

# TaxServe 3.0



PROPERTY TAX BILLING AND COLLECTIONS SOFTWARE FOR THE PROFESSIONALS

TaxServe is a windows-based property tax billing and collections application focused at providing the property tax assessor/collector with all the professional tools to quickly and easily manage the tasks of generating tax statements, collections of payments and all associated reporting requirements. It supports an unlimited number of jurisdictions.

## Searching Accounts

Searching for account information is very simple, yet very powerful. A search can be as simple as entering an account number, or it can be as complex as looking for a partial account number, a partial name and partial address information.

Search information entered into the fields can be partial information, like 'per' in the name field and the search will look for account names beginning with the letters entered. The address information will search both the owner address and the service address.

Once the list is returned, it can be sorted by any of the fields listed in ascending or descending order just by clicking on the column title.

Double clicking on an account row will bring up a detailed account information window. You can open multiple accounts and view them all at the same time. This allows you to look for a different account while answering the phone, even while you were previously looking at another account.

## Account Information

TaxServe keeps all its information based on dates, allowing you to view the account information as is was as of any date. The account roll information is also kept in detail, meaning you never loose track of the certified roll information, even though a correction roll has updated the account. The delinquent fees are dynamically calculated using the As of Date field, allowing you to change the date and see the correct delinquent fees for the selected date.

Account information is shown within tabbed pages. The General tab shows general information like current owner address, service address and flags. The Tax Information tab shows the tax summary information along with the associated values and payment details for the selected tax year. The Name/Address History tab shows the account's owner's name and/or address historical changes. TaxServe keeps the name and address historical information based on a post date. The post date is the date the information becomes active, with the most current post date being the most current information.

The screenshot shows the 'Tax Account Search' window in TaxServe. It has a menu bar with File, Accounts, Payments, Taxes, Banking, Vendor, Accounting, Maintenance, Utilities, Window, and Help. The window contains search fields for Acct No (12), Acct Name (per), and Address, City or State. Below these fields is a table with columns: Jurid ID, Tax Account No, Name / Address, and Service Address. The table lists several accounts, including Perez Waldo, Perez Nestor, Perez Josefina & Nestor H, and Perry Homes. At the bottom, there is a status bar showing '1 of 153' and 'Search Clear'.

Jurid ID	Tax Account No	Name / Address	Service Address
116	1227480040006	PEREZ WALDO 13706 CHESTER GABLES CT HOUSTON, TX 77083-6088	13706 CHESTER GABLES CT 77083
116	1227480040007	PEREZ NESTOR 13711 CHESTER GABLES CT HOUSTON, TX 77083-6089	13711 CHESTER GABLES CT 77083
116	1227480040008	PEREZ JOSEFINA & NESTOR H 13707 CHESTER GABLES CT HOUSTON, TX 77083-6089	13707 CHESTER GABLES CT 77083
386	1268660010001	PERRY HOMES PO BOX 34306 HOUSTON, TX 77234-4306	16603 STRATHMORE MANOR LN 77090
386	1268660010002	PERRY HOMES PO BOX 34306 HOUSTON, TX 77234-4306	16607 STRATHMORE MANOR LN 77090
386	1268660010003	PERRY HOMES PO BOX 34306 HOUSTON, TX 77234-4306	16611 STRATHMORE MANOR LN 77090
386	1268660010004	PERRY HOMES PO BOX 34306 HOUSTON, TX 77234-4306	16615 STRATHMORE MANOR LN 77090

The screenshot shows the 'Tax Account Maintenance' window in TaxServe. It has a menu bar with File, Accounts, Payments, Taxes, Banking, Vendor, Accounting, Maintenance, Utilities, Window, and Help. The window contains tabs for General, Tax Information, and Name/Addr History. The Tax Information tab is selected, showing a table with columns: Year, Roll, No, Mail Date, Del. Date, Taxable, Taxes, Del Fees, Payments, and Amt Due. The table lists tax years from 2002 to 2005. Below the table, there is a section for 'Details for Selected Tax Year' with sub-sections for Taxes and Payments. The Taxes section shows a table with columns: Tax Unit ID, Units, Total Values, and Total Exempt. The Payments section shows a table with columns: Payment Date, Payment, Deposit No, Dispute, Dispute Reason, and Inst.

