Property Tax Bureau
Informational Guideline Release (IGR) No. 02-201
March 2002

FISCAL YEAR 2003 QUARTERLY TAX PAYMENTS

(G.L. Ch. 59 §57C)

This Informational Guideline Release (IGR) explains the requirements and procedures for implementing a quarterly tax payment system in FY2003 and provides "model" preliminary tax bills, actual tax bills and demands for use by cities, towns and districts that have adopted that system.

No changes have been made in the form or content of the bills since last year

Questions on billing and collection procedures may be referred to the Property Tax Bureau. Questions on "Pro Forma" Recaps should be referred to your Bureau of Accounts field representative. Balanced pro forma recaps are required for communities seeking approval from the Commissioner of Revenue to issue a third quarter preliminary tax bill, and in some circumstances, may be required for communities seeking approval to issue the first preliminary tax bill after October 1.

Topical Index Key:	Distribution:
Assessment Administration	Assessors
Tax Bills	Collectors

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Model Taxpayer Informational Enclosure
Model Preliminary Tax Bills, Tax Bills and Demands

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FISCAL YEAR 2003 QUARTERLY TAX PAYMENTS

(G.L. Ch. 59 §57C)

General Laws Chapter 59, Section 57C, authorizes cities and towns that accept its provisions to implement a quarterly tax payment system.

The purpose of the quarterly tax payment system is to provide taxpayers with greater certainty about payment due dates and communities with a more evenly distributed level of income throughout the fiscal year. Under a quarterly tax payment system, a city or town substantially reduces if not eliminates costly short-term borrowing in anticipation of tax revenue and generally increases investment income.

These guidelines set forth requirements and procedures for implementing the quarterly tax payment system in FY2003 by communities that have adopted it and establish requirements for the form and content of tax bills in those communities.

Quarterly Tax Payment System Features

If a city or town accepts G.L. Ch. 59 §57C, property tax payments for that community, and that portion of a tax levying district within it, will ordinarily be made on a quarterly schedule: August 1, November 1, February 1 and May 1. Under the quarterly system:

- The assessors make a preliminary tax commitment each year in sufficient time for the collector to mail preliminary tax bills by July 1.

- The preliminary tax is based on the prior year's net tax on the property and may not exceed, with limited exceptions, 50 percent of that amount. The prior year's net tax may be adjusted, however, to reflect the annual 2.5 percent tax increase allowed under Proposition 2½ and any tax increase attributable to approved overrides or exclusions.

- The collector mails the preliminary tax bills each year by July 1.

- The preliminary tax is payable in two equal installments. The first installment is due on August 1. The second installment is due on November 1.

- Preliminary bills may be mailed after July 1, with the approval of the Commissioner of Revenue. The Commissioner may establish conditions for obtaining that approval, including the requirement that a pro forma recapitulation sheet be submitted.

- In the case of late billing, the preliminary tax is still payable in two equal installments if the bills are mailed on or before August 1. The first installment is due on August 1, or 30 days after the preliminary tax bills are mailed, whichever is later. The second installment is due on November 1.

- If the bills are mailed after August 1, however, the entire preliminary tax is due in a single installment on November 1, or 30 days after the bills are mailed, whichever is later. <u>There is no payment due on August 1</u>.

- After the city or town sets its tax rate, the assessors make the actual tax commitment and the collector mails actual tax bills for the year.

- If actual tax bills are mailed on or before December 31, the balance after the first and second preliminary tax installments are credited against the actual tax is payable in two equal installments. The first installment is due on February 1. The second installment is due on May 1.

- If actual tax bills cannot be mailed by December 31, a third quarter preliminary tax bill may be issued with the approval of the Commissioner of Revenue. The Commissioner may establish conditions for obtaining that approval, including the requirement that a pro forma recapitulation sheet be submitted. The third quarter preliminary installment cannot exceed the amount of the first quarter payment installment and is due February 1, or 30 days after the date the bills are mailed, whichever is later.

- Actual tax bills mailed after December 31 are payable May 1, or 30 days after the tax bills are mailed, whichever is later. If third quarter preliminary tax bills were issued, the amount due on that date is the balance after the first, second, and third quarter preliminary tax installments are credited to the actual tax. Otherwise, the entire balance after the first and second preliminary tax installments are credited to the actual tax is due on that date. No actual tax payment is due on February 1.

- The entire amount billed as an omitted or revised assessment is due on May 1, or 30 days after the bill is mailed, whichever is later.

