Unsecured Tax

RPCS™

Version 2011

RevQ™
A Columbia Ultimate Company

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Acknowledgments

Contents

Unsecured Tax

The Unsecured Tax Module of the Revenue Plus Collector System module is designed to aid government agencies in tracking and collecting taxes owed on unsecured property. Each parcel is associated with the tax payer and tax year. The system includes the ability to charge monthly interest and penalties; track, store and retrieve data on unsecured property, and generate, track, renew, release and remove liens. All information is searchable using Recall and Easy Out, and can be printed on tax bills, notices and letters.

Unsecured Tax Process

Accounts are selected automatically during the Day-End process, when monthly interest is charged, or liens are issued in accordance with pre-determined criteria established by your agency. Also during the Day-End process, accounts may be selected for renewal, release and removal of liens, and saved to a list. The selected lists may then be printed, reviewed and edited before processing. An individual lien may be renewed, released or removed manually at any time.

When issuing, renewing, releasing or removing a lien, the system automatically generates an appropriate notice or letter request.

Users may access unsecured tax data at any time on any account. Unsecured property data for all tax years for individual parcels or for all parcels appear on the screens. Lien data may also appear on the Lien Data Screen, the Lien Inquiry Screen, and the Lien History Screen. Parameters for the Unsecured Tax Module, including the Lien System, can be accessed through the Unsecured Tax Control Screen.

Custom @U codes have been created for ease and uniformity in letter and document development.

Data Entry

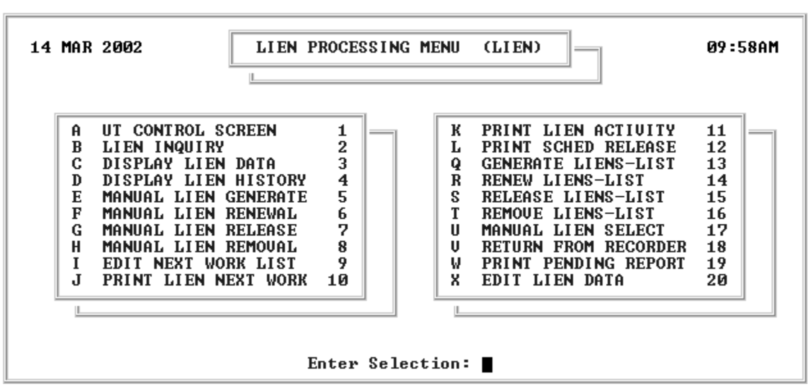
Account information is entered into the Unsecured Tax Module as it is to standard Revenue Plus, by electronic transfer, tape, API or manual entry. When entering accounts manually, please keep the following points in mind:

- Each Unsecured Tax record must have four key pieces of information:
- Parcel number
- Parcel description
- Tax year
- Interest effective date
- A new account is needed for each parcel for each tax year.
- When entering client numbers, use the Unsecured Tax client number, not the number used for other collections.
- Enter tax information into the applicable fields on the Financial Screen.

Interest is calculated and posted during the Day-End process the night before the first business day of each month. Therefore, on new accounts, interest is charged on the first business day of the month following the interest effective date.

Using the Unsecured Tax Module

The Unsecured Tax Module is located in Menu 12, Special Users Menu, Lien Menu, on the Revenue Plus Collector System. Depending on how many special routines your organization uses, the location of the UT item on the menu screen may vary. Once you select Lien Menu, the Lien Processing Menu appears:



Each of the menu items on the preceding screen are described in this manual. Some items will be used regularly, while others may be utilized less often. The frequency of Unsecured Property Tax activity in relation to your organization will dictate which items are utilized more than others.

This manual does not describe the menu options in the order they appear on the screen. Instead, the effort is to present the items in a work-flow pattern, thus aiding you in seeing how each item relates to the Unsecured Tax process.

Setup

The effectiveness of the Unsecured Tax Module will be greatly influenced by the setup of the initial parameters performed by your organization with the aid of your Columbia Ultimate Client Care representative. These setups will need to be performed in two places:

1. The Fiscal Screens
2. The UT Control Screen

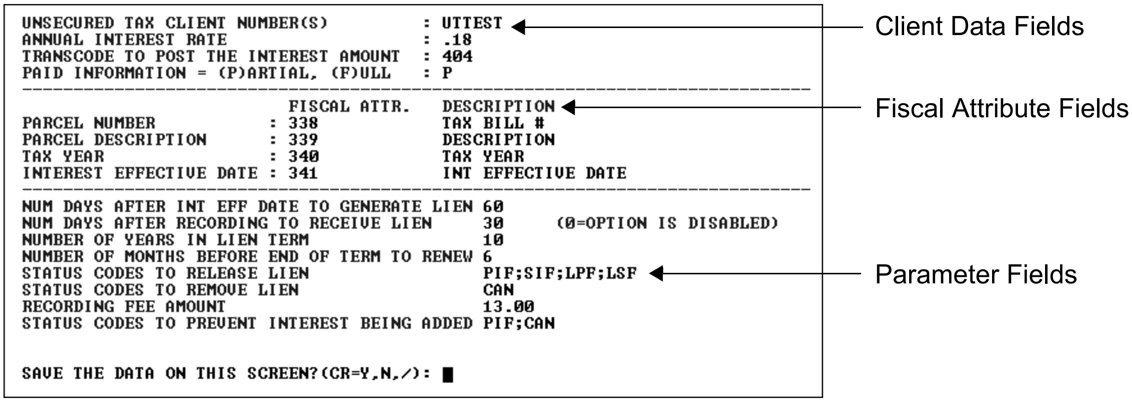
The fiscal fields are specific to the UT Control screen and must be set up first, then complete the UT Control screen.

Fiscal Fields

The following fields need to be set up in the Fiscal file. It is important to keep a list of the attribute numbers associated with these fields for use in the UT Control Screen and other installation processes. For further instruction on setting up Fiscal fields, refer to your Revenue Plus Collector System Reference Guide. These are the Fiscal Fields:

Lien Recording Date
Lien/Certificate Number
Volume/Page Number
Serial/Document/Recorder Number
Lien Amount
Lien Release Date
Lien Remove Date
Lien Name 1
Lien Name 2
Lien Address 1
Lien Address 2
City, State and ZIP
Tax Code Area Number
Parcel Number
Parcel Description
Tax Year
Interest Through Date

UT Control Screen



This screen allows agency management to change the Unsecured Property Tax parameters and is typically accessed only when the Unsecured Tax module is initially set up.

Client Data Fields display financial information for the specified client(s).

Fiscal Fields are related to Unsecured Tax accounts. The fiscal attribute number and definition displays. The description is a free-form text field that contains the title your organization gives to the general terms.

Parameter Fields determine how RPCS automatically selects accounts to have liens generated, released, renewed, or removed.

The following table includes the fields and descriptions for the UT Control Screen:

UT Control Screen

Field	Description	Type
UT Client Number(s)	Stores all of the client numbers that will utilize the UT functionality.	C
Annual Interest Rate	The annual interest rate of each client number listed in the UT Client Number(s) field. For example, if there are three client numbers listed in the UT Client Number(s) field, there need to be three interest rates in this field, even if all three clients have the same interest rate. Interest rates are entered in decimal form (10% = .10).	C
Transcode to Post Interest Amount	The transaction code for posting to the UT interest amount. Again, the number of items in this field must match the number of items listed in the UT Client Number(s) field.	C
Paid Information (P)artial (F)ull	Identifies the Partial or Full method of calculating monthly interest. Partial means that each month's interest is calculated on the current balance. Full means that each month's interest is calculated on the original amount, regardless of how much has been paid. The interest calculation method applies to all clients.	C
Parcel Number	The tracking number assigned to the Unsecured Property item.	F
Parcel Description	Physical description of the Unsecured Property.	F
Tax Year	The year this tax is being assessed on this Unsecured Property.	F
Interest Effective Date	The date that interest takes effect on this UT account.	F
Num Days After Assign Date To Generate Lien	The number of days after the assignment date that RPCS selects UT accounts to have liens generated.	P
Num Days After Recording To Receive Lien	The number of days after the lien is recorded that documents should be received from the recorder. A "0" in this field disables this option.	P
Num Of Years In Lien Term	The number of years in the term of the lien before renewal is required. The default is 10.	P

(1 of 2)

UT Control Screen *(cont. from previous page)*		
Field	**Description**	**Type**
Number Of Months Before End Of Term To Renew	The number of months before the lien terms are up to have RPCS automatically select liens for renewal.	P
Status Codes To Release Lien	Status codes that qualify the lien for release.	P
Status Codes To Remove Lien	Status codes that qualify the lien for removal.	P
Recording Fee Amount	Fee amount (if any) to be placed in the Miscellaneous Amount Owed field of the account when a lien is generated.	P
Status Codes To Prevent Interest Being Added	Status codes that block interest from being added to a UT account.	P
		(2 of 2)

Table Key

C = Client Data Fields

F = Fiscal Attribute Fields

P = Parameter Fields

As you work through these fields, reminders of what type of information is to be entered will appear at the bottom of the screen. When you have completed the appropriate information in the UT Control Screen, the following prompt will appear at the bottom of the screen:

```
SAVE THE DATA ON THIS SCREEN?(CR=Y,N,/):
```

Make certain that the information is correct. Press <Enter> to have your information filed by RPCS.