Year	Roll	No	Mail Date	Del. Date	Taxable	Taxes	Del Fees	Payments	Amt Due
2005	SR	2	1/5/2006	2/1/2006	293,328	2,493.29	0.00	2,493.29	0.00
2004	CR	0	10/1/2004	2/1/2005	37,300	334.95	0.00	334.95	0.00
2003	CR	0	10/1/2003	2/1/2004	37,300	350.62	0.00	350.62	0.00
2002	CR	0	10/1/2002	2/1/2003	37,300	358.08	0.00	358.08	0.00

Tax Unit ID	Units	Total Values	Total Exempt
473	1.00000	293,328	0

Payment Date	Payment	Deposit No	Dispute	Dispute Reason	Inst
12/31/2005	2,493.29	126	N		N

# TaxServe 3.0

**Tax Statements**

Print Preview Cancel

Juri: 186 Greens Parkway M.U.D.

**Tax Year**    **Date Rates Adopted**

<input checked="" type="checkbox"/>	2006	11/1/2006
<input type="checkbox"/>	2005	11/3/2005
<input type="checkbox"/>	2004	10/1/2004
<input type="checkbox"/>	2003	10/1/2003
<input type="checkbox"/>	2002	10/1/2002
<input type="checkbox"/>	2001	10/1/2001
<input type="checkbox"/>	2000	10/1/2000
<input type="checkbox"/>	1999	10/1/1999
<input type="checkbox"/>	1998	10/1/1998

Select All    Un-select All

**Select Statement Type to Print**

All Unprinted

Prints all statements needing printing, includes Certified, Supplemental, Corrections and in-house Rolls

☒ Exclude Mortgage Co. tagged accounts  
(Unless Account tagged Owner Gets Statement)

**Statement Dates**

☒ Statement As Of 10/ 2/2006

☐ Reprint Original Statement with original dates

☐ Print Zero Balance Statements

☐ Include Duplicate Statement Label

☐ Include Correction Statement Label

**Account Types to print**

☒ Personal Property Accounts

☒ Real Property Accounts

Print Order: Account Number

## Printing Statements

Printing of statements can be a tough chore. TaxServe provides a great number of options in printing statements.

TaxServe keeps track of an account's print status based on the rolls and name changes. When a new roll or name change is posted, the account is flagged as not printed. The print option 'All Unprinted' will print only those accounts that have not yet been printed. This allows you to post several rolls, Supplemental, Correction and Name Changes and then print all those that need to be printed in one pass.

Other printing options includes: printing Accounts with Balance Due, Delinquent Accounts Only, For a Tax Roll, For a Name Change Roll, For a Mortgage Company, For an Agent, For a Receipt Range, For a Specific Account, and Reprint All for the current roll.

Statement print jobs have a job start page listing the print options selected and a job ending page showing statistics.

## Importing CAD Data

Getting CAD information into your system is a breeze with TaxServe. TaxServe has the logic to look into files and tell you which ones match supported import formats.

It is as easy as selecting a directory path of where the data files reside. TaxServe will look at all the files and present a list of the files that it can import along with the information about the files. It will group the files into the CAD grouping for easier recognition of the origin of the data files. All you have to do is check the box and click on Perform Load.

TaxServe has been updated to easily pull in multiple associated files when a CAD has separated information into multiple files. It especially supports HCAD's 2006 changed formats.

## Jurisdiction Maintenance

TaxServe supports an unlimited number of taxing jurisdictions.

TaxServe is full of options for setting up multiple taxing jurisdictions. Each jurisdiction has its own settings for statement information. It supports setups of different legal fee rates and the dates that those fees begin, and they can be different between Personal and Real property.

