

# UNDERWRITING BULLETIN

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NY000298

**Date:** December 19, 2006

**To:** All New York State Office Counsel, Managers and Agents

**From:** Harold Boxer, Vice President and Senior Agency Counsel

**Re:** School Tax in Monroe County

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Please see attached for information on determining payment for 2006/07 school tax.

**References:**

Bulletins Replaced:	None
Related Bulletins:	None
Underwriting Manual:	None
Exceptions Manual:	None
Forms:	None
Attachments:	One

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New York State Land Title Association, Inc.  
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## MEMO BY FAX

**TO:** All Members

**FROM:** Ana Lord

**SUBJECT:** School Tax in Monroe County

**DATE:** December 7, 2006

Member, Bill Collins has sent us the following information.

We have just been informed by the Monroe County Treasurer's office that School Tax information that has been issued by their office since the 2006-2007 School Tax year began (on September 1, 2006) may have been **incorrect**.

They have stated that in both the School Tax duplicate bills issued since Sept. 1 by their department, *and* on the information on their tax computer, **all the School tax balances have been stated as zero, even though there may be an outstanding balance**. The bills also do not show if the School Tax has been re-levied to the 2007 County Tax bill.

The attached memo from the Treasurer's office indicates how to determine if an account has been paid; basically you will have to see an actual payment (or series of installment payments) printed on the bill. Just seeing a "zero" balance owed is not evidence of full payment. The individual School District offices will also have the correct tax.

Tax bills are still being printed incorrectly. The Treasurer has told us that they should be printing accurate bills by the end of this week. They have corrected the problem on the computer in the Treasurer's office.

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We Just discovered that the balance due information on EZ Tax for school taxes shows all accounts with a balance of zero. Obviously, that is incorrect. If the account is unpaid and you print a duplicate school bill, it is going to show a balance due of zero when there is really a balance due on the account.

For now, the only way to determine the payment on a school tax you can look at:

1. The duplicate tax bill- if there are no payments listed on the duplicate bill, then you know that the account has an outstanding balance.
2. The actual payment history- the payment history will also show what payments were made. If the customer paid by installment, you will have to determine what installment (s) are unpaid.
3. The Parcel Screen for school tax will show that there is no balance due and in the upper portion of the screen next to "Journal Entry Number" you will see "Adjustment Code" this will be populated with the code "RLV".