



Informational Guideline Release

Property Tax Bureau
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FISCAL YEAR 2004
GUIDELINES FOR ISSUING PRELIMINARY TAX BILLS

(G.L. Ch. 59 §23D)

This Informational Guideline Release (IGR) explains the requirements and procedures for issuing preliminary tax bills in FY2004 by cities, towns and districts using a semi-annual tax payment system and provides "model" preliminary tax bills, actual tax bills and demands for use by those communities.

The reverse side of the FY04 actual real estate tax bill has been revised to reflect legislation enacted during 2002 that creates a new tax deferral for persons experiencing temporary financial hardship (Clause 18A). See the second paragraph in the "Abatement/Exemption Applications" section of Model 3(S/P).

Questions on "Pro Forma" Recaps, which must be balanced, should be referred to your Bureau of Accounts field representative. Questions on billing and collection procedures may be referred to the Property Tax Bureau.

Topical Index Key:

Assessment Administration
Tax Bills

Distribution:

Assessors
Collectors

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Request for Authorization to Issue Preliminary Tax Bills
Model Preliminary Tax Bills, Tax Bills and Demands

FISCAL YEAR 2004
GUIDELINES FOR ISSUING PRELIMINARY TAX BILLS

(G.L. Ch. 59 §23D)

General Laws Chapter 59, Section 23D authorizes cities and towns to issue preliminary tax bills with the prior approval of the Commissioner of Revenue.

The purpose of preliminary tax bills is to provide a source of revenue for communities that are unable to mail tax bills in the fall because a revaluation or other reason has delayed the determination of assessed valuations for the fiscal year. Issuing preliminary tax bills enables communities in those circumstances to avoid costly short-term borrowing in anticipation of tax revenue or from foregoing investment income.

These guidelines set forth requirements and procedures for issuing preliminary tax bills in Fiscal Year 2004 by cities, towns and districts using a semi-annual tax payment system and establishes requirements for the form and content of tax bills in those communities.

GUIDELINES:

I. AUTHORIZATION REQUIREMENTS AND PROCEDURES

A. Eligibility

1. Cities and Towns

A city or town using a semi-annual tax payment system may be authorized by the Commissioner of Revenue to issue preliminary tax bills under G.L. Ch. 59 §23D if a reassessment or other reason has delayed the final determination of assessed valuations as of January 1, 2003 for FY04.

a. Communities Scheduled for Certification

A city or town scheduled for certification of full and fair cash values in FY04 may be authorized to issue preliminary tax bills if:

- (1) The city or town has a FY04 reassessment program approved by the Bureau of Local Assessment, and
- (2) The program appears likely to be completed in a timeframe that will allow the city or town to request preliminary certification review by February 1, 2004.

b. Communities Not Scheduled for Certification

A city or town that is not scheduled for certification of full and fair cash values in FY04 may be authorized to issue preliminary tax bills if it can demonstrate the existence of a valuation related delay in the setting of the FY04 tax rate.

2. Districts

A district that levies property taxes may be authorized to issue preliminary tax bills if at least one of the cities or towns constituting the district meets the requirements set forth in Section I-A-1 above.

B. Authorization Requirements

1. Vote of Assessors

On or before August 15, 2003, the Board of Assessors of an eligible city, town or district must decide whether or not it will request authorization from the Commissioner to issue preliminary tax bills in FY04. This decision is to be made by vote of the board at a meeting held on or before that date. The assessors do not have to submit their request for authorization to the Commissioner by August 15, but need only vote by then.

However, where circumstances cause a delay in making the decision, the assessors are authorized by these guidelines to take the vote after August 15.

A vote to request approval to issue preliminary tax bills does not obligate the city, town or district to do so if subsequent events enable the timely setting of a tax rate and mailing of tax bills.

2. Notice of Decision

Immediately after voting whether or not to request authorization to issue preliminary tax bills, the assessors must send written notice of their decision to the Board of Selectmen, Town Council, City Council and Mayor, or Prudential Committee, as applicable.

3. Establishment of FY04 Tax Levy

In order to receive authorization from the Commissioner to issue preliminary tax bills, a city, town or district must fix its tax levy for FY04 in the same manner as if it were setting its FY04 tax rate. Once the levy is established and the Commissioner authorizes the issuance of preliminary tax bills, a city, town or district may not increase its FY04 tax levy, except to reflect adjustments allowed in its FY04 tax levy under Proposition 2½, as explained in Sections I-B-3-b below. Under no circumstances may the FY04 tax levy exceed the limits imposed by G.L. Ch. 59 §21C, "Proposition 2½."

a. Submission of "Pro Forma" Recapitulation Sheet

The assessors must establish the city, town or district FY04 tax levy by submitting to the Commissioner a "Pro Forma" Recapitulation Sheet completed in accordance with instructions issued by the Bureau of Accounts. The "Pro Forma" Recapitulation Sheet submitted by the assessors must indicate a balanced budget within the limits of Proposition 2½.

The "Pro Forma" Recapitulation Sheet must contain all information required to set the FY04 tax rate, except the assessed valuation. In addition, it must include the assessors' estimate of the allowable increase in the FY04 levy limit due to tax base growth.

b. Allowable Increase in FY04 Tax Levy

If authorized to issue preliminary tax bills, a city, town or district cannot set a FY04 tax rate with a levy greater than the amount reported on the "Pro Forma" Recapitulation Sheet, except where:

- (1) Tax base growth, as certified by the Commissioner, is greater than the estimate reported on the "Pro Forma" Recapitulation Sheet, and/or
- (2) An override or exclusion has passed since the "Pro Forma" Recapitulation Sheet was approved.

In that case, a city, town or district may increase its levy accordingly. The increase cannot be more than the difference between the actual levy capacity established as a result of the additional growth and/or approved Proposition 2½ referenda questions, and the estimated levy capacity. Any increase allowed in the levy must be reported on the FY04 Recapitulation Sheet as:

- (1) An increase in appropriations from the levy,
- (2) An increase in other amounts to be raised from the levy, and/or
- (3) A decrease in estimated receipts.

c. Required Decrease in FY04 Tax Levy

Where actual tax base growth is lower than estimated, or a Proposition 2½ override passed since the "Pro Forma" Recapitulation was approved, the tax levy must be decreased in order to set a FY04 tax rate.

The decrease must be at least the difference between the estimated and actual levy capacity. Any decrease required in the levy must be reported on the FY04 Recapitulation Sheet as:

- (1) A decrease in appropriations from the levy as a result of rescissions,
- (2) A decrease in appropriations from the levy as a result of changes in funding source from the levy to free cash or other available funds, and/or
- (3) An appropriation from free cash for the purpose of reducing the levy.

C. Authorization Procedures

1. Communities/Districts Scheduled for Certification

If a city, town or district is requesting authority to issue preliminary tax bills because of delays in the revaluation and certification process, it must submit to the Bureau of Accounts:

- a. The enclosed "Authorization to Issue Preliminary Tax Bills" with applicable sections completed.
- b. A "Pro Forma" Recapitulation Sheet as explained in Section I-B-3-a above.

2. Communities/Districts Not Scheduled for Certification

All other cities, towns or districts requesting authorization to issue preliminary tax bills because of delays in determining assessed valuations for FY04 must submit to the Bureau of Accounts:

- a. The enclosed "Authorization to Issue Preliminary Tax Bills" with applicable sections completed.
- b. A letter explaining in detail the circumstances that have caused a delay in determining FY04 assessed valuations.
- c. A "Pro Forma" Recapitulation Sheet as explained in Section I-B-3-a above.