Processing

There are two separate processes that are accomplished by installing and working the Unsecured Tax module. The first process is the accumulation of monthly interest as it applies to Unsecured Property Taxes. This is accomplished in the Day-End process and needs no user intervention once the module has been installed. The second process is lien processing which is much more involved. This section will address the lien processing portion of this module.

Use the lien process to select accounts to be processed, review and edit those accounts, and then process the accounts. The same steps apply whether the accounts are being selected for issuing, renewing, releasing or removing liens. After the automated process section, there will be a section on manual processing. These are general instructions for any of the four functions.

The next part of the Processing section will address each of the four functions (issue, renew, release, remove) individually. The last part of this section explains how to use two other lien processing reports that you may find helpful.

Automated Lien Processing

The Automated Lien Processing steps are explained in the following paragraphs. They include:

1. Select the Accounts
2. Review the Account List
3. Edit the List if Necessary
4. Run the Process

Selecting the Accounts

The accounts may be selected automatically through the Day-End process, or manually by selecting a menu option.

If accounts are selected automatically, a list of selected accounts, if any, will be generated during the Day-End process. As soon as the Day-End process has completed, you may continue to Step 2. Since the Day-End process is usually run at night, the list of accounts should be ready when you get to work in the morning.

If the Day-End process has failed to run because of a power outage or other unforeseeable obstacle, the select process may also be run manually. In this case the selection process may be run by selecting Manual Lien Select, Option U/17 from the Lien Processing Menu.

```
THIS UNSECURED TAX LIENS DAILY SELECT PROGRAM IS DESIGNED
TO RUN IN THE DAYEND PROCESS.  IT SHOULD ONLY BE RUN FROM
HERE FOR TESTING PURPOSES OR IF THE DAYEND PROCESS FAILED.

CONTINUE? (YES,NO,/):
```

Reviewing the Account List

The next step is to review the list of accounts that were generated by the select process. This may be done by selecting Print Lien Next Work, Option J/10 from the Lien Processing Menu.

The Print Lien Next Work option prints accounts that are on the lien select list. When selecting this option, the Scheduled New Work Report screen appears.

```
                      SCHEDULED NEW WORK REPORT
                      =========================

ENTER DATE TO REPORT: 01/16/02
ENTER ACTIVITY TO PRINT:

        1-ISSUED
        2-RENEWED
        3-RELEASED
        4-REMOVED
        5-ALL
```

Enter Date to Report appears on the initial screen and displays the date of the most recent account selection activity. You may either accept this date or manually type in a date. When you press <Enter>, the Enter Activity to Print option lines appear. You may choose to have lists generated for any one or all of the lien-related activities.

To select an option, enter the number associated with the list type in the line where your cursor is positioned. For example, if you want to generate the list for liens to be renewed, you would type 2 on the line and press <Enter>. The system would then generate the list and return the cursor to the Lien Menu.

Once an option has been selected, you are prompted to select the print destination. Select P to print to the default printer, or S to print to the screen.

The information printed on the report includes the account number, name, tax bill number, lien issued date, status code and the amount due.

Editing the List

Once the account list has been printed, you may wish to review it and determine if there are any accounts that you do not wish to process at this time. If this is the case, select Edit Next Work List, Option I/9 from the Lien Processing Menu. This option allows you to manually edit the next work list to remove any accounts from the list that should not be there. Although this option may be used infrequently, it is very useful in safeguarding your organization from placing liens on accounts that do not meet the requirements for such an action.

When using this option, the system will ask you for the account number to be deleted, then a confirmation prompt will appear asking you to confirm that you are deleting the correct account from the list. If you wish to print a new list after deleting accounts, return to Step 2.

Running the Process

After the Next Work lists are generated and confirmed to be accurate, it is time to run the lien process. This is done by selecting Options Q/13, R/14, S/15, or T/16 from the Lien Processing Menu. These processes are independent of each other so may be run on separate days or all consecutively on the same day.

Generate Liens-List, Option Q/13 will get the appropriate list and tell you how many new liens will be generated. At this point, you may receive a starting and ending recorder number from the county recorder and enter the starting recorder number (see the following screen). The system will generate the liens and create a lien record for each of the selected accounts. The recording fee is stored (if applicable), and the lien documents (LN1) are requested to print, and may be sent to the recorder.

```
               GENERATE LIENS ON LIST
               ======================


      LATEST LIST DATE: 01/16/2002
      LIST NAME IS LIEN20020116
      205 ACCOUNTS HAVE BEEN SELECTED FOR LIENS

      ENTER FIRST NEW RECORDER NUMBER:
```

Renew Liens-List, Option R/14 will renew all of the liens on the renew list. A lien renewal letter is requested (LN2) and the next renewal date is set.

