

**Manatron, Incorporated**

**Michigan Public Inquiry System**

**ROSCOMMON CO 1999**

**Version 1.00.00**

**Tax Inquiry**

**Exit**

# **Michigan Tax System Inquiry Program**

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Portage, MI 49002*

Welcome to the Manatron Tax Inquiry System. With this Tax Inquiry System, you can browse and print tax information for parcels.

This program works with Windows 95, 98 and NT only. You must use a screen size of 800 x 600 or greater to properly view the program.

### *Accessing the Tax Inquiry Program*

To access the Tax Inquiry System, you must insert the CD-ROM containing the information. Follow the instructions listed below:

- ⇒ Click *START* on the Taskbar.
- ⇒ Click *RUN*. This will make the *RUN* box appear. Type in the space listed as *OPEN* the following command: *D:\DSMENU*
- ⇒ Click *OK* to start the program.

(Note: Replace the D: with the drive designation for your CD-ROM. The most common drive designation would be D: or E:)

This will start the Tax Inquiry Program. You have two options at this point:

- 1 Click *EXIT* to end the program
- 2 Click *TAX INQUIRY* to enter the system

# Tax Inquiry Search Screen

Upon entering the Tax Inquiry Program, the first screen that appears will be the Search Screen. It will look like the screen below:

Michigan Tax Inquiry COPYRIGHT Monahan, Inc. 1997-2000

Search By:  
 Address  
 Name  
 Parcel  
 Taxpayer

Owner's Address:  
Owner's Name: HA  
Parcel Number:  
Taxpayer's Name:

Number of Records to Return: 50 [Search] [Clear] [Exit]  
[Limited to 250 Results]

Parcel Number	Owner's Name	Street Name
010-415-206-0000	* MARS CARMELITA B	10926 JOHNSTON
003-020-002-0000	* MARS RICHARD A	4425 KRISTIN C
010-410-009-0000	* MATTA DOUGLAS E	10440 JOHNSTON
003-479-344-0000	* MABARR BEATRICE D	120 BAYWOOD C
003-479-343-0000	* MABARR ERNEST J	120 BAYWOOD C
003-479-323-0000	* MABARR ERNEST J & BEATRICE D	120 BAYWOOD C
006-030-001-0260	* MABRY DANNY & SHEILA	10251 PLANK RD
000-003-146-0000	* MABRY JAMES L	3142 PHELPS LK
003-792-003-0000	* MABRY THELMA F & VERHEY J JOY	351 HARTLAND
010-327-003-0345	* MACALPINE MICHAEL E & KAREN L	2957 WILLIAMS
010-327-003-0350	* MACALPINE MICHAEL E & KAREN L	2957 WILLIAMS
000-033-005-0482	* MACARTHUR KEVIN C & MICHELLE H	309 KIRKSHIRE
000-440-096-0000	* MACARTHUR KEVIN C & MICHELLE H	309 KIRKSHIRE
000-033-005-0480	* MACARTHUR KEVIN C & ROBERT X	400 McDONALD
000-033-005-0485	* MACARTHUR ROBERT X III & SUSAN	1502 ROCKLAND

Select parcel (by double clicking or selecting and pressing Enter) to continue

There are four ways to search for parcel information from this screen. They are outlined below:

**Address:** Will return search by street number and name. Enter the address number in the first field, press tab and enter the name of the address you would like to inquire on.

**Name:** Will return search by Owner's Name. Enter the owner's name for the property on which you would like to inquire on.

**Parcel:** Will return search by Parcel number range. Enter the parcel number of the property you would like to inquire on.

**Taxpayer:** Will return search by Taxpayer's Name. Enter the taxpayer's name for the property you would like to inquire on.

After selecting the type of search and entering the search criteria in the adjacent fields, you can click on search and a list of 50 parcels will appear. At this point you will *double-click* the property that you wish to view.

You may also tab through the fields and press the enter key to execute the search.

If you wish to change the number of search results, you may do so by changing the field listed as “*Number of Records to Return.*” You must change this number after selecting your search criteria and before executing the search function.

To select new search criteria, *click* the clear button and reselect the search by method and enter the search criteria. You must *clear* prior to doing a new search.

If you do not wish to view the Tax Inquiry program, *click* the ***EXIT*** button. This will take you to the Main screen, where you can also exit to quit the Tax Inquiry program.