TaxServe supports multiple taxing units, and each taxing unit can have multiple taxing rates, like MO and Debt, so that collections can be tracked by the taxing code.

TaxServe supports a large option of different exemption codes and methods for calculating the exemptions. Each Taxing Unit can have it's own set of valid exemptions.

**Load Appraisal Roll**

Perform Load Close

Directory Path: E:\UTS\HCAD 20060922\UTILITY\Supp\Real\Roll

☒ Search child folders (HCAD version 2006 layout only)

☒ Show Unknown files

File Name	Date / Time	Size	File Info
<b>Harris County Appr Rolls - Real - Empty Files</b>			
<input type="checkbox"/> 06RS228.txt	9/24/2006 11:30 PM	451	Juni 228, Year 2006, Roll SR-1, Empty File
<input type="checkbox"/> 06RS235.txt	9/24/2006 11:30 PM	451	Juni 235, Year 2006, Roll SR-1, Empty File
<input type="checkbox"/> 06RS386.txt	9/24/2006 11:30 PM	451	Juni 386, Year 2006, Roll SR-1, Empty File
<input type="checkbox"/> 06RS865.txt	9/24/2006 11:27 PM	451	Juni 865, Year 2006, Roll SR-1, Empty File
<b>Harris County Appr Rolls - Real - Missing Mobile Home File(s)</b>			
<input checked="" type="checkbox"/> 06RS186.txt	9/24/2006 11:30 PM	2,706	Juni 186, Year 2006, Roll SR-1, 5 records
<input checked="" type="checkbox"/> 06RS473.txt	9/24/2006 11:30 PM	19,393	Juni 473, Year 2006, Roll SR-1, 42 records
<input checked="" type="checkbox"/> 06RS602.txt	9/24/2006 11:30 PM	24,805	Juni 602, Year 2006, Roll SR-1, 54 records
<input checked="" type="checkbox"/> 06RS697.txt	9/24/2006 11:28 PM	4,961	Juni 697, Year 2006, Roll SR-1, 10 records
<input checked="" type="checkbox"/> 06RS752.txt	9/24/2006 11:28 PM	10,824	Juni 752, Year 2006, Roll SR-1, 23 records

Select All    Unselect All

**Tax Jurisdiction Maintenance**

Change Cancel

Jurisdiction ID: 386

Jurisdiction Name: Harris County M.U.D. #86

Juri Info CAD District Info Statement Info **Tax Years Info** Tax Rates Info Exemptions Info