II. PRELIMINARY TAX COMMITMENT AND BILLING

A. Preparation of FY04 Assessment Roll

The assessors must first prepare the legal file that will be used for FY04 tax commitment and billing. This legal file will be used for both the preliminary and actual tax commitment and billing. Therefore, it must identify all real property parcels and personal property accounts subject to taxation in FY04 and the person(s) to be assessed FY04 taxes on those parcels and accounts.

This means assessors must update their legal file to include the following information in order to properly issue preliminary tax bills:

1. Ownership changes as of January 1, 2003.
2. Lot splits, subdivisions and condominium conversions as of January 1, 2003.
3. Personal property accounts as of January 1, 2003.

B. Determination of Preliminary Tax

After completing the legal file, the assessors must determine the FY04 preliminary tax for each parcel and account in the file. The basis for determining the amount of the FY04 preliminary tax is the adjusted net tax due on the parcel or account in FY03. The FY04 preliminary tax does not represent an estimate of the actual taxes due in FY04. Under no circumstances is it to be based on FY04 valuation and tax rate projections.

1. Maximum Amount

The maximum amount of the FY04 preliminary tax may not exceed 50 percent of the net tax due on the parcel or account in FY03, as adjusted according to the instructions in Section II-B-3 and 4 below.

2. Net Tax Due in FY03

For each parcel or account, the assessors must determine the net tax due on the property in FY03. The net tax due is calculated by:

- a. Determining the amount of the tax assessed on the parcel or account in FY03.
- b. Adding the amount of betterments, special assessments, water and sewer liens and any other charges that were added to and became part of the FY03 tax.
- c. Subtracting the amount of taxes abated or exempted in FY03.

The assessors should exclude betterments, special assessments, water and sewer liens and other charges added in FY03 from the calculation of the net tax due if they decide to bill FY04 betterments, special assessments, water and sewer liens and other charges with the preliminary tax (See Section II-C-2 below). In other words, the net tax due in those communities should be based solely on the FY03 property tax, as abated or exempted.

In other communities, the net tax due may also be based solely on the FY03 property tax, as abated or exempted. If assessors include FY03 betterments, special assessments, water and sewer liens and other charges in the net due calculation, however, they should do so uniformly for all applicable parcels.

EXAMPLE
Determining Net Tax Due

	<u>Ex. 1</u>	<u>Ex. 2</u>	<u>Ex. 3</u>
FY03 Tax	\$1000	\$1000	\$1000
Betterments, Special Assessments, Water/Sewer Liens, Charges Added to FY03 Tax, <u>except</u> if Billing FY04 Charges with Preliminary Tax	+ 0	200	200
FY03 Tax Abated/Exempted	- <u>250</u>	<u>0</u>	<u>250</u>
FY03 Net Tax Due	\$ 750	\$1200	\$ 950

3. Individual Adjustments in Net Tax Due

The net tax due as determined according to the instructions in Section II-B-2 above may be adjusted by the assessors for some individual parcels or accounts. Adjustments may only be made in the following situations.

a. Property Destruction

There has been a change in the condition of the property that will result in a significant reduction in valuation and taxes in FY04.

For example, a property consisted of land and a single family home as of January 1, 2002, with the FY03 assessed valuation of and taxes on the house representing 75 percent of the total. A fire destroys the house and there has been no effort to rebuild. Therefore, FY04 taxes will be assessed on the land only. The assessors may reduce the net tax due accordingly. In this case, the assessors could base the preliminary tax on the net tax that would have been due on the property in FY03 if taxes had been assessed on the land only.

b. New Construction

There has been a change in the condition of the property that will result in a significant increase in valuation and taxes assessed in FY04.

For example, a property consisted of vacant land as of January 1, 2002 and FY03 taxes were assessed on that basis. A single family home is constructed on the lot. Therefore, FY04 taxes will be assessed on the land and new improvement. The assessors may increase the net tax due accordingly. In this case, the assessors could base the preliminary tax on the net tax that would have been due on the property in FY03 if taxes had been assessed on the improved property.

c. Loss of Personal Exemption

There has been a change in ownership or other factor that will result in loss of qualification for an exemption granted in FY03 and an increase in the taxes due on the property in FY04.

For example, an elderly person owned real property and qualified for an exemption under G.L. Ch. 59 §5(41C) in FY03. As a result, the net tax due in FY03 was \$500, rather than \$1,000. Before July 1, 2003, the property was sold. The assessors may increase the net tax due accordingly. In this case, the assessors could base the preliminary tax on the net tax that would have been due on the property in FY03 if the exemption had not been granted.

d. Parcel Returned to Tax Rolls/New Personal Property Account

There is property subject to taxation for the first time in FY04 due to the return of an exempt parcel of real property or the addition of a new account of personal property to the tax rolls.

For example, a charitable organization owned real property and qualified for an exemption under G.L. Ch. 59 §5(3) in FY03. No tax was assessed. The property was sold and as of January 1, 2003 will be assessed to the new owner, a business corporation. Even though the net tax due would otherwise be \$0, the assessors may adjust it upwards. In this case, the assessors could base the preliminary tax on the net tax that would have been due on the property in FY03 if the exemption had not been granted.

e. Parcel Divisions

There has been a lot split, subdivision, condominium conversion or other parcel division between January 1, 2002 and January 1, 2003.

For example, a parcel consisted of 3 acres of vacant land on January 1, 2002 and was assessed as a single parcel in FY03. The net tax due in FY03 on that parcel was \$900. During 2002, the parcel was subdivided into 3 "new" parcels, each consisting of 1 acre of vacant land and for FY04, the 3 new parcels will be assessed separately for the first time. An apportionment of the net tax due in FY03 on the undivided parcel would ordinarily result in a net tax due of \$300 on each of the "new" resulting parcels. However, the assessors may increase the net tax due on each "new" parcel to reflect the parcel division. In this case, the assessors could base the preliminary tax on the net tax that would have been due if taxes had been assessed separately on the "new" parcels in FY03.

4. Tax Increase Adjustment in Net Tax Due

The net tax due as determined according to the instructions in Section II-B-2 and 3 above may also be adjusted by a tax increase factor.

That factor may not exceed 2.5 percent, plus the percentage any FY04 Proposition 2½ override or exclusion approved by the voters increases the FY03 tax levy. This adjustment is intended to spread any current year tax increases more evenly over the two installment payments, but it is not required. Any adjustment made, however, must be uniformly applied to all parcels and accounts.

5. Preliminary Tax Amount

Once the assessors have determined the net tax due for each parcel and account according to the instructions in Sections II-B-2 3 and 4 above, the FY04 preliminary tax is then calculated by multiplying the net tax due by a percentage that may not exceed 50 percent. The percentage selected must be uniformly applied to all parcels and accounts within the municipality or district.

EXAMPLE
Determining Preliminary Tax

	<u>Ex. 1</u>	<u>Ex. 2</u>	<u>Ex. 3</u>
FY03 Net Tax Due	\$ 750	\$1200	\$950
Tax Increase Adjustment (<u>Optional</u>) (2.5% + 0.5% for Override/Exclusion)	x <u>1.03</u>	<u>1.03</u>	<u>1.03</u>
Adjusted Net Tax Due	772.50	1236.00	978.50
Selected Percentage (Not to Exceed 50%)	x <u>50%</u>	<u>50%</u>	<u>50%</u>
FY04 Preliminary Tax	\$386.25	\$618	\$489.25

5. Preliminary Tax Calculation Examples

The following page illustrates how the preliminary tax is calculated in the various situations discussed in Section II-B-2, 3 and 4 above.

