



Highest Taxpayer Listing

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OVERVIEW

The Highest Taxpayer Listing allows you to generate a report showing the owners with either the highest assessed values or the highest tax charges. The list can be ran countywide, or for a specific taxing district (city, school, etc.).

The listing groups parcels together based on each parcel’s primary owner. That means if a parcel has multiple owners, its value or tax amount would be listed under the primary owner only.

Multiple Citizen Records

It is important that anyone who will be using the report is aware that it is based on the citizen record. A single taxpayer could have more than one citizen record, so all of their value would not be included in one group. There are a number of reasons why an owner would have multiple citizen records, including the following:

- Owner names have to match what was recorded
- An owner may want billings for some parcels to go to one address, and other parcels to go to a different address
- The citizen cleanup from conversion may not have been completed

EXAMPLE

<u>Name</u>	<u>Parcel</u>	<u>Tax Charge</u>
John James Smith	1	\$5,000
John James Smith	2	\$2,500
John J Smith	3	\$10,000
John Smith	4	\$100,000

When the program looks at Mr. Smith’s taxes to decide where he fits in order of highest taxpayer, it is going to come up with the following entries:

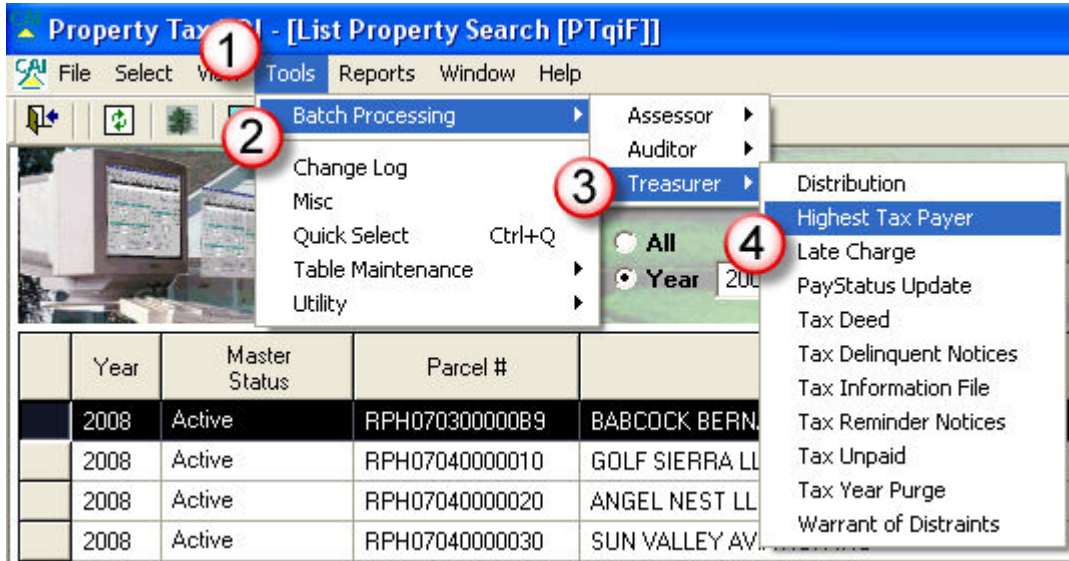
John James Smith	1 & 2	\$7,500
John J Smith	3	\$10,000
John Smith	4	\$100,000

If all of his parcels had the same citizen record, his actual tax liability would have totaled \$117,500, which would have placed him higher in the list.

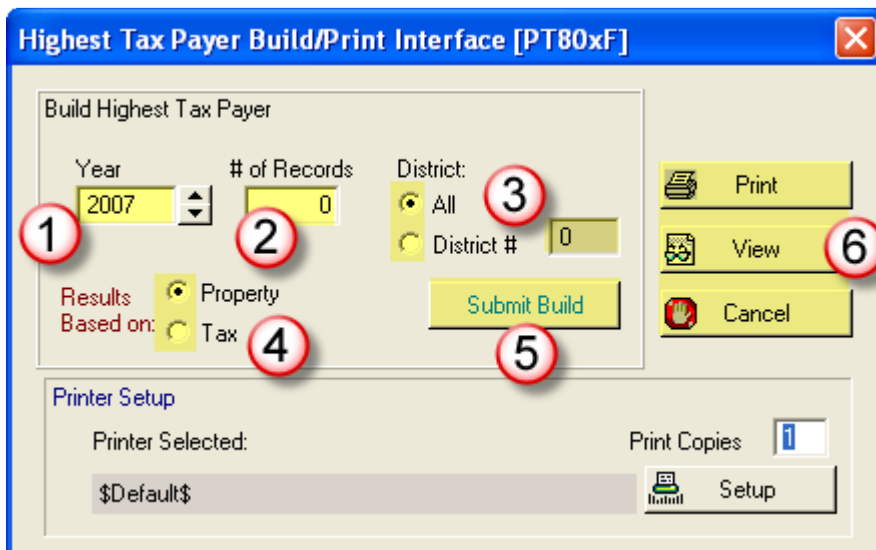
GENERATE THE DATA

Generating the highest taxpayer listing is a two-step process. The file must first be built, and can then be printed. Building the file is a fairly lengthy process, so it is recommended that you run it in batch mode. It will process overnight, and you could print the list the next day.