Release Liens-List, Option S/15 will release all of the liens on the release list. These liens will have met the status code requirement set in the UT Control Screen. This process will move the account to a Release Pending status where it will remain for 30 days, allowing personal checks to clear. At the end of the 30 days, a lien release letter is requested and the account status is changed to released.

Remove Liens-List, Option T/16 will remove all of the liens on the remove list. These liens will have met the status code requirement set in the UT Control Screen. The lien will immediately be removed from the account.

Manual Lien Processing

The Unsecured Tax module is designed to automatically select accounts ready to have liens generated or removed on a daily basis. However, there may be times when your organization needs to manually request or remove liens on specific individual accounts.

Under these circumstances select from Options E/5, F/6, G/7 and H/8. These options are only used for manual functions.

The Manual Lien Generate screen, Option E/5 looks similar to the following figure:

```
                    GENERATE A LIEN
                    ===============

ACCOUNT NUMBER:
CERTIFICATE NUMBER:
```

Once you enter an account number, the system will automatically generate a lien for the account entered. The screens for manual renewal, release, and removal are similar to the Manual Lien Generate screen.

Issuing Liens

The Day-End process selects accounts for lien eligibility by evaluating the client number, interest effective date, status code and current lien status. These accounts are then saved to a list.

Once this list is created, you may print and review the list by selecting Print Lien Next Work from the Lien Processing Menu. You may then remove any names found to be invalid from the list by selecting the option Edit Next Work List from the menu. You will then run Generate Liens-List, which will get the appropriate list and tell you how many new liens will be generated. At this point, you may receive a starting and ending recorder number from the county recorder and enter the starting recorder number. The system generates the lien and creates a lien record for each of the selected accounts. The recording fee is assessed, the lien status is set to 1 and the lien document (LN1) is requested to print. Then it may be sent to the recorder.

An individual lien may also be issued by selecting the Manual Lien Generate option.

Renewing Liens

The Day-End program determines when the lien is approaching the end of its term, and will select a list of these liens. At this time, you may select the menu option Print Lien Next Work to print the list, and Edit Next Work List to delete any accounts that should not be on the list. You should run Renew Liens-List, which changes the lien status to 2 and requests a Renewal Document (LN2).

A lien may also be renewed manually by selecting the Manual Lien Renewal option.

Releasing Liens

Liens can be released manually or automatically. The manual process is done from the Manual Lien Release option, and merely requires the input of a debtor number and a release date.

The automatic release is performed by the Day-End process, which selects a list of potential releases. You may then print the list by selecting Print Lien Next Work and edit the list by selecting Edit Next Work List. Run the release process by selecting Release Liens-List. This program checks the liens to see if they have met the release criteria of an appropriate status code. After 30 days, the same Day-End program changes the lien status to 3 and a Release Document (LN3) is printed. This allows time for personal checks to clear the bank. Selecting the Print Sched Release option from the Lien Processing Menu may print a list of the accounts that are in the 30-day waiting period.

Removing Liens

When a lien is entered in error, it may be removed. This is done automatically when an account is cancelled, or it may be done manually from the Manual Lien Removal option. This process is very similar to the Releasing Liens process. The first step of automatic removal is performed by the Day-End process, which selects a list of removal candidates. The user may print, review and edit this list before running the removal process, Remove Liens-List. When a lien is removed, the lien status is changed to 4 and a Removal Document (LN4) is printed.

Liens Returned from Recorder

After a lien is issued and sent to the recorder, the lien is recorded. The lien document is then sent back to the issuing agency. The Unsecured Tax module can help you in tracking these lien documents.

When a lien is returned from the recorder, select Return from Recorder, Option V/18 from the Lien Processing Menu. From this screen, you may select a single lien or a series of liens by entering the appropriate date and recorder numbers. Once these liens are entered in this screen, they are then designated as having been returned from the recorder.

In the setup screen, the field Num Days After Recording to Receive Lien, should contain the maximum number of days that the recorder usually has the lien before returning it to your agency. If there are liens that exceed this number of days, they can be printed by selecting the Print Pending Report, Option W/19, from the Lien Processing Menu. This report will print a list of all liens that have been given to the recorder's office and have yet to be returned within the designated number of days. It allows you to check on these liens to make sure they get recorded and filed correctly without getting lost.

Other Lien Processing Reports

Two other reports aid in maintaining lien information flow in the Unsecured Tax Module. They are the Lien Daily Activity report, and the Liens Scheduled for Future Release report. They function as follows:

Lien Daily Activity Report

At the end of a day, the Lien Daily Activity report prints a list of all the accounts that had their lien status changed during that day. Information included on this report are the account number, name, date the lien was originally recorded, amount due, account status code, current lien status, tax bill number, recorder number and certificate number.