PRELIMINARY TAX CALCULATION EXAMPLES

	<u>Ex. 1</u>	<u>Ex. 2</u>	<u>Ex. 3</u>	<u>Ex. 4</u>	<u>Ex. 5</u>	<u>Ex. 6</u>
Type of Property Change FY03-04 Assessment Roll	None	Condition (2002 fire destroys house)	Condition (house built in 2002)	Exempt Status (Sold to Non- Qualifying Person)	Exempt Status (Sold to Non-Exempt Organization)	Taxable Unit (3 Acre Parcel Divided into 3 1 Acre Lots)
FY03 Tax	\$1000	\$1000 (lot and house)	\$ 250 (lot only)	\$1000	\$ 0 (charitable exemption)	\$1000
Betterments, Special Assessments, Liens, Charges Added to FY03 Tax	+ 200	0	100	0	0	0
FY03 Tax Abated/Exempted	- 250	0	0	500 (elderly exemption)	0	100
FY03 Net Tax Due	<u>950</u>	<u>1000</u>	<u>350</u>	<u>500</u>	<u>0</u>	<u>900</u> (undivided parcel)
Individual Adjustments in Net Tax Due		250 (Reduce tax to 250 - reflects tax if land only assessed in FY03)	1100 (Increase tax to 1000 - reflects tax if house also assessed in FY03)	1000 (Disregard exemption - reflects tax if exemption not granted in FY03)	1000 (Change tax to 1000 - reflects tax if exemption not granted in FY03)	500 each (Increase apportioned tax of \$300 each on new lots - reflects tax on each lot if taxed separately in FY03)
3% Tax Increase Adjustment in Net Tax Due (2.5% + 0.5% for Override/Exclusion)	978.50	257.50	1133	1030	1030	515
Selected Percentage (Not to Exceed 50%)	50%	50%	50%	50%	50%	50%
FY04 Preliminary Tax *	489.25	128.75	566.50	515	515	257.50 each

* FY04 Preliminary Tax equals FY03 Net Tax Due (or Adjusted Net Tax Due) x Selected Percentage

C. **Preliminary Tax Commitment and Billing**

1. **General**

The provisions of law regarding the procedures for issuing, mailing and collecting property tax and betterment assessments apply to the preliminary tax bills.

2. **Preliminary Tax Commitment**

Once the assessors have completed the legal file and have determined the amount of preliminary tax to be assessed on each parcel and account, they must commit the preliminary tax with a warrant to the collector.

The assessors may also commit with the preliminary tax any of the betterments, special assessments, liens or other charges that are to be added to the FY04 tax on the property for collection purposes. These special assessments and charges will then become due at the same time as the preliminary tax.

a. **Commitment List**

The commitment list must contain, at a minimum, (1) the name and mailing address of the person(s) being assessed, and (2) the identification and location of the property. The property identification must be sufficient to allow the collector to properly credit the preliminary tax to the actual tax assessed and committed for FY04. For example, the map, block and lot number, the account number or other unique identifier may be used.

The commitment list must also show the (1) preliminary tax and (2) for real property parcels in communities billing betterments, special assessments or other charges with the preliminary tax, the type, amount and committed interest for each assessment billed.

b. **Warrant**

Regular real estate and personal property warrants may be used if modified to indicate that they are for preliminary taxes under the provisions of G.L. Ch. 59 §23D.

3. Bill Form and Content

Preliminary tax bills for FY04 must meet the requirements for form and content set forth in this guideline. Only bills that meet these requirements may state "This form approved by the Commissioner of Revenue." The attached "model" preliminary tax bills 1(S/P) (real estate) and 2(S/P) (personal property) meet these requirements.

a. Content

Preliminary tax bills for FY04 must include:

- (1) Fiscal Year - The bills must be captioned "Fiscal Year 2004 Preliminary Real Estate Tax Bill" or "Fiscal Year 2004 Preliminary Personal Property Tax Bill."
- (2) Taxpayer Information - The names(s) and mailing address of the person(s) assessed the tax must be shown.
- (3) Property Identification and Location - Sufficient information to identify the parcel of real property or personal property account must be shown.
 - (a) For real property parcels, this information must include the location by street and number, if any, and the map, block and lot number or other unique identifier used by the assessors to identify the property. Other identifying information, such as a deed reference, may be included but is not required.
 - (b) For personal property accounts, this information should include any unique identifier such as account number used by the assessors to identify the property.
- (4) Special Assessment Information - For real property parcels, the following information must be shown for betterments, special assessments, liens or other charges being billed with the preliminary tax:

- Type of each assessment added. The type may be listed by code, provided the code is shown.
- Amount of each assessment added.
- Committed interest added for each assessment.
- Total special assessments and committed interest added to the tax.

(5) Tax Information - The following tax information must be shown:

- (a) For real property parcels, the total Preliminary Tax assessed must be shown.

In addition, the Total Preliminary Tax and Special Assessments Due must be shown. This represents the total preliminary tax and special assessments, including committed interest, being billed with the preliminary tax.

- (b) For personal property accounts, the total Preliminary Tax assessed must be shown.

(6) Payment Information - The following payment information must be provided:

- Amount payable by November 1, 2003 (or 30 days after the bills are mailed, whichever is later).

(7) Payment Instructions - The bill must include instructions on making payments that should include at a minimum the following:

- Checks are payable to the city/town.
- The address to mail payments.
- The Collector's Office hours.

(8) Billing/Appeal Rights Information -

- The bill must include the following statement on interest computation: "Interest at the rate of 14% per annum will accrue on payments not made by November 1 from October 1 until payment is made."

- The reverse side of the bill must provide the billing and appeal rights information shown in Models 1(S/P) (real estate) and 2(S/P) (personal property).

Preliminary tax bills may not contain any actual or proposed FY04 valuations or tax rates.

- (9) Past Due Payments - The bill may include a notice of past due assessments or charges not yet added to a tax, or prior years' taxes. The notice may consist of a general statement or check-off indicating the existence of past due amounts or a specific statement of the actual amounts past due. If past due amounts are placed on the bill, they should be shown separately, not as part of the current year payment information.

b. Form

Cities and towns may use the format shown in the models or may adapt the format to local specifications, provided that the format used presents the required content to the taxpayer in a clear and concise manner.

4. Mailing Deadline

Wherever possible, preliminary tax bills should be issued by October 1, 2003. **Where circumstances cause a delay in issuing the bills, however, collectors are authorized by these guidelines to issue the bills after that date.**

5. Payment Due Date

The preliminary tax (including betterments, special assessments, liens or other charges billed with the preliminary tax) is due and payable on November 1, 2003, or 30 days after the bills are mailed, whichever is later.

6. Interest

Interest accrues at the rate of 14 percent a year on delinquent preliminary taxes. Interest is computed on the unpaid and overdue amount from October 1, 2003, or the date the bills are mailed, whichever is later, until payment is made.

D. Administrative Procedures and Remedies

1. Omitted Parcels and Accounts

If a parcel or account is omitted from the commitment of FY04 preliminary taxes, the assessors may commit a preliminary tax and issue a preliminary tax bill for that property under G.L. Ch. 59 §75 regarding omitted assessments. See Property Tax Bureau Informational Guideline Release No. 90-215 *Omitted and Revised Assessments* for the specific procedures to use.