After selecting the parcel that you would like to inquire on, the name and address screen will appear. It will look like the screen below:

Parcel Number : 008-360-006-0000 00

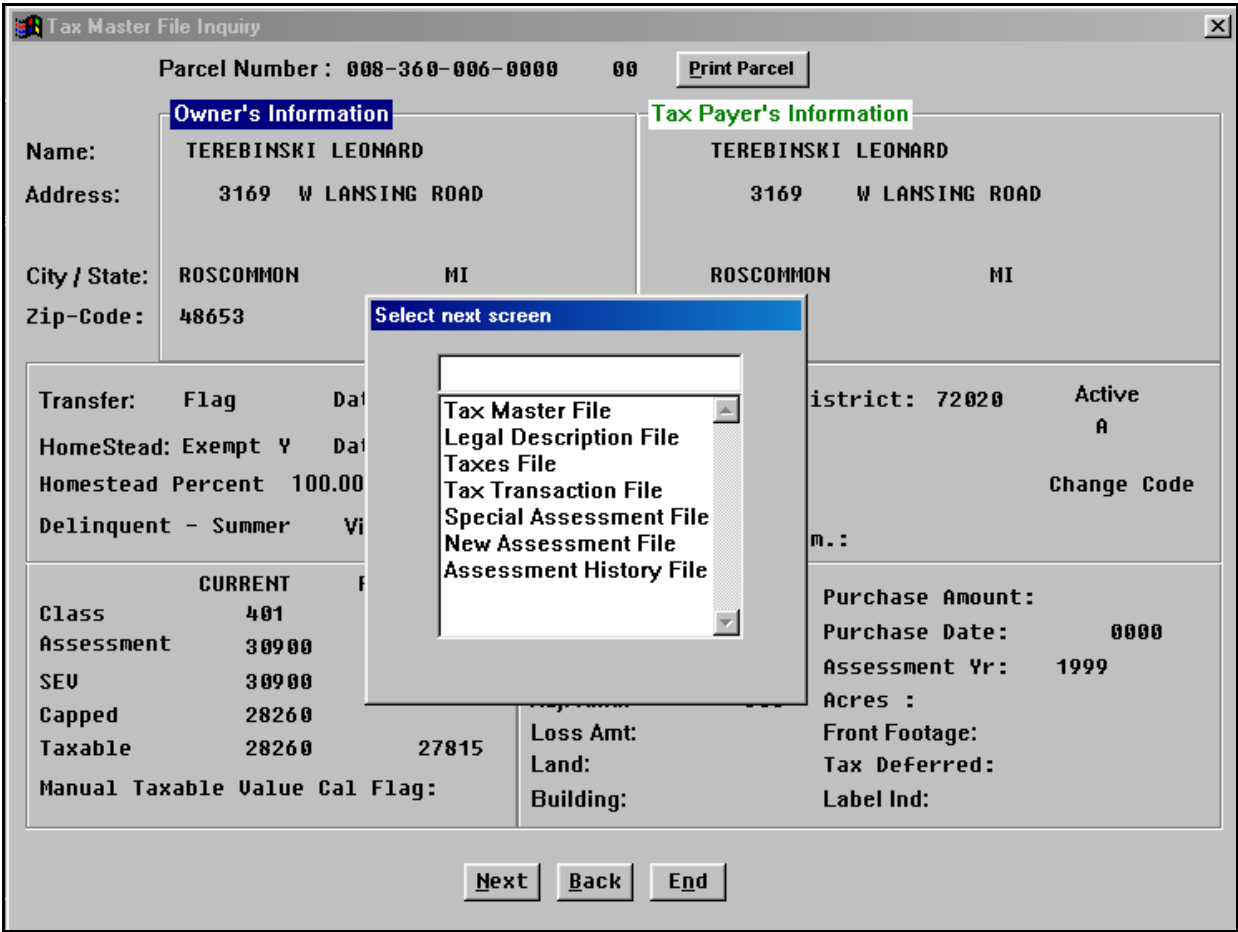
Owner's Information		Tax Payer's Information	
Name:	TEREBINSKI LEONARD	TEREBINSKI LEONARD	
Address:	3169 W LANSING ROAD	3169 W LANSING ROAD	
City / State:	ROSCCOMMON MI	ROSCCOMMON MI	
Zip-Code:	48653	48653	