**Tax Years**

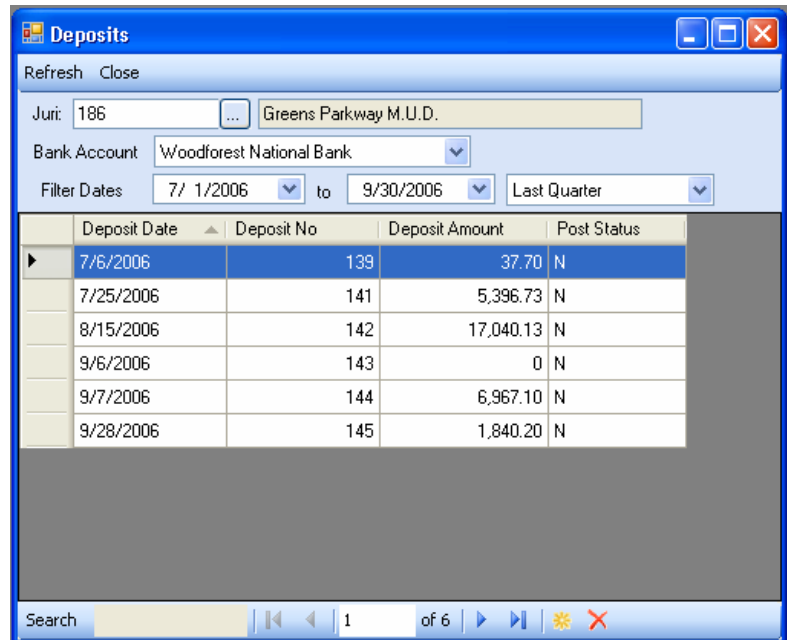
Tax Year	Rate Adopted	Name Chg Flag	Legal Rate	Legal Fee Date Personal	Legal Fee Date Real
2006	11/1/2006	No 21 days	20	7/1/2007	7/1/2007
2005	10/24/2005	No 21 days	20	7/1/2006	7/1/2006
2004	10/1/2004	No 21 days	20	7/1/2005	7/1/2005
2003	10/1/2003	No 21 days	20	7/1/2004	7/1/2004
2002	10/1/2002	No 21 days	15	7/1/2003	7/1/2003
2001	10/1/2001	No 21 days	15	7/1/2002	7/1/2002
2000	10/1/2000	No 21 days	15	7/1/2001	7/1/2001
1999	10/1/1999	No 21 days	15	7/1/2000	7/1/2000
1998	10/1/1998	No 21 days	15	7/1/1999	7/1/1999
1997	10/1/1997	No 21 days	15	7/1/1998	7/1/1998
1996	10/1/1996	No 21 days	15	7/1/1997	7/1/1997
1995	10/1/1995	No 21 days	15	7/1/1996	7/1/1996
*					

## Deposits

TaxServe provides an easy method of entering and tracking deposits. It supports any number of deposits per day.

TaxServe supports any number of bank accounts. Each Taxing Jurisdiction has its own set of bank accounts.

The Deposits list has options to filter the list by a date range. This allows you to look for deposits within date ranges. There is a pull-down box that has quick select date range options like, This Month, Last Month, This Quarter, Last Quarter, etc. The list can also be sorted by any of the columns, also helping to find a deposit by any of the fields.



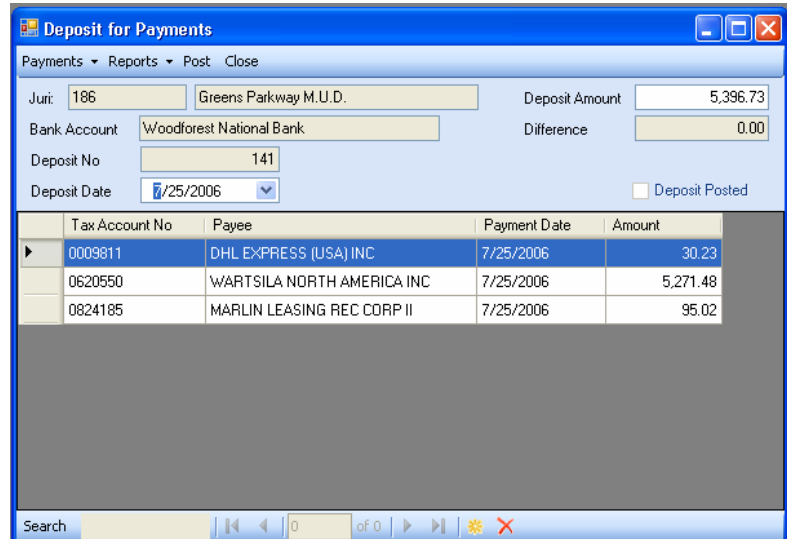
Deposit Date	Deposit No	Deposit Amount	Post Status
7/6/2006	139	37.70	N
7/25/2006	141	5,396.73	N
8/15/2006	142	17,040.13	N
9/6/2006	143	0	N
9/7/2006	144	6,967.10	N
9/28/2006	145	1,840.20	N

## Deposit Payments

TaxServe's main collection of payments is within a deposit. You create a deposit and then you add payments to the deposit. Deposit numbers are automatically generated across all bank accounts for tracking purposes.

It has balancing features to help with validating the deposit amounts.