The preliminary tax bill for the omitted parcel or account is payable in a single installment due on November 1, 2003, or 30 days after the bill is mailed, whichever is later. Interest on delinquent payments for omitted preliminary taxes is computed from October 1, 2003, or the date the bill was mailed, whichever is later.

2. Incorrect Name

If a preliminary tax was committed and bill issued in the name of the incorrect person(s) and the preliminary tax has not been paid in full, the assessors should reassess the preliminary tax and reissue the bill in the name of the proper person(s) under G.L. Ch. 59 §77 regarding reassessment.

The assessors may use State Tax Form 44 to make the reassessment if modified to indicate that it is for preliminary taxes under G.L. Ch. 59 §23D. The collector should then send the proper person(s) a bill for the preliminary tax. The bill to be used should be modified to indicate that the bill is for a reassessed preliminary tax. Interest automatically accrues with the reassessment and is computed from the dates on which it would have been computed on the original bill.

3. Abatement of Incorrect or Excessive Amount

If the assessors determine that the amount of preliminary tax committed for a parcel or account exceeds the maximum amount authorized by G.L. Ch. 59 §23D, as explained in Section II-B above, they may adjust the amount by abating the excess that remains unpaid.

The assessors may abate preliminary taxes at any time before the commitment of the actual tax either on their own motion or upon a taxpayer's written application. The taxpayer's application need not be in any particular form. An abatement of preliminary taxes should be processed in the same manner as abatements of real estate and personal property taxes, except that any amounts abated are to be charged to preliminary tax receipts not to the FY04 overlay account. Any forms used in processing an abatement should be modified to indicate that they are for preliminary taxes under G.L. Ch. 59 §23D.

Example No. 1. Taxpayer A's FY03 real estate tax was \$1000. Taxpayer A was granted an abatement of \$200. Thus, the FY03 tax was \$800, which after a tax increase adjustment of 2.5 percent, resulted in an adjusted FY03 net tax due on this property of \$820. Under G.L. Ch. 59 §57C, Taxpayer A's FY04 preliminary tax cannot exceed \$410. However, the taxpayer received a preliminary tax bill of \$512.50 because the abatement was not included in the calculation of the FY03 net tax due. The assessors should abate all or as much of the \$102.50 overcharge that is unpaid.

Example No. 2. Taxpayer B's FY03 real estate tax was \$1000 to which \$2000 in delinquent water charges were added. Taxpayer B paid the tax and charges in full. Because of the delinquent charges, the FY03 tax was \$3000, which after a tax increase adjustment of 2.5 percent, resulted in an adjusted FY03 net tax due on this property of \$3075. Under G.L. Ch. 59 §57C, Taxpayer B's FY04 preliminary tax cannot exceed \$1537.50 and a preliminary tax bill was issued in that amount.

However, in this case where the FY03 net tax due included charges of a substantial amount and non-recurring nature that have been paid, the assessors may abate the preliminary tax to an amount that would be more representative of the preliminary tax the taxpayer would typically be required to pay. Here, for example, the assessors may recalculate the preliminary tax based on the FY03 real estate tax only (50% of $(\$1000 \times 1.025) = \512.50) and abate all or any portion of the difference that remains unpaid ($\$1537.50 - \$512.50 = \$1025$).

4. Property Divided After January 1

If a parcel is divided by sale, mortgage, partition or otherwise after January 1 and the division has been recorded at the Registry of Deeds, the assessors may apportion the preliminary tax, including interest, assessed on that parcel among the divided parcels under G.L. Ch. 59 §78A regarding apportionment if a written request is made by the owner of any of the divided parcels.

The assessors may use State Tax Form 175 to make the apportionment and State Tax Form 176 to notify all interested parties if the forms are modified as appropriate to indicate they are for preliminary taxes under G.L. Ch. 59 §23D.

If the assessors apportion a preliminary tax, they should also apportion the actual tax as soon as possible after commitment. See Property Tax Bureau Informational Guideline Release No. 92-207 *Apportionment of Taxes* for the specific procedures to use.

III. ACTUAL TAX COMMITMENT AND BILLING

A. Actual Tax Commitment

Once valuations as of January 1, 2003 are established for all taxable real property parcels and personal property accounts and the FY04 tax rate is set, the assessors will determine the total tax assessment on each parcel and account for FY04 and will commit those taxes with a warrant to the collector.

B. Preliminary Tax Credit and Actual Tax Payment

Upon receipt of the commitment, the collector must credit the committed (not paid) preliminary tax (including betterments, special assessments, liens and charges billed with the preliminary tax) to the actual tax assessed (including all betterments, special assessments, liens and charges being added to the tax for FY04). However, if an abatement of the preliminary tax, or added special assessment, was made, the credit should only be for the amount of the preliminary tax and special assessments as abated, not as committed.

The collector will then issue FY04 tax bills which set forth (1) the total tax assessed for the fiscal year, (2) the special assessments added to the tax for the fiscal year, (3) the amount of the preliminary tax and special assessment credit, and (4) the balance of the FY04 tax and special assessments owed.

EXAMPLE
Determining Actual Tax Balance

		<u>Ex. 1</u>	<u>Ex. 2</u>	<u>Ex. 3</u>
FY04 Tax		\$1000	\$1000	\$1000
Betterments, Special Assessments, Water/Sewer Liens, Charges Added to FY04 Tax	+	0	200	200
FY04 Preliminary Tax	-	500	500	500
Betterments, Special Assessments, Water/Sewer Liens, Charges Billed with FY04 Preliminary Tax	-	<u>0</u>	<u>200</u>	<u>150</u>
FY04 Tax and Special Assessment Balance		\$ 500	\$500	\$550

C. Bill Form and Content

Actual tax bills for communities using preliminary tax bills in FY04 must meet the requirements for form and content set forth in this guideline. Only bills that meet these requirements may state "This form approved by the Commissioner of Revenue." The attached "model" actual tax bills 3(S/P) (real property) and 4(S/P) (personal property) meet these requirements.

1. Content

Actual tax bills for FY04 must include:

- a. Assessment Date/Fiscal Year - The bills must be captioned "Fiscal Year 2004 Real Estate Tax Bill" or "Fiscal Year 2004 Personal Property Tax Bill" and must state the assessment date of January 1, 2003.
- b. Taxpayer Information - The name(s) and mailing address of the person(s) assessed the tax must be shown.

- c. Property Identification and Location - Sufficient information to identify the parcel of real property or personal property account must be shown.
 - (1) For real property parcels, this information must include the location by street and number, if any, and the map, block and lot number or other unique identifier used by the assessors to describe the property. Other identifying information, such as a deed reference, may be included but is not required.
 - (2) For personal property accounts, this information should include any unique identifier such as account number used by the assessors to describe the property.

- d. Property Description - A description of the taxable parcel or account must be provided.
 - (1) For real property parcels, a separate description of the land and buildings or other improvements must be shown. The land description must include the land area of the parcel. General terms such as land, building, improvement, structure or residence are sufficient although more detailed descriptions should be used where practicable.
 - (2) For personal property accounts, a separate description of the types of personal property must be shown. General terms such as inventory or machinery are sufficient.

- e. Valuation Information - The following valuation information must be provided:
 - (1) For real property parcels, the Total Valuation of the parcel must be shown. This will be the total assessed valuation of all land, buildings and other improvements comprising the parcel. A separate value for land and for buildings and other improvements no longer must appear on the bill.