Viewing or printing the report will show you data as of the last time the file was built. If you build the file for 2007, and later open this screen, enter 2008, and click view, you will not be looking at 2008 data. You will see data created during the last build.



1. Click on Tools
2. Select Batch Processing
3. Select Treasurer
4. Select Highest Tax Payer



- 1. Year

Enter the property year that you want to use for values or tax amount. (When deciding what year to use, consider whether values have been finalized yet for a specific year if using property values, or if the tax charge has been calculated yet if using taxes. For example, running the report on tax for 2008 property year in September 2008 would yield no results because the 2008 tax charge would not have been applied yet.)
- 2. # of Records

Enter the number of citizen records to include (to see the top 10 taxpayers, enter 10)
- 3. District

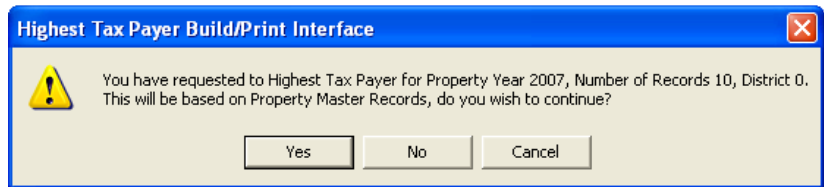
Select either “All” taxing districts, or “District #” and enter a specific taxing district number (double click on the district number field to see a list of all districts you can choose from for the year you have entered in step 1)
- 4. Results Based On

Select either “Property” to see results based on taxable value, or “Tax” to use tax charge amounts
- 5. Submit Build

Click on Submit Build button to submit to batch

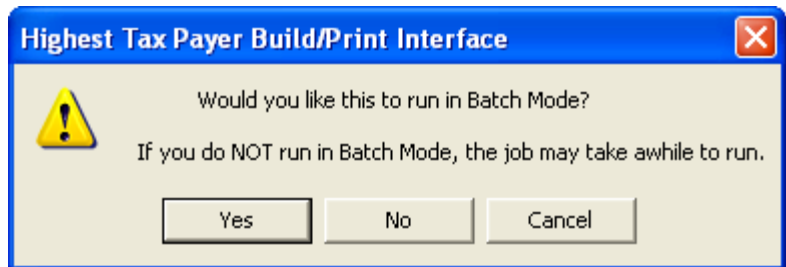
 - a. Confirm Request

Click on Yes to confirm and continue, No or Cancel to exit



- b. Submit to Batch

Click on Yes to submit to batch and build overnight, No to build immediately (this will significantly impact performance on the computer you are working on until build is complete), or Cancel to exit




- 6. Buttons

Click on Cancel button to exit

PRINT THE REPORT

Once the file has been built, you can print the report. Follow the steps above to return to the Highest Tax Payer Build/Print Interface screen and click Print button to print, View button to view onscreen, or Cancel button to exit.

The report will list the district in the title section (if you built it for a specific district). It will also list the taxpayer name, and the parcels associated with that citizen record, with a total value or tax charge for each.

Taxpayer	Parcel	Property Address	Subdivision Name	Taxable Value
 <div style="display: inline-block; text-align: center;"> BLAINE COUNTY KETCHUM CITY - 2007 Highest 10 Taxpayers </div> <div style="float: right; text-align: right;">09/10/2008</div>				
HUCKLEBERRY TRUST	RPK04260070070		BIGWOOD	1,125,000
	RPK04260070080		BIGWOOD	1,125,000
	RPK04260070090		BIGWOOD	1,025,000
	RPK04260070100		BIGWOOD	1,025,000
	RPK0426004C320		BIGWOOD	8,343,740
				12,643,740
WRIGLEY JULIA A TRUSTEE	RPK04260060220		BIGWOOD	11,058,110
				11,058,110
RG LLC	RPK05030000140		MORTGAGE ROW	771,550
	RPK050400000A0		RIVER GLEN	0
	RPK050400000B0		RIVER GLEN	0
	RPK05040010010		RIVER GLEN	1,805,000
	RPK05040010020		RIVER GLEN	1,805,000
	RPK05040010030		RIVER GLEN	1,605,000
	RPK05040010040		RIVER GLEN	1,605,000
	RPK05040020050		RIVER GLEN	1,805,000
	RPK05040030060		RIVER GLEN	755,000
				10,151,550
MALDEN JAMES R & NANCY L TRUS	RPK04210000120		CHAPEL HILL OF NORTHWOOD	8,628,120