Transfer:	Flag	Date	00/00/0000	School District:	72020	Active	A
HomeStead:	Exempt Y	Date	05/18/1994	Page :			
Homestead Percent	100.00			Reasons:		Change Code	
Delinquent - Summer		Village	Winter	Liber:			
				Group Num.:			

	CURRENT	PREVIOUS		
Class	401	401	Additions:	Purchase Amount:
Assessment	30900	30100	Losses:	Purchase Date:
SEU	30900	30100	New Amt.:	Assessment Yr:
Capped	28260		Adj. Amt.:	800
Taxable	28260	27815	Loss Amt:	Acres :
Manual Taxable Value Cal Flag:			Land:	Front Footage:
			Building:	Tax Deferred:
				Label Ind:

There are several options that you may select from this screen. The buttons located at the bottom of the screen will cycle you through the information screens. The Next button will take you to the next screen of information, which happens to be the legal description of the parcel. The Back and End buttons will take you back to the Tax Inquiry Search Screen.

You may also select the different information screens by clicking the right mouse button. This will bring up the following screen:



To select the screen to view, click once on the screen name. You must select a screen to exit this box. This box may be accessed on any screen that you are on. The options on the other screens will be explained later in this manual.

On the Tax Master screen, there also is an option to print the parcel. This will only print information regarding the current parcel selected. Click Print Parcel and following box will appear:

**Tax Master File Inquiry**

Parcel Number : 008-360-006-0000 00

Owner's Information		Tax Payer's Information	
Name:	TEREBINSKI LEONARD	TEREBINSKI LEONARD	
Address:	3169 W LANSING ROAD	3169 W LANSING ROAD	
City / State:	ROSCOMMON		
Zip-Code:	48653		

Transfer: Flag	Active A
HomeStead: Exempt Y	Change Code
Homestead Percent 100	
Delinquent - Summer	

CURRENT	
Class	401
Assessment	30900
SEU	30900
Capped	28260
Taxable	28260
Manual Taxable Value Cal Flag:	27815

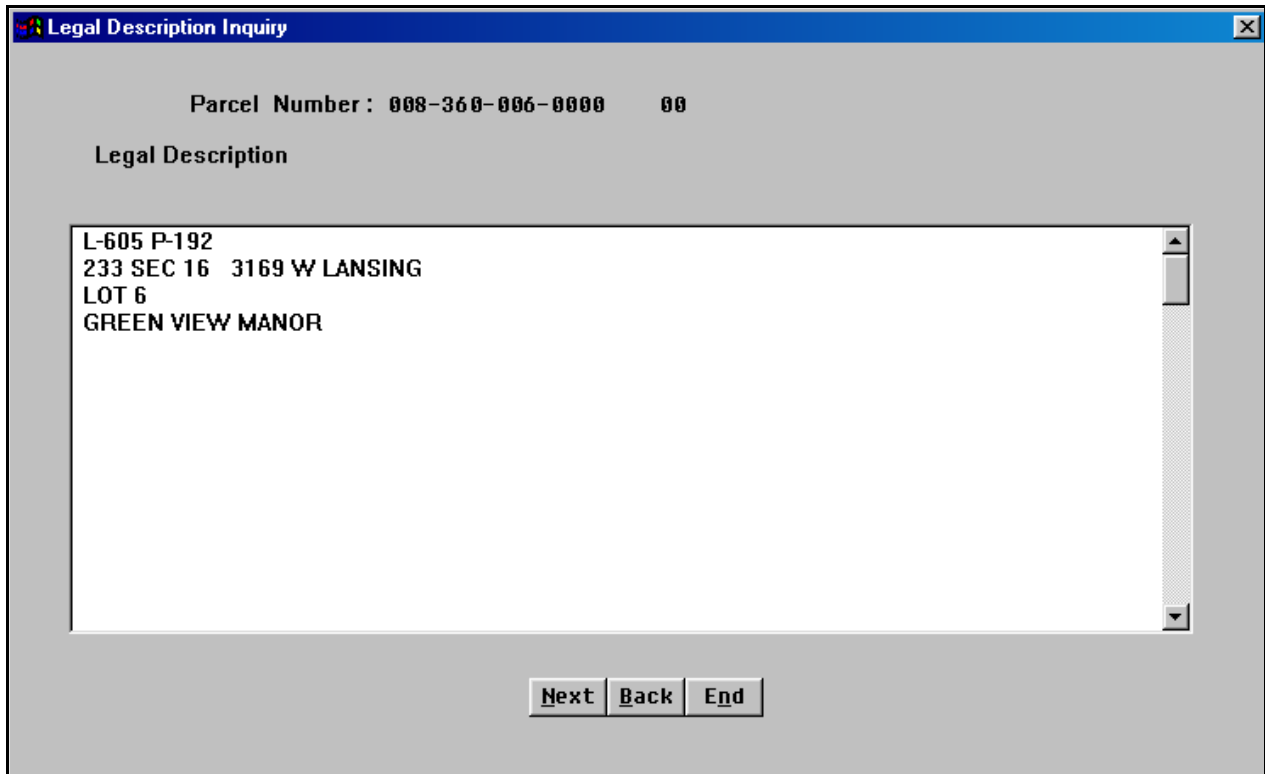
Adj. Amt:	800	Acres :	
Loss Amt:		Front Footage:	
Land:		Tax Deferred:	
Building:		Label Ind:	