In addition, communities with classified tax systems (i.e., those communities certified by the Commissioner as assessing property at full and fair cash value in FY02, FY03 and FY04) must include:

- Classification - The usage classification of the described land and buildings as Class 1 Residential, Class 2 Open Space, Class 3 Commercial or Class 4 Industrial.

If a parcel is a multiple class property, the allocation of the total valuation by usage class must also be shown.

- Residential/Small Commercial Exemption - If a residential or small commercial exemption has been adopted, the amount of the assessed valuation that has been exempted must be shown for applicable parcels.

The residential and small commercial exemptions are the only exemptions that may be shown on the tax bill.

- Total Taxable Valuation - The total taxable valuation must be shown. The taxable value will be the total valuation, except where a residential exemption has been applied.

- (2) For personal property accounts, the assessed Value of each type of personal property shown in the description must be stated separately.

In addition, the Total Valuation of all personal property must be stated.

- f. Special Assessment Information - For real property parcels, the following information for betterments, special assessments or other charges added to the FY04 tax for collection purposes must be shown whether or not the charges were billed with the preliminary tax:

- Type of each assessment added. The type may be listed by code, provided the code is shown.
- Amount of each assessment added.
- Committed interest added for each assessment.
- Total special assessments and committed interest added to the tax.

- g. Tax Rate Information - The total tax rate per \$1000 of assessed valuation must be stated.

In addition, communities with classified tax systems must show these rates for each class of real property: Class 1 Residential, Class 2 Open Space, Class 3 Commercial and Class 4 Industrial.

- h. Tax Information - The following tax information must be shown:

- (1) For real property parcels, the total Real Estate Tax assessed must be shown.

In addition, the Total Tax and Special Assessments Due must be shown. This represents the total real estate tax and special assessments, including committed interest, added to the tax.

- (2) For personal property accounts, the total Personal Property Tax assessed must be shown.

- i. Payment Information - The following payment information must be provided:

- Amount of preliminary tax and special assessments previously billed.
- Amounts paid or abated since preliminary tax bill issued.
- Amount of preliminary tax and special assessments overdue.
- Amount of interest on overdue preliminary tax and special assessments to date bill issued.
- Balance of FY04 tax and special assessments due and payable by May 1, 2004 (or 30 days after mailing of tax bill, whichever is later). **The exact due date must appear on the bill.** Printing the statutory due date (*i.e.*, May 1, 2004) alone is not sufficient unless bills were mailed on or before April 1, 2004. Nor is simply printing the bill issuance date with a notice that payment is due in 30 days

- j. Payment Instructions- The bill must include instructions on making payments that should include at a minimum the following:

- Checks are payable to the city/town or district.
- The address to mail payments.
- The Collector's Office hours.

k. Billing/Appeal Rights Information -

- The bill must include the following statement on interest computation "Interest at the rate of 14% per annum will accrue on payments not made by November 1 or May 1 from the first day of the preceding month until payment is made."
- The bill must state the last date abatement applications may be filed with the assessors. **The exact due date must appear on the bill, and it must be the same due date given for the first installment payment.** The language used in the statement may vary depending on the availability of space, but the following are preferred:

ABATEMENT APPLICATIONS TO ASSESSORS DUE:
_____, 2004

or

DEADLINE FOR FILING ABATEMENT
APPLICATIONS WITH ASSESSORS: _____, 2004

or

ABATEMENT APPLICATIONS MUST BE FILED WITH
THE ASSESSORS BY _____, 2004.

- The reverse side of the bill must provide the billing and appeal rights information shown in Models 3(S/P) (real estate) and 4(S/P) (personal property).
- l. Past Due Payments - The bill may include a notice of past due assessments or charges not yet added to a tax, or prior years' taxes. The notice may consist of a general statement or check-off indicating the existence of past due amounts or a specific statement of the actual amounts past due. If past due amounts are placed on the bill, they should be shown separately, not as part of the current year payment information.

2. Form

Cities and towns may use the format shown in the models or may adapt the format to local specifications, provided that the format used presents the required content to the taxpayer in a clear and concise manner.

3. Local Options

Where practicable, certain local adaptations may be made in the models. The following options, which are identified in the models by enclosure in parentheses, may be used:

- a. Per Diem Interest Charge - The statement on interest computation may provide a per diem interest charge.
- b. Applicable Exemptions - The information provided on exemptions on the reverse side of the bill may be adapted to state the local option exemptions (17, 17C, 17C½, 17D) (37, 37A) (41, 41B, 41C) (52) (53) specifically applicable in the city or town. If a community chooses not to so specify, then references to all available exemptions must be included and the parentheses removed.
- c. Local Funds Check-off -Cities and towns may designate a place on the property tax bill (or design a separate form to be mailed with the tax bills) for taxpayers to check off amounts to donate to the scholarship and education funds authorized by G.L. Ch. 60 §3C, and the fund to assist low income elderly or disabled persons pay their property taxes authorized by G.L. Ch. 60 §3D. The local funds check-off may also appear on or accompany the preliminary tax bill and demand notice.

All funds check-offs must conform to the format below, with only those funds accepted by the municipality's legislative body appearing in line 2.

VOLUNTARY CHECK-OFF FOR CONTRIBUTION TO LOCAL FUNDS

1. Amount Now Due \$_____
2. Scholarship Education Seniors/Disabled
\$ \$ \$
- (Insert amount(s) you wish to contribute)
- Total Contribution + \$_____
3. Add items 1 and 2 and pay total amount \$_____
-

If the check-off appears on a separate form, rather than the tax bill or demand, the form may also include instructions to taxpayers on how to contribute to the funds by completing and returning the form with their tax payments. No other information regarding the funds may be placed on a check-off form.

Only bills or forms that meet these requirements may state "Approved by the Commissioner of Revenue."

D. Payment Due Date

The entire balance of the FY04 tax is due and payable May 1, 2004, or 30 days after the bills are mailed, whichever is later.

E. Interest

Interest accrues at the rate of 14 percent a year on delinquent actual tax balances. Interest is computed on the unpaid and overdue amount from April 1, 2004, or the date the bills are mailed, whichever is later, until payment is made.

F. Abatement/Exemption Applications

A person's right to seek an abatement of or exemption from FY04 taxes is not prejudiced by the issuance of preliminary tax bills. The deadline for filing abatement or exemption applications is measured from the date the actual tax bills are mailed, not the preliminary tax bills.

Applications for personal exemptions and the residential exemption must be filed within three months of the date the actual tax bill is mailed. Applications for abatement, and all other exemptions, must be filed on or before by May 1, 2004, or the thirtieth day after the date the actual bills are mailed, whichever is later.

G. Crediting Abatements/Exemptions Granted

The procedures for applying abatements and exemptions and computing the minimum payment required to avoid interest charges are not affected by issuing preliminary tax bills. Thus, if the assessors grant an abatement or exemption, the collector should apply the amount abated or exempted to reduce any balance that remains outstanding. No refund would be issued unless the taxpayer has already paid more than the entire year's tax, as abated. Preliminary tax payments are considered payments for the purpose of determining when the entire tax for the fiscal year has been paid. In addition, the tax, as abated or exempted, would continue to be the basis for determining the amount a taxpayer must pay by the due date to avoid being charged interest.

