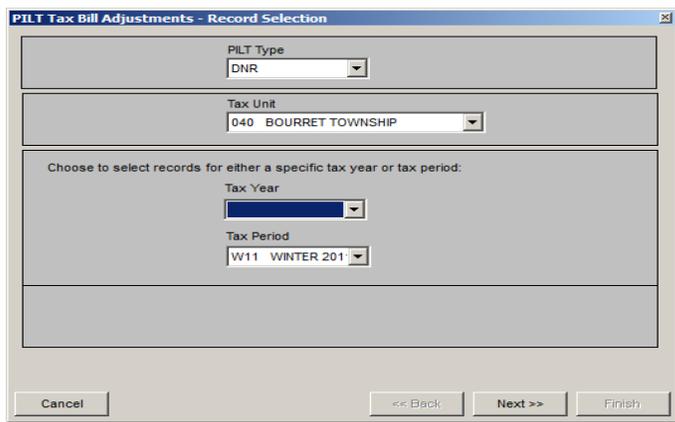
At the final screen choose whether to print the receipts or not. Here you will see receipts with the receipt number prefixed with the letter E (meaning they are regular payment receipts).

The 'PILT Adjustments' tool will trigger upon closing the 'Print Receipts' screen. This will allow the user to immediately adjust the 'Yet Due' amounts off the PILT bill. This is done as no more funds will be forthcoming to fully pay the yet due amounts. As PILT bills are not added to delinquent tax bills this option provides a way to change the status to 'Paid.' This process will create receipts with a prefix of M (receipts which underwent a 'Miscellaneous' edit).

The 'PILT Adjustments' tool is available on the 'Tools' tab in 'Tax Bills and Collections.'



The following filter screen will appear for you to define the list of bills to adjust:



In the list view of the 'Tax Receipts' primary task, you will see both the payment receipts and the adjusting receipts from this transaction:

Print Receipt Type: All Receipts

Tax Receipt List (Double-Click the tax receipt you wish to view/edit)

Parcel Number: 004-020-006-00 Property Owner: MICHIGAN DEPT OF TREASURY
 Tax Period: W11 Property Address:

Receipt #	Parcel #	Tax Period	Receipt Amount	Date Paid
E0002459	004-020-002-00	W11	\$99.12	8/20/2012
E0002460	004-019-001-00	W11	\$106.13	8/20/2012
E0002461	004-020-006-00	W11	\$157.11	8/20/2012
M0000065	004-019-001-00	W11	\$96.25	
M0000066	004-020-002-00	W11	\$443.48	
M0000067	004-020-006-00	W11	\$167.63	

Congratulations! You have just successfully applied payments to PILT tax bills.

Technical Support...

If you require additional assistance in applying payments to PILT tax bills in your Pontem software please don't hesitate to contact a member of our Support Team. Our goal is to help you get the most out of your Pontem Software investment. We would be happy to help.

Pontem Help Desk

Call 888.237.8531 toll-free

Submit an online support request at: <http://www.pontem.com/Support-1>

Email: support@pontem.com