Liens Scheduled For Future Release

Liens that are paid or settled in full are scheduled for release in 30 days to give time for any personal checks to clear the bank. At any given time there may be a number of accounts that have been scheduled for release but have not actually achieved release status pending the end of this 30-day waiting period.

This report prints a listing of all accounts that have been scheduled for release, but have not yet been released. It gives a user or manager better control over these pending accounts.

This report includes the account number, name, tax bill number, account status code, scheduled release date, amount due, date the lien was recorded, recorder number and certificate number.

Screens

This section includes screen information for All Parcels and for a Single Parcel.

Detail Screen For All Parcels

On this screen, you will see UT information for all parcels in a packet. To access this screen, type UT1 from the Collector screen **CMD** prompt.

UNSECURED TAX MEMBERS
DETAIL FOR ALL PARCELS AND ALL TAX YEARS

ACCOUNT	TAX BILL#	BILL DESC.	YEAR	BALANCE
1-1100	P123	SMALL BOAT	1993	850.00
2-1102	P123	SMALL BOAT	1994	190.01
3-1099	P123	SMALL BOAT	1995	100.00
4-1112	P123	SMALL BOAT	1996	1189.25
5-1113	P123	SMALL BOAT	1997	1189.25
6-1117	P123	SMALL BOAT	1999	1189.25
7-1173	9876	AIRPLANE	1997	250.00
TOT = 7		TOTAL		4957.76
LINE#, ACCOUNT# (CA,P,Sn,<CR>)				S1 OF 1

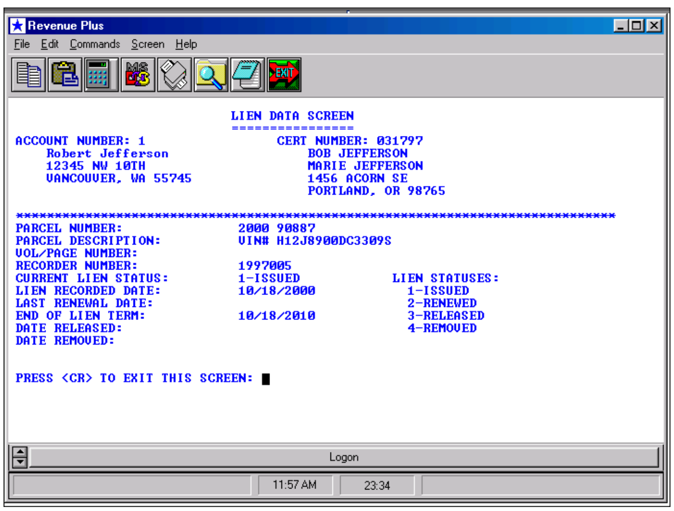
Detail Screen For A Single Parcel

The following screen displays UT information for a single parcel for all tax years. To access this screen, type UT2 from the Collector screen **CMD** prompt.

UNSECURED TAX MEMBERS DETAIL OF ALL TAX YEARS FOR TAX BILL# P123 - SMALL BOAT		
ACCOUNT	**YEAR**	**BALANCE**
1-1100	1993	850.00
2-1102	1994	190.01
3-1099	1995	100.00
4-1112	1996	1189.25
5-1113	1997	1189.25
6-1117	1998	1189.25
TOT = 6	TOTAL	4707.76
LINE#, ACCOUNT# (CA,P,Sn,<CR>)		S1 OF 1

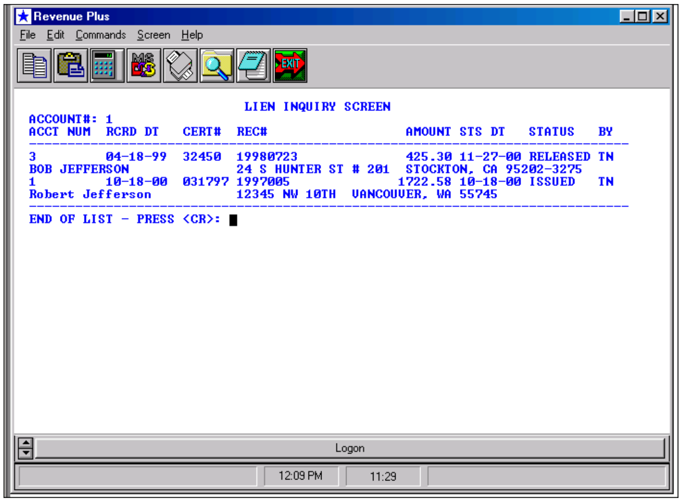
Lien Data Screen

All data for a specific lien appears on the Lien Data Screen. To access the screen, type *LNS* from the Collector screen **CMD** prompt or select Display Lien Data, Option C/3 from the Lien Processing Menu.