Example 1. Taxpayer C's FY04 real estate tax was \$1000. Taxpayer C's preliminary tax was \$700, which leaves an actual tax balance of \$300 for the year due and payable on May 1. Taxpayer C paid both payments timely and is granted an abatement of \$350 on May 15. The abatement reduces the FY04 tax to \$650, which was paid when Taxpayer C made the preliminary tax payment. A refund of \$350 must be issued with interest on \$50 from the preliminary tax due date (or the date the preliminary tax payment was made, whichever is later) and on \$300 from the actual tax due date (or the date the actual tax payment was made, whichever is later).

Example 2. Taxpayer C's FY04 real estate tax was \$2000. Taxpayer C's preliminary tax was \$800, which leaves an actual tax balance of \$1200 for the year due and payable on May 1. Taxpayer C paid both the preliminary and actual tax payments timely and is granted an abatement of \$200 on May 15. The abatement reduces the FY04 tax to \$1800, but since the taxpayer has already paid that amount, a refund of \$200 must be issued with interest from May 1, which is the date the tax is considered overpaid (the May 1 due date or the date the payment was made, whichever is later).

Example 3. Same facts as above except Taxpayer C paid the full preliminary tax timely and only \$900 of the actual tax balance before May 1. Again, the taxpayer is granted an abatement of \$200 on May 15, which reduces the FY04 tax to \$1800. In this case, however, \$100 of the tax is overdue because Taxpayer C had to pay \$1000 by May 1, which is the FY04 actual tax balance as abated (\$2000 FY04 tax - \$200 abatement results in an \$1800 tax due. After the \$800 preliminary tax credit, a balance of \$1000 remains which must be paid by May 1).

H. Omitted and Revised Assessments

If parcels or accounts are omitted from the actual FY04 tax commitment or are underassessed, the assessors may make an omitted or revised assessment on the parcel or account under G.L. Ch. 59 §75 and 76. See Property Tax Bureau Informational Guideline Release No. 90-215 *Omitted and Revised Assessments* for the specific procedures to use.

The entire amount billed for the omitted or revised assessment is due on May 1, 2004, or 30 days after the bill for the omitted or revised assessment is mailed, whichever is later. Interest on delinquent payments for omitted and revised assessments is charged from April 1, 2004, or the date the bill for the omitted or revised assessment was mailed, whichever is later.

The deadline for filing an application for abatement of an omitted or revised assessment is three months after the date the tax bill for the omitted or revised assessment was mailed.

I. Demands

If the entire FY04 tax has not been paid by May 1, 2004 (or 30 days after the actual tax bill was mailed if mailed after April 1, 2004), the collector will make a demand for payment on the taxpayer and then proceed to collect the amount outstanding. Demand notices must be captioned "Demand for Payment Fiscal Year 2004 Real Estate Taxes" or "Demand for Payment Fiscal Year 2004 Personal Property Taxes" and must include:

1. The taxpayer, property identification and location, property description, valuation, special assessment (for real estate only), tax rate, tax and payment instruction information found in the actual tax bill as explained in Section III-C above.
2. The following Payment Information:
 - Amounts abated or exempted since actual tax bill issued.
 - Payments made since actual tax bill issued.
 - Amount of preliminary tax (and special assessments if billed with preliminary tax) payment overdue.
 - Amount of final tax payment overdue.
 - Amount of interest on overdue payment(s) to date notice issued.
 - Demand charge of \$5.00.
 - Amount due.
3. The following statement on interest computation "Interest at the rate of 14% per annum (or at \$_____ per day) will accrue on overdue payments until payment is made."
4. The notice shown in Models 5(S/P) (real estate) and 6(S/P) (personal property) on the reverse side of the bill.

ATTACHMENTS

REQUEST FOR AUTHORIZATION TO ISSUE PRELIMINARY TAX BILLS

Attached is a model "Request for Authorization to Issue Preliminary Tax Bills", to be submitted along with a completed "Pro Forma" Recapitulation Sheet.

MODEL PRELIMINARY TAX BILLS, TAX BILLS AND DEMANDS

Attached are the following "model" FY04 preliminary tax bills, tax bills and demands. These models meet the minimum requirements set forth in this guideline for FY04 bills in all cities, towns or districts using a semi-annual tax payment that issue preliminary tax bills under G.L. Ch. 59 §23D.

Model 1(S/P)	Preliminary Tax Bill - Real Estate
Model 2(S/P)	Preliminary Tax Bill - Personal Property
Model 3(S/P)	Tax Bill - Real Estate
Model 4(S/P)	Tax Bill - Personal Property
Model 5(S/P)	Demand - Real Estate
Model 6(S/P)	Demand - Personal Property

(SAMPLE)

(Type on City/Town Letterhead and mail to:)

Bureau of Accounts
Division of Local Services
P.O. Box 55490
Boston, MA 02205-5490

AUTHORIZATION TO ISSUE PRELIMINARY TAX BILLS
FOR

(City/Town/District)

(ALL COMMUNITIES/DISTRICTS:)

In accordance with G.L. Ch. 59 §23D, the Board of Assessors requests the Commissioner's authorization to issue preliminary tax bills for FY04.

The assessors voted to request such authorization on _____ (date) and notified the appropriate officials of that action.

(FOR COMMUNITIES/DISTRICTS SCHEDULED FOR FY04 CERTIFICATION:)

The assessors shall submit on _____ (projected date), but no later than February 1, 2004, the proposed assessed values as of January 1, 2003 to the Bureau of Local Assessment for certification under General Laws Chapter 59 §2A(c). Attached is the completed "Pro Forma" Recapitulation Sheet.

(FOR COMMUNITIES/DISTRICTS NOT SCHEDULED FOR FY04 CERTIFICATION:)

The assessors shall submit on or before _____, (projected date), the Tax Base Growth Report and the Tax Rate Recapitulation Sheet with final assessed valuations to the Bureau of Accounts for the purposes of establishing the FY04 tax rate. Attached is a letter describing the circumstances that have caused a delay in determining assessed valuations for FY04 and the completed "Pro Forma" Recapitulation Sheet.

Submitted by: _____

The Board of Assessors

Date: _____

MODEL 1(S/P)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN)
OFFICE OF COLLECTOR OF TAXES

FISCAL YEAR 2004 PRELIMINARY REAL ESTATE TAX BILL

YOUR PRELIMINARY TAX FOR THE FISCAL YEAR BEGINNING JULY 1, 2003 AND ENDING
JUNE 30, 2004 ON THE PARCEL OF REAL ESTATE DESCRIBED BELOW IS AS FOLLOWS:

PROPERTY IDENTIFICATION AND LOCATION (MAP/BLOCK/LOT – ACCOUNT – OTHER) (ADDRESS)	SPECIAL ASSESSMENTS			PRELIMINARY TAX
	Type	Amount	Comm. Int.	TOTAL TAX & SP. ASSESSMENTS DUE (NOVEMBER 1, ())
(ASSESSED OWNER(S)) (ADDRESS)				
	TOTAL SP. ASSESSMENTS			AMOUNT NOW DUE
Make Checks Payable to: The (City/Town) of () Mail Payments to: The Collector of Taxes (Address) Office Hours: () AM to () PM Mon. – Fri. See Reverse Side for Important Information				INTEREST AT THE RATE OF 14% PER ANNUM WILL ACCRUE ON PAYMENTS NOT MADE BY NOVEMBER 1 FROM OCTOBER 1 UNTIL PAYMENT IS MADE.
THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE				

FISCAL YEAR 2004 PRELIMINARY TAX: This bill shows the amount of preliminary tax you owe for fiscal year 2004 (July 1, 2003 - June 30, 2004).

