2008 New Millage Instructions

Your county now has the 2008 Collection files setup, and you are ready to enter your new 2008 millage rates. We copied all the rates from the 2007 file, so you will only have to make adjustments to districts that have changed. **Be sure to edit the current year records only.**

To update this information, go to File and Lookup Tables. Select Millage Rates at the left. You can then select the drop-down list to filter by year, so you can only view the current year records. To edit a millage rate, highlight the appropriate district and click the Edit button at top. Individual taxing entities are listed at bottom. **Be sure the Total Millage matches your final millage rate.**

After you have made the changes, you will need to proof these. This may be done from the same screen by clicking the List button.

This is what you will need to verify:

• The Year column **must say 2008**
• The millage rates are correctly entered and designated for the correct taxing entity
• There are no records marked MILLAGE COMPONENTS OUT OF BALANCE

Once you have verified these three items, you are ready for the rollover of current taxes. Please sign below and fax this back to us, so we know when to continue with your conversion.

Attn: Apprentice Information Systems   County:

Collector: Date:

By signing this, I certify that our county has the correct and final millage rates entered in the file and we have performed the verification steps listed above. We are ready for valuations to be turned over from the Assessor's office and taxes to be extended based on these rates.

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WinCollect