- Interest on a delinquent payment is charged only for the number of days the payment is actually unpaid and overdue.

GUIDELINES:

I. LOCAL ACCEPTANCE

A. Vote of Legislative Body

A quarterly tax payment system may only be used in cities and towns that have accepted G.L. Ch. 59 §57C. Acceptance requires a majority vote of town meeting, town council or city council.

B. Effective Date

In cities and towns that accept the statute before July 1, 2002, the quarterly tax payment system must be implemented for FY2003 unless another implementation date is specifically designated by the town meeting, town council or city council vote.

A city or town intending to adopt the quarterly payment system for the first time in FY2003 should accept the statute as soon as possible in order to allow sufficient time for the assessors and collector to prepare for a July 1 preliminary tax billing.

C. Districts

The decision of a community to use a quarterly tax payment system also governs the assessment and collection of property taxes for that portion of a tax levying district located within the community.

II. PRELIMINARY TAX COMMITMENT AND BILLING

The assessors in communities that adopt a quarterly tax payment system for FY2003 are to make a preliminary tax commitment in sufficient time for the collector to prepare and mail preliminary tax bills by July 1, 2002.

A. Preparation of FY2003 Assessment Roll

The assessors must prepare the legal file that will be used for FY2003 tax commitment and billing. This 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 FY2003 and the person(s) to be assessed FY2003 taxes on those parcels and accounts.

For the assessors to make the preliminary tax commitment in sufficient time for the collector to issue preliminary tax bills by July 1, it is essential that the assessors begin updating the legal file as soon as the information on the following becomes available:

1. Ownership changes as of January 1, 2002.

2. Lot splits, subdivisions and condominium conversions as of January 1, 2002.

3. Personal property accounts as of January 1, 2002.

B. Determination of Preliminary Tax

After completing the legal file, the assessors must determine the FY2003 preliminary tax for each parcel and account in the file. The basis for determining the amount of the FY2003 preliminary tax is the adjusted net tax due on the parcel or account in FY2002. The FY2003 preliminary tax does not represent an estimate of the actual taxes due in FY2003. Under no circumstances is it to be based on FY2003 valuation and tax rate projections.

1. Maximum Amount

The maximum amount of the FY2003 preliminary tax may not exceed 50 percent of the net tax due on the parcel or account in FY2002, as adjusted according to the instructions in Section II-B-3 and 4 below.

2. Net Tax Due in FY2002

For each parcel or account, the assessors must first determine the net tax due on the property in FY2002. The net tax due is calculated by:

a. Determining the amount of the tax assessed on the parcel or account in FY2002.

b. Adding the amount of betterments, special assessments, water and sewer liens and other charges that were added to and became part of the FY2002 tax.

c. Subtracting the amount of taxes abated or exempted in FY2002.

The assessors should exclude betterments, special assessments, water and sewer liens and other charges added in FY2002 from the calculation of the net tax due if they decide to bill FY2003 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 FY2002 property tax, as abated or exempted.

In other communities, the net tax due may also be based solely on the FY2002 property tax, as abated or exempted. If assessors include FY2002 betterments, special assessments, water and sewer liens and other charges in the net due calculation, however, they should so do uniformly for all applicable parcels.

EXAMPLE
Determining Net Tax Due

		Ex. 1	Ex. 2	Ex. 3
FY2002 Tax		$1000	$1000	$1000
Betterments, Special Assessments, Water/Sewer Liens, Charges Added to FY2002 Tax, except if Billing FY2003 Charges with Preliminary Tax	+	0	200	200
FY2002 Tax Abated/Exempted	-	250	0	250
FY2002 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 assessed in FY2003.

For example, a property consisted of land and a single family home as of January 1, 2001, with the FY2002 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, FY2003 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 FY2002 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 FY2003.

For example, a property consisted of vacant land as of January 1, 2001 and FY2002 taxes were assessed on that basis. A single family home is constructed on the lot. Therefore, FY2003 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 FY2002 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 FY2002 and an increase in the taxes due on the property in FY2003.

For example, an elderly person owned real property and qualified for an exemption under G.L. Ch. 59 §5(41) in FY2002. As a result, the net tax due in FY2002 was $500, rather than $1,000. Before July 1, 2002, 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 FY2002 if the exemption had not been granted.

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

There is property subject to taxation for the first time in FY2003 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 FY2002. No tax was assessed. The property was sold and as of January 1, 2002 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 FY2002 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, 2001 and January 1, 2002.