If you wish to print to a different printer port than LPT1, click on Select Printer and type the port name you would like to print to.

Click Print Property to print the parcel. Click Exit if you do not wish to print the parcel at this time.

The following is an example of the Legal Description screen:



You can scroll up and down through the legal description by using the scroll bar at the right of the screen. The buttons located at the bottom of the screen will cycle you through the information screens. The Next button will take you to the next screen of information. The Back button will take you back to the tax master screen. The End button will take you back to the Tax Inquiry Search Screen. You may also right click to pull down the screen selection.

The following is an example of the Tax Payment Inquiry screen:

Parcel Number : 008-360-006-0000 00 Winter

Owner : TEREbinski LEONARD

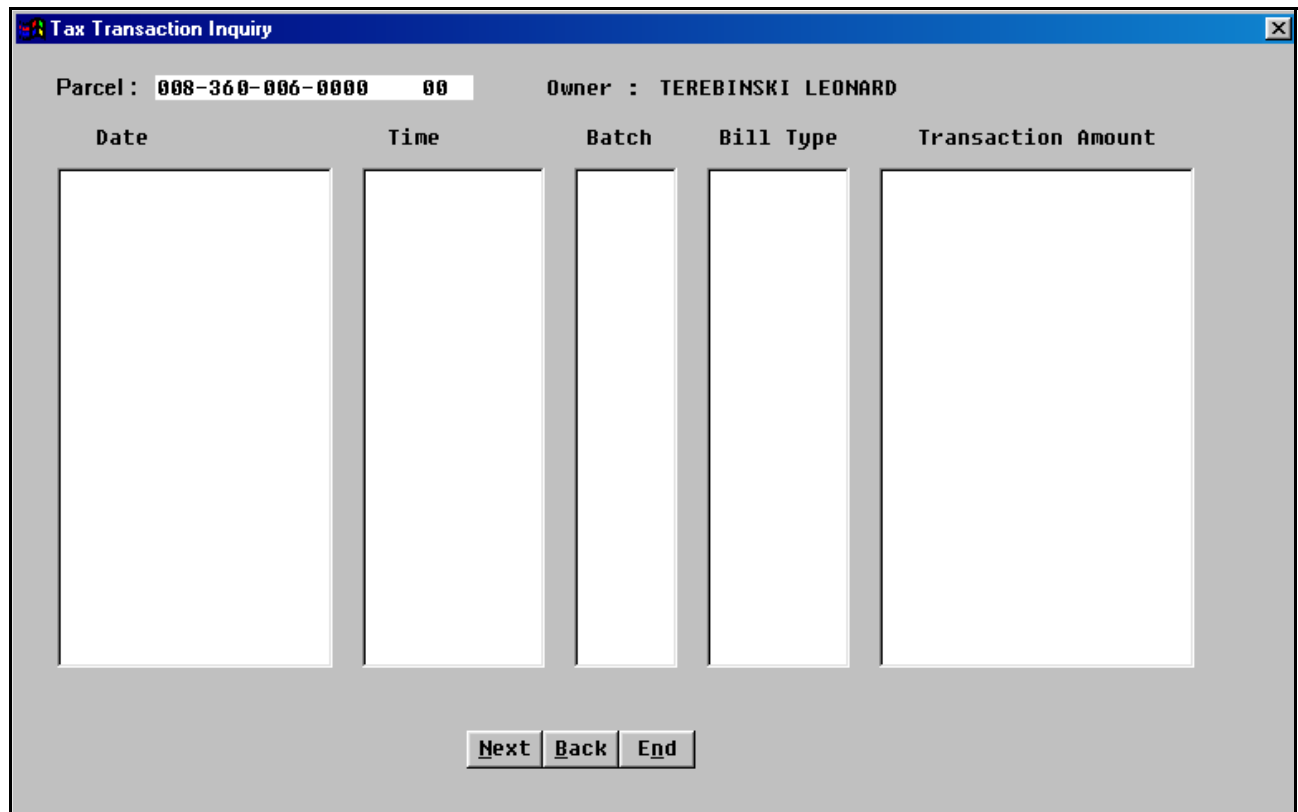
Date Paid	00/00/0000	Tax Calculated	Tax Due	Paid To Date
COUNTY	OPER	110.97	110.97	
MINI	BUS	13.89	13.89	
.	E-911	18.32	18.32	
ROAD	PATROL	27.92	27.92	
SENIOR	SERVICES	6.98	6.98	
TWP	OPER	28.26	28.26	
TWP	ROAD	22.06	22.06	
SPEC-ASSESS..2F2		84.78	84.78	
SPEC-ASSESS..1G2		48.00	48.00	
DELQ	USAGE			
Administration Fee				
Penalty - Interest				
<b>Totals</b>		<b>361.18</b>	<b>361.18</b>	