Once all payments are entered into a deposit, you can print a deposit recap report that shows all the account payments, the breakdown of cash, check and credit card types, and the breakdown of the collection categories, taxes, rendition penalties, P&I, delinquent fees, etc.



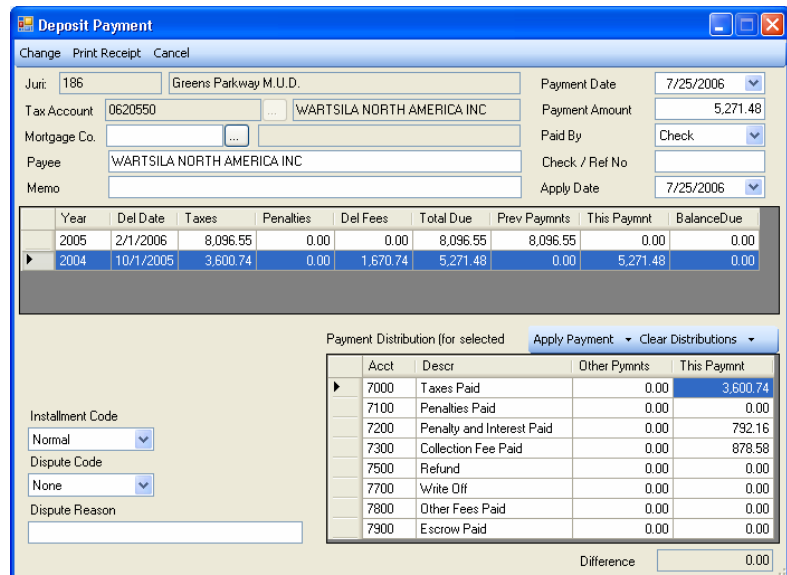
Tax Account No	Payee	Payment Date	Amount
0009811	DHL EXPRESS (USA) INC	7/25/2006	30.23
0620550	WARTSILA NORTH AMERICA INC	7/25/2006	5,271.48
0824185	MARLIN LEASING REC CORP II	7/25/2006	95.02

## Account Payments

Entering payments with TaxServe becomes an easy task with the high automation features it provides. The payment entry screen for an account shows all the tax years for an account, and allows payments for any of the years.

There are automaton buttons to quickly apply the payment in a multitude of ways. You can Apply To Taxes, Apply To Taxes w/Write-Off, Apply to Taxes w/Refund, Apply to Taxes w/Ratio, Apply to Escrow. These quickly fill in the correct distribution to the accounts.

You can also manually enter the amounts in the distribution fields. There are balancing totals to help with distributing the payment and checks to verify that all of the payment is apply correctly.



Year	Del Date	Taxes	Penalties	Del Fees	Total Due	Prev Pymnts	This Pymnt	Balance Due
2005	2/1/2006	8,096.55	0.00	0.00	8,096.55	8,096.55	0.00	0.00
2004	10/1/2005	3,600.74	0.00	1,670.74	5,271.48	0.00	5,271.48	0.00

Acct	Descr	Other Pymnts	This Pymnt
7000	Taxes Paid	0.00	3,600.74
7100	Penalties Paid	0.00	0.00
7200	Penalty and Interest Paid	0.00	792.16
7300	Collection Fee Paid	0.00	878.58
7500	Refund	0.00	0.00
7700	Write Off	0.00	0.00
7800	Other Fees Paid	0.00	0.00
7900	Escrow Paid	0.00	0.00

# TaxServe 3.0

Account Search - Microsoft Internet Explorer

Address: http://www.sjtaxservice.com/SrchAcct.aspx

## San Jacinto Tax Service Co LLC

Home

-- Account Search --

Enter full or partial search information in one or more fields then press the search button.