PRELIMINARY TAX AMOUNT: As a general rule, your preliminary tax will not exceed 50% of your adjusted fiscal year 2003 tax (including any betterments, special assessments and other charges added to the tax). Adjustments are made for abatements or exemptions granted for fiscal year 2003, and tax increases allowed under Proposition 2½ in fiscal year 2004. Under certain circumstances, your preliminary tax may exceed 50% of the adjusted amount.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax is due in full on November 1, 2003, or 30 days after the date the bills were mailed, whichever is later. If your payment is not made by the due date, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. Interest is computed on overdue preliminary tax payments from October 1, 2003, or the date preliminary tax bills were mailed, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if your tax payment is not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

FISCAL YEAR 2004 ACTUAL TAX BILLS: You will receive your actual fiscal year 2004 tax bill based on January 1, 2003 assessments after the tax rate is set. Any preliminary tax payments made will be credited toward payment of your fiscal year 2004 tax. Your actual tax bill will provide you with more detailed information on payment due dates.

ABATEMENT/EXEMPTION APPLICATIONS: Your right to seek an abatement of or exemption from your fiscal year 2004 tax is not prejudiced by the issuance of preliminary tax bills. Once the actual tax bills are issued, you will be able to apply for an abatement or exemption. The deadline for filing your abatement or exemption application will be measured from the date the actual tax bills are mailed, not the date preliminary tax bills were mailed. Your actual tax bill will provide you with more detailed information on application procedures and deadlines.

INQUIRIES: If you have questions on how your preliminary tax was determined, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

MODEL 2(S/P)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN)
OFFICE OF COLLECTOR OF TAXES

FISCAL YEAR 2004 PRELIMINARY PERSONAL PROPERTY TAX BILL

YOUR PRELIMINARY TAX FOR THE FISCAL YEAR BEGINNING JULY 1, 2003 AND ENDING JUNE 30, 2004 ON THE PERSONAL PROPERTY DESCRIBED BELOW IS AS FOLLOWS:	
PROPERTY IDENTIFICATION (ACCOUNT - OTHER)	PRELIMINARY TAX DUE (NOVEMBER 1), ()
(ASSESSED OWNER(S)) (ADDRESS)	AMOUNT NOW DUE
Make Checks Payable to: The (City/Town) of () Mail Payments to: The Collector of Taxes (Address) Office Hours: () AM to () PM Mon. – Fri. See Reverse Side for Important Information	INTEREST AT THE RATE OF 14% PER ANNUM WILL ACCRUE ON PAYMENTS NOT MADE BY NOVEMBER 1 FROM OCTOBER 1 UNTIL PAYMENT IS MADE.
THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE	

FISCAL YEAR 2004 PRELIMINARY TAX: This bill shows the amount of preliminary tax you owe for fiscal year 2004 (July 1, 2003 - June 30, 2004).

PRELIMINARY TAX AMOUNT: As a general rule, your preliminary tax will not exceed 50% of your adjusted fiscal year 2003 tax (including any betterments, special assessments and other charges added to the tax). Adjustments are made for abatements or exemptions granted for fiscal year 2003, and tax increases allowed under Proposition 2½ in fiscal year 2004. Under certain circumstances, your preliminary tax may exceed 50% of the adjusted amount.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax is due in full on November 1, 2003, or 30 days after the date the bills were mailed, whichever is later. If your payment is not made by the due date, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. Interest is computed on overdue preliminary tax payments from October 1, 2003, or the date preliminary tax bills were mailed, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if your tax payment is not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

FISCAL YEAR 2004 ACTUAL TAX BILLS: You will receive your actual fiscal year 2004 tax bill based on January 1, 2003 assessments after the tax rate is set. Any preliminary tax payments made will be credited toward payment of your fiscal year 2004 tax. Your actual tax bill will provide you with more detailed information on payment due dates.

ABATEMENT/EXEMPTION APPLICATIONS: Your right to seek an abatement of or exemption from your fiscal year 2004 tax is not prejudiced by the issuance of preliminary tax bills. Once the actual tax bills are issued, you will be able to apply for an abatement or exemption. The deadline for filing your abatement or exemption application will be measured from the date the actual tax bills are mailed, not the date preliminary tax bills were mailed. Your actual tax bill will provide you with more detailed information on application procedures and deadlines.

INQUIRIES: If you have questions on how your preliminary tax was determined, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

MODEL 3(S/P)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN)
OFFICE OF THE COLLECTOR OF TAXES

FISCAL YEAR 2004 REAL ESTATE TAX BILL

TAX RATE PER \$1000			
Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial

Based on assessments as of January 1, 2003, your Real Estate Tax for the fiscal year beginning July 1, 2003 and ending June 30, 2004 on the parcel of real estate described below is as follows:

Property Identification (M-B-L/Other)	Property Location (Address)	Page & Line	Bill No.	Real Estate Tax
				Total Tax & Sp. Assessments Due
REAL ESTATE VALUES		SPECIAL ASSESSMENTS		Preliminary Tax
Description		Type	Amount	Comm. Int.
Class	Valuation			
Total Valuation				
Residential/Commercial Exemption		TOTAL SP. ASSESSMENTS		AMOUNT NOW DUE
Total Taxable Valuation				
Assessed Owner(s) Address	Make Checks Payable to: The (City/Town) of () Mail Payments to: The Collector of Taxes (Address) Office Hours: () AM to () PM Mon. – Fri.			Interest at the rate of 14% per annum will accrue on payments not made by November 1 or May 1 from the first day of the preceding month until payment is made. SEE REVERSE SIDE FOR IMPORTANT INFORMATION
ABATEMENT APPLICATIONS TO ASSESSORS DUE: ()				

FISCAL YEAR 2004 TAX: This tax bill shows the amount of real estate taxes you owe for fiscal year 2004 (July 1, 2003 - June 30, 2004). The tax shown in this bill is based on assessments as of January 1, 2003. The bill also shows betterments, special assessments and other charges.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax was due on November 1, 2003, or 30 days after the date bills were mailed, whichever was later. Your preliminary tax is shown on this bill as a credit against your tax, including betterments, special assessments and other charges. The balance is due May 1, 2004, or 30 days after the date tax bills were mailed, whichever is later. If your preliminary and final payments are not made by their due dates, interest as the rate of 14% per annum will be charged on the unpaid and overdue amount. Interest is computed on overdue preliminary payments from October 1, 2003, or the date preliminary tax bills were mailed, whichever was later, and on overdue final payments from April 1, 2004, or the date the tax bills were mailed, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if payments are not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

ABATEMENT/EXEMPTION APPLICATIONS: You have a right to contest your assessment. To do so, you must file an application for an abatement in writing on an approved form with the Board of Assessors. You may apply for an abatement if you believe your property is valued at more than its fair cash value, is not assessed fairly in comparison with other properties, or if a classified tax system is used locally, is not properly classified. The filing deadline for an abatement application is May 1, 2004, or 30 days after the date tax bills were mailed, whichever is later.