Lien Inquiry Screen

Current lien information for a particular taxpayer appears on the **Lien Inquiry Screen**. Data for all liens in the packet also appear on this screen. To access the screen, type *LNI* from the Collector screen **CMD** prompt, or select Lien Inquiry, Option B/2 from the Lien Processing Menu.



Lien History Screen

The Lien History screen produces a screen report of all lien history on a particular account. The Lien History format is very similar to the account notes history format. To access this screen, type *LNH* from the Collector screen **CMD** prompt, or select Display Lien History, Option D/4 from the Lien Processing Menu.

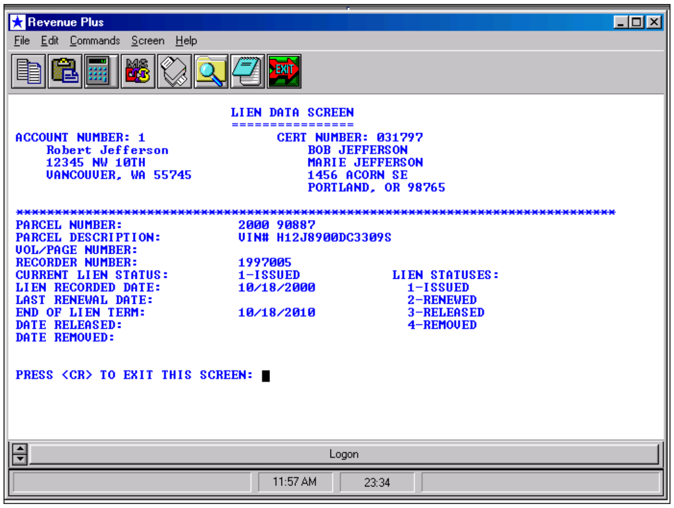
```
                   GENERATE A LIEN
                   ===============

ACCOUNT NUMBER:
CERTIFICATE NUMBER:
```

Lien Edit Screen

In the event that a lien requires editing to update the lien or correct any data entry errors, users may access the Lien Edit Screen. On this screen, all lien data is displayed and available to update. This screen may also be used to enter lien data for accounts that had liens against them before the Unsecured Tax Module was installed.

Due to the sensitivity of the data on this screen, agency administrators are advised to restrict access to the Lien Edit Screen to only those few users who may need to make changes to the lien data.



Document Definitions

Term	Definition
Lien	A legal document sent to the recorder for recording. It is produced at the time the lien is issued. After the recorder has recorded the lien, it is sent back to the tax collection agency.
Lien Notice	A letter sent to the taxpayer notifying them of the lien that was issued against their personal property. This letter is generated at the time the lien is issued.
Lien Renewal	A legal document sent to the recorder, usually six months before the end of the term of the lien. Renews the lien for another term.
Lien Release	A legal document sent to the recorder that releases further obligation by the taxpayer. Created when the account is paid or settled in full.
Lien Removal	A legal document sent to the recorder to remove a lien. Usually this is because the lien was created in error.

Lien Letters

Five examples of lien letters are illustrated on the following pages.

Letter LN1: Lien Document

RECORDING REQUESTED BY:

@U24

@U25

WHEN RECORDED MAIL TO:

@U24

@U25

P.O. BOX 100

MAINTOWN, CA 99004

(Space above this line for Recorder's use)

CERTIFICATE OF LIEN FOR UNSECURED PROPERTY TAX

Certificate No. @U12

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 2170.3 AND 2165.4 OF THE REVENUE AND TAXATION CODE, I, THE UNDERSIGNED TAX COLLECTOR OF THE COUNTY OF (Y

OUR COUNTY NAME HERE), STATE OF CALIFORNIA, HEREBY CERTIFY THAT UNSECURED PROPERTY TAXES FOR THE FISCAL YEAR @U29, IN THE AMOUNT SHOWN HEREIN HAVE BEEN DULY ASSESSED, COMPUTED AND LEVIED AGAINST:

ACCOUNT NUMBER:	@S00
ASSESSEE(S):	@U18
	@U19
LAST KNOWN ADDRESS:	@U20
	@U21
	@U22

WHO IS/ARE LIABLE TO SAID COUNTY FOR THE TOTAL UNPAID AMOUNTS SET FORTH:

ASSESSMENT NO.	@U13
PROPERTY DESCRIPTIOn:	@U28
TAX:	@U15
TRANSFER COST:	@G67
RECORDING FEE:	@G66
TOTAL BALANCE DUE:	@U26

AT THE TIME OF FILING THIS CERTIFICATE OF LIEN FOR THE RECORD, THE TOTAL AMOUNT OF UNPAID TAX AND PENALTIES REQUIRED TO BE PAID BY THE PERSON OR PERSONS NAMED CONSTITUTES A LIEN UPON ALL PERSONAL AND REAL PROPERTY NOW OWNED BY SAID PERSONS, OR THAT MAY SUBSEQUENTLY BE ACQUIRED BY THEM BEFORE THE DATE ON WHICH THIS LIEN EXPIRES. ADDITIONAL PENALTIES MAY ACCRUE 30 DAYS AFTER THE RECORDING DATE.

THIS LIEN HAS THE FORCE, EFFECT, AND PRIORITY OF A JUDGMENT LIEN FOR THE PERIOD OF TEN (10) YEARS FROM THE TIME OF THE RECORDING OF THIS INSTRUMENT, UNLESS SOONER RELEASED OR OTHERWISE DISCHARGED.

EXECUTED ON @U30

@U31

Letter LN2: Lien Renewal

RECORDING REQUESTED BY:

@U24

@U25

WHEN RECORDED MAIL TO:

@U24

@U25

P.O.BOX 100

MAINTOWN, CA 99065

CERTIFICATE OF DELINQUENCY OF PERSONAL PROPERTY TAX

(Filed pursuant to secs. 2171.3 & 2165.4, Revenue & Taxation Code)

Certificate No. @U12

I, @U34, @U35 of the County of (Your County Name Here), State of California, do hereby certify that unsecured property taxes have been duly assessed, computed and levied for the Fiscal Year 1997-1998 in compliance with the provisions of Division 1, Part 4 of the Revenue and Taxation code, in the amounts stated herein, together with interest and penalty as provided by law, which are delinquent and unpaid, are against the person or persons named herein:

ACCOUNT NUMBER:	@S00
ASSESSEE(S):	@U18
	@U19
Last Known Address:	@U20
	@U21
	@U22

Who is/are liable to said county for the amounts set forth below:

Assessment No:	@13
Tax:	@U15
Penalties:	@G67
Recording Fee:	@G66
Total:	@U26

From and after the time of filing this certificate of lien for record, the total amount of unpaid tax and penalties required to be paid by the persons named constitutes a lien upon all personal and real property now owned by said persons, or that may subsequently be acquired by them before the date on which this lien expires.

This lien has the force, effect, and priority of judgment lien for ten (10) years from the time of recording of this instrument, unless sooner released or otherwise discharged.

EXECUTED ON: @U30

____

@U31

Letter LN3: Lien Release

RECORDING REQUESTED BY:

@U24

@U25

WHEN RECORDED MAIL TO:

@U18

@U20

@U21

@U22

____

(Space above this line for recorder's use)

@E10RELEASE OF LIEN@E11

I, @U34, @U35 of the County of (Your County Name Here), State of California, do hereby remise, release and discharge all personal and real property from any lien imposed thereon by the filing and recording of that certain CERTIFICATION OF LIEN, No. @U12, recorded @U11, under document number @U14, of Official Records of the County Of (Your County Name Here) for unpaid unsecured property taxes and penalties due from:

ACCOUNT NUMBER:	@S00
ASSESSEE(S):	@U18
	@U19
ADDRESS:	@U20
	@U21
	@U22
IN THE AMOUNT OF	@U15
ASSESSMENT NO.	@U13
TAX RATE AREA	@U23
EXECUTED ON	@U16

@U24

@U25

BY____, DEPUTY

Letter LN4: Lien Removal

RECORDING REQUESTED BY:

@U24

@U25

WHEN RECORDED MAIL TO:

@U18

@U20

@U21

@U22

(Space above this line for Recorder's use)

@E10REMOVAL OF INVALID LIEN@E11

On file in the office of the Tax Collector of (Your County Name), State of California, is evidence furnished by the owner of the property described herein, that the lien levied has been erroneously filed for recordation.

ACCOUNT NUMBER:	@S00
ASSESSED TO:	@U18
	@U19
LAST KNOWN ADDRESS:	@U20
	@U21
	@U22

AMOUNT OF UNSECURED TAXES DUE: @U15

ASSESSMENT#:	@U13
PROPERTY DESCRIPTION:	@U28
TAX CODE AREA:	@U23
CERTIFICATE NUMBER:	@U12

Therefore, in accordance with Section 2007 of the Revenue and Taxation Code, I, the undersigned tax collector of said county, do hereby release and discharge all personal and real property from any lien imposed thereon by the filing of that certain CERTIFICATE OF LIEN recorded @U11, under document number @U14, of Official Records of (Your County Name).