Assessed 30900  
 State Equalized 30900  
 Taxable 28260  
 HSD % 100.00  
 Homestead 28260  
 Non-Homestead

Next Back End

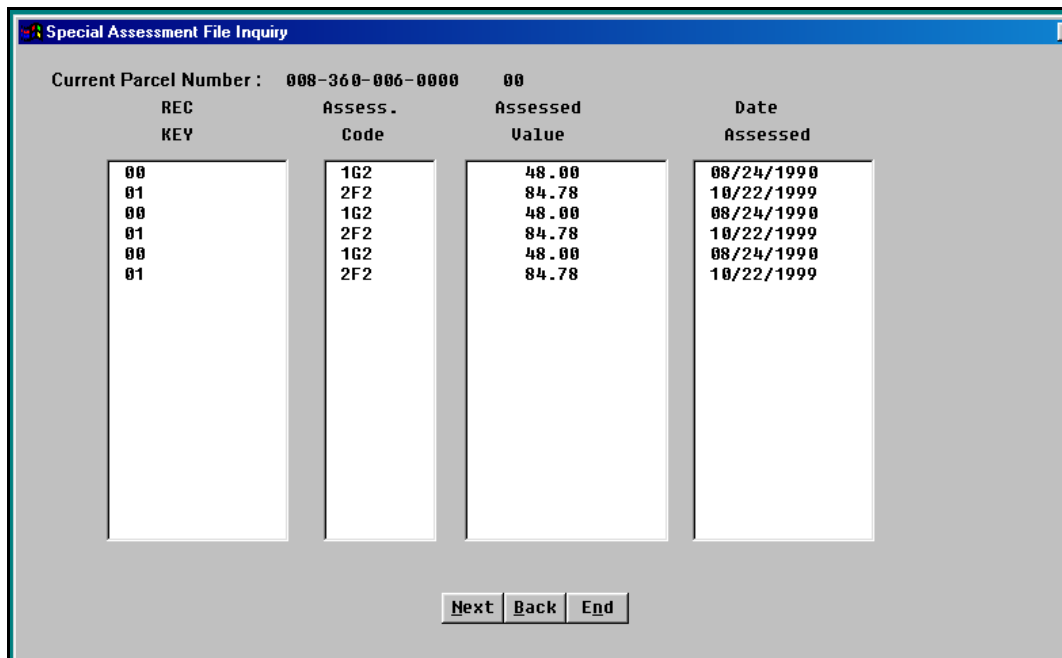
This screen shows the amount of taxes calculated, taxes due and amounts of taxes paid to date. You have the option to select between summer, winter or village taxes. To select type of taxes, click on the pull-down screen next to the parcel number. Then click the type of taxes you would like to inquire. If there are no taxes for a parcel, it will state that no taxes found.