For example, a parcel consisted of 3 acres of vacant land on January 1, 2001 and was assessed as a single parcel in FY2002. The net tax due in FY2002 on that parcel was $900. During 2001, the parcel was subdivided into 3 "new" parcels, each consisting of 1 acre of vacant land and for FY2003, the 3 new parcels will be assessed separately for the first time. An apportionment of the net tax due in FY2002 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 FY2002.

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 FY2003 Proposition 2½ override or exclusion approved by the voters increases the FY2002 tax levy. This adjustment is intended to spread any current year tax increases more evenly over the four quarterly 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 FY2003 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.

The number and amount of the preliminary tax installments is determined by when the preliminary tax bill is issued and mailed. If the preliminary tax bills are mailed on or before August 1, 2002, the preliminary tax is payable in two equal installments. However, if the bills are mailed after August 1, 2002, the balance is payable in one installment only.

EXAMPLE
Determining Preliminary Tax

		Ex. 1	Ex. 2	Ex. 3
FY2002 Net Tax Due		$ 750	$1200	$950
Tax Increase Adjustment (Optional) (2.5% + .05% for Override/Exclusion)	x	1.03	1.03	1.03
Adjusted Net Tax Due		772.50	1236.00	978.50
Selected Percentage (Not to Exceed 50%)	x	50%	50%	50%
FY2003 Preliminary Tax		$386.25	$618	$489.25
Preliminary Bills Mailed by 8/1				
First Installment Payment		$193.13	$309	$244.63
Second Installment Payment		$193.12	$309	$244.62
Preliminary Bills Mailed After 8/1				
Single Installment Payment		$386.25	$618	$489.25

6. 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

		Ex. 1	Ex. 2	Ex. 3	Ex. 4	Ex. 5	Ex. 6
Type of Property Change FY2002-2003 Assessment Roll		None	Condition (2001 fire destroys house)	Condition (house built in 2001)	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)
FY2002 Tax		$1000	$1000 (lot and house)	$ 250 (lot only)	$1000	$ 0 (charitable exemption)	$1000
Betterments, Special Assessments, Liens, Charges Added to FY2002 Tax	+	200	0	100	0	0	0
FY2002 Tax Abated/Exempted	-	250	0	0	500 (elderly exemption)	0	100
FY2002 Net Tax Due		950	1000	350	500	0	900 (undivided parcel)
Individual Adjustments in Net Tax Due			250 (Reduce tax to 250 - reflects tax if land only assessed in FY2002)	1100 (Increase tax to 1000 – reflects tax if house also assessed in FY2002)	1000 (Disregard exemption - reflects tax if exemption not granted in FY2002)	1000 (Change tax to 1000 - reflects tax if exemption not granted in FY2002)	500 each (Increase apportioned tax of $300 each on new lots - reflects tax on each lot if taxed separately in FY2002)
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%
FY2003 Preliminary Tax *		489.25	128.75	566.50	515	515	257.50 each
Installment Payments, Bills Mailed by 8/1		244.63/244.62	64.38/64.37	283.25	257.50	257.50	128.75

*** FY2003 Preliminary Tax equals FY2002 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 committed in communities using a quarterly tax payment system.

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 FY2003 tax on the property for collection purposes. These special assessments and charges will then become due at the same time as the preliminary tax.

The assessors should make the FY2003 preliminary tax commitment in sufficient time for the collector to prepare and mail preliminary tax bills by July 1, 2002.

a. Commitment List

The commitment list must contain, at a minimum, (1) the name of the taxpayer(s), (2) an identification of the property, (3) the amount of the preliminary tax and (4) the amount of each installment payment. The property identification must be sufficient to allow the collector to properly credit the preliminary tax to the actual tax assessed and committed for FY2003. 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, liens 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 §57C.

3. Bill Form and Content

Preliminary tax bills for communities using a quarterly tax payment system in FY2003 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 Commissioner of Revenue." The attached "model" preliminary tax bills 1(Q) (real estate) and 2(Q) (personal property) meet these requirements.

a. Content

Preliminary tax bills for FY2003 must include:

(1) Fiscal Year - The bills must be captioned "Fiscal Year 2003 Preliminary Real Estate Tax Bill" or "Fiscal Year 2003 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 of preliminary tax.
- Amount payable by August 1, 2002 (or 30 days after the bills are mailed, whichever is later).
- Amount payable by November 1, 2002.

(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 overdue payments from the due date until payment is made."