EXECUTED ON @U17

@U24

@U25

BY________________________________, DEPUTY

Letter LN5: Lien Notice

@U32

To:

@S42

@D03

@D04 @D05 @D06

IMPORTANT NOTICE

THIS IS TO NOTIFY YOU THAT A TAX LIEN HAS BEEN FILED WITH RESPECT TO

UNSECURED PROPERTY AS FOLLOWS:

I, @U31 of the County of (Your County Name Here), State of California, do hereby certify that unsecured property taxes have been duly assessed, computed and levied for the Fiscal Year @U33, in compliance with the provisions of Division 1, Part 4 of the Revenue and Taxation Code, in the amounts stated herein, together with interest and penalty as provided by law, which are delinquent and unpaid, are against the person or persons named herein:

Account #:	@S00
Certificate # :	@U12
Serial #:	@U14
Record Date:	@U11
ASSESSEE(S):	@U18 @U19
Last Known Address:	@U20 @U22

Who is/are liable to said county for the total amounts set forth below:

Assessment

Tax Rate Area:	@U23
Description:	@U28
Amount of Unsecured Taxes Due:	@U15

At the time of the filing of this CERTIFICATE OF LIEN for the record, the total amount of unpaid taxes and penalties required to be paid by the person or persons named, constitutes a lien upon all personal and real property now owned by said persons, or that may subsequently be acquired by them before the date on which this lien expires.

This lien has the force, effect, and priority of a judgment lien for the period of ten (10) years from the time of the recordation of this instrument, unless sooner released or otherwise discharged.

@U31

@U Codes

The data from the Lien, Fiscal, and Codes files are inserted into the various documents by pre-defined @U codes. The following @U codes are set up specifically for Unsecured Tax.

@U Code	Description
@U01	Prints a listing of all the parcels for the packet in chronological order. The columns are account number, parcel number, description, year and amount. Takes up to 11 lines to print, including the heading. If there are more than 10 accounts the 11th line is a summary of the rest of the accounts. This does not print totals.
@U02	The same as @U01 with the addition that the total is printed at the bottom of the balance column.
@U03	Total balance for all parcels for all accounts in the packet.
@U04	Lists the account numbers, years and amounts for one parcel only (the parcel belonging to the account that the letter is going to). The parcel number and description print on one line, followed by a blank line. Up to five detail lines and a heading line are printed. If there are more than five years, the sixth line summarizes the remaining accounts. Does not print totals.
@U05	The same as @U04 with the exception that the total appears in the balance column.
@U06	Total balance for owing on one parcel only.
@U11	Recording date (MM/DD/YYYY format).
@U12	Lien number/certificate number.
@U13	Volume and Page Number.
@U14	Serial number/document number/recording number.
@U15	Lien Amount (XXX.XX format).
@U16	Release Date (Month DD, YYYY format)
@U17	Remove Date (Month DD, YYYY format)
@U18	Lien Name 1
@U19	Lien Name 2
@U20	Lien Address 1
@U21	Lien Address 2
@U22	CSZ (City, ST, ZIP format)
@U23	Tax Area Number
@U24	Tax Collector Number (Maximum of 36 characters)
@U25	Tax Collector Title (Maximum of 36 characters)
@U26	Total Amount Due (XXX.XX format)
@U27	Parcel Number/Tax Bill Number/Assessment Number
@U28	Parcel Description
@U29	Tax Year
@U30	Recording Date (Month DD, YYYY format)
@U31	Tax Collector Name and Title (Format - Name, Title)
@U32	Current Date (Month DD, YYYY format)

(1 of 2)

@U Code	Description
@U33	Prints fiscal years (Format YYYY-YYYY)

(2 of 2)

@U Code Examples

Example 1

The @U02 code will print the following when this code is used on a bill.

ACCOUNT#	TAX BILL#	BILL DESC	YEAR	BALANCE
1100	P123	SMALL BOAT	1993	850.00
1102	P123	SMALL BOAT	1994	190.01
1099	P123	SMALL BOAT	1995	100.00
1112	P123	SMALL BOAT	1996	1189.25
1113	P123	SMALL BOAT	1997	1189.25
1117	P123	SMALL BOAT	1999	1189.25
1173	9876	TAXABLE PROPERTY	1997	250.00
				4957.76

Example 2

If a person owns a boat and is 6 years delinquent on the taxes, there would be 6 accounts in the packet for parcel number P123. The @U04 code would print the following on a tax bill.

ACCOUNT#	YEAR	BALANCE
1100	1993	850.00
1102	1994	190.01
1099	1995	100.00
1112	1996	1189.25
	OTHER	2378.50
		4707.76