Grand List State Payments to Municipalities: Suppressing Payment Data

Due to a December 2011 court ruling, municipal officials may not allow the public access to any data that displays a person's State Payment. NEMRC's Grand List software allows end users to accommodate that court ruling in all your grand list entities.

What's in this Guide

This guide explains how to hide state payments as required by law, including:

- How to hide state payments from tax bills and the tax book
- How to set up passwords to restrict access for users of your public access terminals

Vocabulary

Total Tax--The tax due before any State Payment amounts are deducted. Total Tax is the product of: grand list value *x* (all tax rates + late filer penalty)

Net Tax--The tax due after State Payment amounts are deducted

Net Tax Payments--The Net Tax divided by the number of installments on your town's tax bills

If you have questions, please contact PVR at (802) 828-5860 or email tax.pvr@vermont.gov

> For help with NEMRC software call 1-900-387-1110 or email support@nemrc.com

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Tax Book Options

Option 1: Print and reprint tax books to hide state payment data

Open the **As-Billed Grand List** (not shown). Go to the **Reports** menu and select **#5 Tax Book**. The option to hide the state payment information has always been available. Two options are circled in *Figure 1a*: **Print State Payment Amount**, and **Print Net Tax Payments**. When both are left unchecked the program will <u>NOT</u> display the State Payment amount or the Net Tax Payment amounts.

In *Figure 1b*, the State Payment and the Net Tax Payment that would normally show in the areas circled are now hidden. <u>It is very important to uncheck both boxes if you are printing this tax book for the</u> **public to view.** If you only check one of the boxes, whoever views the report could figure out someone's state payment in one of two ways:

- The State Payment would display.
- Net Tax Payments would display, enabling someone to get the State Payment by subtracting it from the Total Tax.

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Option 2: Reprinting Tax Books to show State Payment information

To reprint a copy of the Tax Book for office use only, select State Payment Amount and/or Net Tax Payments.

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Tax Bill Options

Option 1: Printing and reprinting tax bills to hide or show the state payment information

Open the **As-Billed Grand List** (not shown). Go to the **Reports** menu and select any of the tax bill report options: **Copy of**, **Adjusted / Revised**, or **Late Filers**. There is an option to hide the state payment from printing on the tax bill. See *Figure 3a*. This box defaults to show the State Payment, which avoids the inadvertent printing and mailing of all of a town's tax bills without the State Payment being displayed. Thus, it is very important that you spot check your tax bills before mailing them to ensure everything is printing properly. *Figure 3b* shows you that the tax bill will print normally, displaying the State Payment, Net Tax and Net Tax Payments.

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Tax Bill Options, continued

Option 2: Printing and reprinting tax bills to hide the state payment information

To hide the State Payments on a tax bill, uncheck the check box **Print State Payment Amount** as seen in *Figure 4a*. The tax bill will now only show the Total Tax and not any State Payment information or Installment information. This will apply to all tax bills even if they do not have a State Payment applied to their parcel. This is so that no one can tell whether or not a State Payment has been applied to a tax bill. Refer to the tax bill shown in *Figure 4b*.

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Setting up Public Access Passwords

If you allow the public or unauthorized municipal officials access to look at your grand list program, you are required to restrict various areas of the program so they cannot access State Payment information. NEMRC has established all the areas that should be restricted. You should not be using any passwords you created before 2012.

Every As-Billed, Working, Lodged, or Reappraisal grand list allows public access **unless you restrict access**.

ACCESS MUST BE RESTRICTED FOR EACH GRAND LIST ENTITY INDIVIDUALLY.

To restrict access, follow the steps below for each of your grand list entities.

Open the Grand List program and select an entity. Once on the **Main Menu** (not shown) select '<u>P</u> **Password Maintenance**. Click the drop-down and select the password you assigned for the public to use for looking at the grand list. In *Figure 5* the password assigned is **Public**. Click on the **Delete** button in the lower left corner to remove this password.

Repeat this process for all passwords assigned to any unauthorized municipal officials who should not have access to State Payment information. When done, click **OK** to proceed to the next step.



Setting up Public Access Passwords, continued

Setting up a new 'Public' access password for the public to use or for municipal officials that should not have access to State Payment Information.

Click on the **New** button and type a password in the space provided. Then press **OK**. You can use the same password that you deleted in the previous step. See *Figure 6*.



In *Figure 7a*, there are no check marks in any of the **Menu access codes**. Now place a check in the box labeled **Public Password** at the left of your new password, as seen in *Figure 7b*. You will notice that certain **Menu access codes** are grayed out. These are areas of the program that pertain to the showing of State Payment information. It is up to you to select the remaining available areas of the program by placing a check in the box. Click **OK** when done.

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Menu access codes	Menu access codes				
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When placing a check in the available **Menu access codes**, you can allow the public to access the **Tax Bills** and **Tax Book**, because the ability to see the State Payment or Net Tax Payment information is turned off. Refer to the tax book illustration (*Figure 1*) and tax bill illustration (*Figure 3*) of this guide.

In **Parcel Maintenance** and **Parcel Display** the **Payment/Tax Data** tab is removed from that screen as well. *Figure 8* is an example of a public access password in which you can see the public has access to the following areas of the program:

Main Menu

• Parcel Display

Reports Menu

- Grand List
- Nontax Parcels
- State Land Parcels
- 411

-

- Tax book
- Tax bills

- Contracts
- Veterans' Exemptions
- Farm Stabilizations
- Land Use Exemptions
- Leased Land
- Special Exemptions

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Important note about exporting data

If you export data to various people using the <u>H</u> Export data feature in the grand list on the **Reports** Menu it is important that you do not export the Tax Payment 1, 2, 3, or 4 fields. Simply uncheck those four fields and continue with the export process. The four fields show Net Tax Payment amounts in which someone could use to figure out the State Payment amount applied to a parcel. See *Figure 9*.

The four fields have been unchecked, and will not be included in the export file.

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