The following is an example of the Tax Transaction Screen. This screen is typically not used for the Tax Inquiry System:



This screen will bring up all tax transactions that have been posted for the parcel, if any exists. The buttons located at the bottom of the screen will cycle you through the information screens. The Next button will take you to the next screen of information. The Back button will take you back to the tax payment screen. The End button will take you back to the Tax Inquiry Search Screen. You may also right click to pull down the screen selection.

The following screen is an example of the Special Assessment Screen:

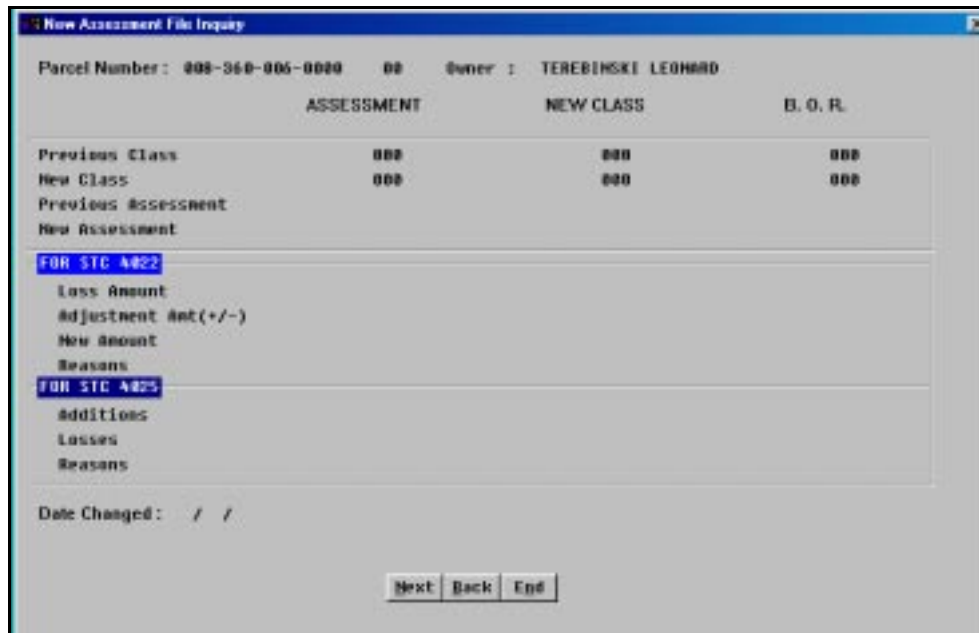


The screenshot shows a window titled "Special Assessment File Inquiry". At the top, it displays "Current Parcel Number : 008-360-006-0000 00". Below this is a table with four columns: "REC KEY", "Assess. Code", "Assessed Value", and "Date Assessed". The table contains six rows of data. At the bottom of the window, there are three buttons: "Next", "Back", and "End".

REC KEY	Assess. Code	Assessed Value	Date Assessed
00	1G2	48.00	08/24/1990
01	2F2	84.78	10/22/1999
00	1G2	48.00	08/24/1990
01	2F2	84.78	10/22/1999
00	1G2	48.00	08/24/1990
01	2F2	84.78	10/22/1999

This screen will bring up the Special Assessments that have been, or will be, levied against the parcel. The buttons located at the bottom of the screen will cycle you through the information screens. The Next button will take you to the next screen of information. The Back button will take you back to the tax transaction screen. The End button will take you back to the Tax Inquiry Search Screen. You may also right click to pull down the screen selection.

The following screen is an example of the New Assessment Screen. This screen is typically not used for the Tax Inquiry Screen:



The buttons located at the bottom of the screen will cycle you through the information screens. The Next button will take you to the next screen of information. The Back button will take you back to the special assessment screen. The End button will take you back to the Tax Inquiry Search Screen. You may also right click to pull down the screen selection.

The following screen is an example of the Assessment History Screen:

The screenshot shows a window titled "Assessment History Inquiry". At the top, there are fields for "Parcel Number" (008-360-006-0000 00), "Owner Name" (TEREBINSKI LEONARD), and "Consumer Price Index". A "Select Year" dropdown menu is set to 1999, with options for 1999, 1998, 1997, 1996, and 1995. Below this is a "History Year" field set to 1999. The main area contains two columns of data: the left column lists "Class" (401), "School District" (72020), "Assessed Value" (30900), "SEU" (30900), "Capped Value" (28260), "Taxable Value" (28260), "New Amount", "Loss Amount", "Additions", and "Losses"; the right column lists "Transfer Fg/Date", "Homestead Flag" (Y), "Homestead Percent" (100.00), "Purchase Amount", "UCM", "Liber", "Page", and "Reasons". Below these columns are fields for "July BOR Value", "Dec BOR Value", "MTT Value", and "STC Value". A "Comments" section is at the bottom, followed by "Back" and "End" buttons.