You may be eligible for an exemption from or deferral of all or some of your tax. In order to obtain an exemption for which you are qualified, you must file an application in writing on an approved form with the assessors. The filing deadline for an exemption under Mass. G.L. Ch. 59, §5, Cl. (17, 17C, 17C½, 17D), 18, 22, 22A, 22B, 22C, 22D, 22E, (37, 37A), (41, 41B, 41C), 42, 43 or (52), or a deferral under Cl. 18A or 41A is 3 months after the date tax bills were mailed. The filing deadline for all other exemptions under Ch. 59, §5 is May 1, 2004, or 30 days after the date tax bills were mailed, whichever is later. The filing deadline for a residential exemption under Ch. 59, §5C, if locally adopted and not shown on your bill, is 3 months after the date tax bills were mailed.

Applications are timely filed when (1) received by the assessors on or before the filing deadline, or (2) mailed by United States mail, first class postage prepaid, to the proper address of the assessors, on or before the filing deadline, as shown by a postmark made by the United States Postal Service. If your application is not timely filed, the assessors cannot by law grant an abatement or exemption.

INQUIRIES: If you have questions on your valuation or assessment or on abatements or exemptions, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

MODEL 4(S/P)

THE COMMONWEALTH OF MASSACHUSETTS
 (CITY/TOWN)
 OFFICE OF THE COLLECTOR OF TAXES

FISCAL YEAR 2004 PERSONAL PROPERTY TAX BILL

TAX RATE PER \$1000

Based on assessments as of January 1, 2003, your Personal Property Tax for the fiscal year beginning July 1, 2003 and ending June 30, 2004 on the personal property described below is as follows:

Property Identification (Acct. No. / Other)	Page & Line	Bill No.	Personal Property Tax
			Preliminary Tax
PERSONAL PROPERTY VALUES			Abatement
Description	Value		Payments Made
			Preliminary Tax Overdue
			Interest
			Balance Due (May 1), 2004
TOTAL VALUATION			AMOUNT NOW DUE
Assessed Owner(s) Address	Make Checks Payable to: The (City/Town) of () Mail Payments to: The Collector of Taxes (Address) Office Hours: () AM to () PM Mon. - Fri. ABATEMENT APPLICATIONS TO ASSESSORS DUE: ()		Interest at the rate of 14% per annum will accrue on payments not made by November 1 or May 1 from the first day of the preceding month until payment is made. <p align="center">SEE REVERSE SIDE FOR IMPORTANT INFORMATION</p>

FISCAL YEAR 2004 TAX: This tax bill shows the amount of personal property taxes you owe for fiscal year 2004 (July 1, 2003-June 30, 2004). The tax shown in this bill is based on assessments as of January 1, 2003.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax was due on November 1, 2003, or 30 days after the date bills were mailed, whichever was later. Your preliminary tax is shown on this bill as a credit against your tax. The balance is due May 1, 2004, or 30 days after the date the tax bills were mailed, whichever is later. If your preliminary and final payments are not made by their due dates, interest at the rate of 14% per annum will be charged on the unpaid and overdue amount. Interest is computed on overdue preliminary payments from October 1, 2003, or the date preliminary tax bills were mailed, whichever was later, and on overdue final payments from April 1, 2004, or the date the tax bills were mailed, whichever is later, to the date payment is made. You will also be required to pay charges and fees incurred for collection if payments are not made when due. Payments are considered made when received by the Collector. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

ABATEMENT APPLICATIONS: You have a right to contest your assessment. To do so, you must file an application for an abatement in writing on an approved form with the Board of Assessors. You may apply for an abatement if you believe your property is valued at more than its fair cash value or is not assessed fairly in comparison with other properties. The filing deadline for an abatement application is May 1, 2004, or 30 days after the date tax bills were mailed, whichever is later.

Applications are timely filed when (1) received by the assessors on or before the filing deadline, or (2) mailed by United States mail, first class postage prepaid, to the proper address of the assessors, on or before the filing deadline, as shown by a postmark made by the United States Postal Service. If your application is not timely filed, the assessors cannot by law grant an abatement.

INQUIRIES: If you have questions on your valuation or assessment or on abatements, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.

MODEL 5(S/P)

THE COMMONWEALTH OF MASSACHUSETTS
(CITY/TOWN)
OFFICE OF THE COLLECTOR OF TAXES

DEMAND FOR PAYMENT
FISCAL YEAR 2004 REAL ESTATE TAX

As required by law, demand is made upon you for payment of your fiscal year 2004 Real Estate Taxes as follows:

TAX RATE PER \$1000			
Class 1 Residential	Class 2 Open Space	Class 3 Commercial	Class 4 Industrial

Property Identification (M-B-L/Other)	Property Location (Address)	Page & Line	Bill No.	Real Estate Tax
REAL ESTATE VALUES				Total Tax & Sp. Assessments Due
Description		SPECIAL ASSESSMENTS		Abatement/Exemption
Class		Type Amount Comm. Int.		Payments Made
Valuation				Preliminary Tax Overdue
				Balance Overdue
				Interest
				Demand \$5.00
Total Valuation				
Residential/Commercial Exemption		TOTAL SP. ASSESSMENTS		AMOUNT NOW DUE
Total Taxable Valuation				
Assessed Owner(s) Address	Make Checks Payable to: The (City/Town) of () Mail Payments to: The Collector of Taxes (Address) Office Hours: () AM to () PM Mon. – Fri.			Interest at the rate of 14% per annum (at \$____ per day) will accrue on overdue payments until payment is made. SEE REVERSE SIDE FOR IMPORTANT INFORMATION

DEMAND FOR PAYMENT OF FISCAL YEAR 2004 TAX

This notice shows the amount of your fiscal year 2004 real estate tax, including betterments, special assessments and other charges, that is unpaid and overdue.

In addition to the amount of overdue taxes shown in this notice, you also owe accrued interest and a demand charge of \$5.00. Interest will continue to accrue on overdue taxes until your payment is made. Your payment will be considered made when received by the Collector.

If the total amount you owe is not paid within 14 days of the date of this demand, the Collector will proceed to collect the amount owed in accordance with law.

MODEL 6(S/P)

THE COMMONWEALTH OF MASSACHUSETTS
 (CITY/TOWN)
 OFFICE OF THE COLLECTOR OF TAXES

DEMAND FOR PAYMENT
 FISCAL YEAR 2004 PERSONAL PROPERTY TAX

TAX RATE PER \$1000

As required by law, demand is made upon you for payment of your fiscal year 2004 Personal Property Tax as follows:

Property Identification (Acct. No. / Other)	Page & Line	Bill No.	Personal Property Tax
			Abatement
PERSONAL PROPERTY VALUES			Payments Made
Description	Value		
			Preliminary Tax Overdue
			Balance Overdue
			Interest
			Demand \$5.00
TOTAL VALUATION			AMOUNT NOW DUE
Assessed Owner(s)	Make Checks Payable to: The (City/Town) of ()		Interest at the rate of 14% per annum (at \$ ____ per day) will accrue on overdue payments until payment is made. SEE REVERSE SIDE FOR IMPORTANT INFORMATION
Address	Mail Payments to: The Collector of Taxes (Address)		
	Office Hours: () AM to () PM Mon. - Fri.		

DEMAND FOR PAYMENT OF FISCAL YEAR 2004 TAX

This notice shows the amount of your fiscal year 2004 personal property tax that is unpaid and overdue.

In addition to the amount of overdue taxes shown in this notice, you also owe accrued interest and a demand charge of \$5.00. Interest will continue to accrue on overdue taxes until your payment is made. Your payment will be considered made when received by the Collector.

If the total amount you owe is not paid within 14 days of the date of this demand, the Collector will proceed to collect the amount owed in accordance with law.