Account No: 12

Account Name:

City or Address:

Search

Juri ID	Account No	Name / Address
146 Crosby MUD	<a href="#">1201730010001</a>	CROSBY MEDICAL INVESTORS 14219 ASTON ST HOUSTON, TX 77040-5409
146 Crosby MUD	<a href="#">1222620010001</a>	HERNANDEZ VINCENTE & ANA 525 MCKINNEY LN CROSBY, TX 77532-9125
146 Crosby MUD	<a href="#">1222620010002</a>	CRUZ ROGELIO & MARIA 435 MCKINNEY LN CROSBY, TX 77532-6133
146 Crosby MUD	<a href="#">1222620010003</a>	ZAMARRIPA LUIS J & MARIA C LANDEROS 2929 HIGHWAY 90 TRLR 19 CROSBY, TX 77532-9128
146 Crosby MUD	<a href="#">1222620010004</a>	GRIFFIN ROMMEL & FRANCES 503 MCKINNEY LN CROSBY, TX 77532-9125
146 Crosby MUD	<a href="#">1222620010005</a>	OLVERA BULFRANO & MARIANA 14303 SMITHERMAN RD HOUSTON, TX 77044-6194
146 Crosby MUD	<a href="#">1222620010006</a>	OLVERA BULFRANO & MARIANA 14303 SMITHERMAN RD HOUSTON, TX 77044-6194

## Information Hosted on Web

TaxServe has features to setup and manage submitting it's information to a TaxServe Web Server to host the account information.

TaxServe can submit the data to the TaxServe Web Server on a demand basis or on a schedule.

The TaxServe Web Account Search is very easy for end users to look for their accounts. They can enter any partial or full information into one or more of the search fields and the search engine will look for the records based on all information entered.

The design of the TaxServe Web Server engine is very powerful, allowing a search returning thousands of accounts within seconds. It provides for a paging layout that allows the user to jump around the result pages quickly.

Clicking on an account number takes you to the account details.

Account Information - Microsoft Internet Explorer

Address: http://www.sjtaxservice.com/AcctInfo.aspx?JurID=146&TaxAcctNo=1222620010008

## San Jacinto Tax Service Co LLC

Search Accounts

-- Account Information --

Account: 122-262-001-0008  
LUNA ERIK & ANABEL  
1110 WOODLOCK DR  
PASADENA, TX 77506-5123

Tax Jurisdiction: 146  
Crosby MUD  
Highland, TX 77562

Service Address  
00000 MCKINNEY LN  
77532

(281) 426-8156

-- Taxes Information --

Tax Year: 2006

Appraised Values		Property Information	Statement Info	
Code	Values	LT 8 BLK 1 MCKINNEY PLACE SEC 1	Tax Year	2006
Land Value	\$17,147		Statement Date	11/1/2006
Total Appraised Value	\$17,147		Delinq. Date	2/1/2007

Taxing Unit	Exempt Amount	Taxable Value	Tax Rate	Tax Levy
Crosby MUD	\$0	\$17,147	0.52000	\$89.16
Total Taxes				\$89.16
Payment(s) applied				\$0.00
Total Due as of 11/12/2006				\$89.16
If Postmarked		P & I	Total Due	
in November 2006		0%	\$89.16	
in December 2006		0%	\$89.16	
in January 2007		0%	\$89.16	

Data current as of 11/10/2006

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## Web Account Information

Once an account is selected, the details for an account is displayed. The most current year is displayed first, but it allows the user to select any of the years that are available for the account from a pull-down list box, without having to perform another search.

The account details supports the capabilities of handling multiple taxing units, each with it's own tax rates and exemptions.

The delinquency amounts for P&I and attorney fees are dynamically calculated based on the TaxServe Web Servers' current date, so the penalty information is always accurately displayed to the end user.

The payment information is as current as of the last upload of the TaxServe Web Service.



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*TaxServe contains a wealth of great features, too many to list within this brochure. Please feel free to call for more information or for a demonstration of the product.*

*TaxServe is licensed based on a size model, allowing smaller companies an entry into a sophisticated product, yet giving it the capabilities to grow to an unlimited size.*