This screen brings up the Assessment History information for the parcel. It may have a number of years to inquire on. To select a year, double-click the year that you would like to view. This is the last screen of the program. The Back button will take you back to the Assessment screen. The End button will take you back to the Tax Inquiry Search Screen. You may also right click to pull down the screen selection.

**Print Mailing Labels** [Window Title Bar]

File

**Print Mailing List By:** Taxpayer's Name [Dropdown]

**Number of Line Ups:** 0 [Dropdown] **Select Printer** [Button]

**Eliminate Duplicate Labels ?**  Yes

**Enter Up To Five Different Classes?**  All [ ] [ ] [ ] [ ] [ ]

**Enter Up To Five Diff. Spec. Codes?**  All [ ] [ ] [ ] [ ] [ ]

**Enter Up To Five School Districts?**  All [ ] [ ] [ ] [ ] [ ]

**Starting Parcel Number:** [ ]

**Ending Parcel Number:** [ ]

**Print Labels** [Button] **Exit** [Button]

# Michigan Tax Label Print Program

Welcome to the Manatron Tax Label Print System.

This program works with Windows 95, 98 and NT only. You must use a screen size of 800 x 600 or greater to properly view the program. The program is formatted to print on an Avery #5261 or #5161 label. This is a 1" x 4", two-across label.

### *Accessing the Label Program*

To access the Tax Label Print System, you insert the CD-ROM containing the information. Follow the instructions listed below:

- ⇒ Click *START* on the Taskbar.
- ⇒ Click *RUN*. This will make the *RUN* box appear. Type in the space listed as *OPEN* the following command: ***D:\DSLABEL***
- ⇒ Click OK to start the program.

(Note: Replace the D: with the drive designation for your CD-ROM. The most common drive designation would be D: or E:)

This will start the Tax Label Print Program.

Upon entering the Tax Label Print Program, the option screen will appear. All options must be entered.

*Print Mailing List By:*

You can select by Taxpayer Name only. If you are not sure what address you would like to print, check the Tax Inquiry program.

*Number of Line Ups:*

Enter the amount of the line-up labels. Default is 0.

*Eliminate Duplicate Labels?:*

If you click box next to “yes,” the program will not print duplicate labels for taxpayer names covering several parcels. Leaving box empty will print all labels.

*Enter up to Five Different Classes:*

This option is not available at this time.

*Enter up to Five Different Special Codes:*

This option is not available at this time.

*Enter up to Five School Districts:*

This option is not available at this time.

*Starting Parcel Number:*

Enter the starting parcel range that you would like to print. You must run one unit at a time. See following page for parcel number structures.

*Ending Parcel Number:*

Enter the parcel number that you would like to end processing.

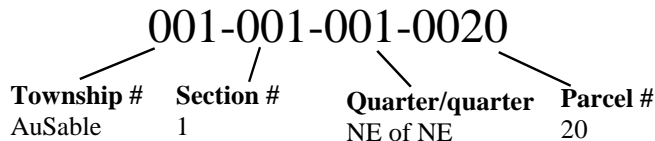
After all the options have been entered, click on the tab listed “Print Labels.” This will send the labels to the printer.

Click Exit to end the program.

# Parcel Structure for Roscommon County

Township	Township Number	Town \ Range
AuSable	001	T24N R1W
Backus	002	T22N R2W
Denton	003	TT22N R3W
Gerrish	004	T24N R3W
Higgins	005	T23N R2W & T24N R2W
Vlg of Roscommon	055	T24N R2W
Lake	006	T23N R4W
Lyon	007	T24N R4W
Markey	008	T23N R3W
Nester	009	T21N R2W T21N R1W
Richfield	010	T22N R1W T23N R1W
Roscommon	011	T21N R3W T21N R4W T22N R4W

## Sample Parcel # Metes and Bounds



## Sample Parcel # Subdivision