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

Preliminary tax bills may not contain any actual or proposed FY2003 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 and Procedures

a. Timely Mailing/Authority for Late Mailing

There is no deadline for mailing the FY2003 preliminary tax bills, although the collector must mail them by August 1, 2002 for the preliminary tax (including betterments, special assessments, liens and other charges billed with the preliminary tax) to be payable in two installments. See Section II-C-6 below.

Wherever possible, however, collectors should mail the FY2003 preliminary tax bill on or before July 1, 2002 for the two installments to be due on the regular quarterly schedule. **Collectors are authorized by these guidelines to issue the bills after July 1, 2002, but not later than October 1, 2002. Upon written request, communities may also be given specific authorization by the Commissioner to issue the bills after October 1.** The Commissioner may require the submission of a balanced "Pro Forma" Recapitulation Sheet from those communities, depending on the individual circumstances.

b. Single/Multiple Mailing

Only one preliminary tax bill mailing is required even if the preliminary tax is payable in two installments. This means a single mailing that includes some means for making two remittances, such as a single bill with two payment stubs or two separate bill forms, is sufficient.

However, collectors may elect to mail a second bill to each taxpayer sometime after the due date of the first preliminary tax installment payment. The second bill must include the same information as the bill mailed before August 1. It may also include the following payment information for the purpose of providing the taxpayer with a current statement of the account:

- Amount of preliminary tax abated.
- Payments made.
- Amount of 1st preliminary tax installment payment overdue.
- Amount of interest on overdue payment to date bill issued.
- Amount payable by November 1, 2002.

5. Taxpayer Informational Enclosure

In communities implementing a quarterly tax payment system for the first time in FY2003, a separate enclosure explaining the new payment system should be included with all preliminary tax bills mailed. The attached "model" informational release may be used for that purpose.

6. Payment Due Dates

If the FY2003 preliminary tax bills are mailed on or before August 1, 2002, the preliminary tax (including betterments, special assessments, liens and other charges billed with the preliminary tax) is payable in two equal installments. The first FY2003 preliminary tax installment payment is due on August 1, 2002, or 30 days after the bills are mailed, whichever is later. The second installment payment is due on November 1, 2002.

If, for any reason, the FY2003 preliminary tax bills are mailed after August 1, 2002, the entire balance is payable in one installment due on November 1, 2002, or 30 days after the bills were mailed, whichever is later. There is no payment due on August 1, 2002 and no interest can be charged taxpayers until after November 1, 2002.

7. Interest

Interest accrues at the rate of 14 percent a year on delinquent preliminary tax installment balances. Interest is computed on the unpaid and overdue amount from the installment due date until payment is made.

Therefore, if FY2003 preliminary tax bills are mailed on or before August 1, 2002, interest on delinquent first installment payments is computed from August 1, 2002, or the payment due date, whichever is later, and on delinquent second installment payments from November 1, 2002 until payment is made.

If FY2003 preliminary tax bills are mailed after August 1, 2002, interest on delinquent tax payments is computed from November 1, 2002, or the payment due date, 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 FY2003 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.

If mailed on or before August 1, 2002, the preliminary tax bill for the omitted parcel or account is payable in two equal installments due on August 1, 2002, or 30 days after the bill is mailed, whichever is later, and on November 1, 2002. If the bill is mailed after August 1, 2002, it is payable in a single installment due on November 1, 2002, or 30 days after the bill is mailed, whichever is later. Interest on delinquent payments for omitted preliminary taxes is charged only for the number of days that the payment is actually delinquent.

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 §57C. 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 Preliminary Tax

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 §57C, 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 FY2003 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 §57C.

Example No. 1. Taxpayer A's FY2002 real estate tax was $1000. Taxpayer A was granted an abatement of $200. Thus, the FY2002 tax was $800, which after a tax increase adjustment of 2.5 percent, resulted in an adjusted FY2002 net tax due on this property of $820. Under G.L. Ch. 59 §57C, Taxpayer A's FY2003 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 FY2002 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 FY2002 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 FY2002 tax was $3000, which after a tax increase adjustment of 2.5 percent resulted in an adjusted FY2002 net tax due on this property of $3075. Under G.L. Ch. 59 §57C, Taxpayer B's FY2003 preliminary tax cannot exceed $1537.50 and a preliminary tax bill was issued in that amount.

However, in this case where the FY2002 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 FY2002 real estate tax only (50% of ($1000 x 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 §57C.

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. Commitment

Once valuations as of January 1, 2002 are established for all taxable real property parcels and personal property accounts and the FY2003 tax rate is set, the assessors will determine the total tax assessment on each parcel and account for FY2003 and will commit those taxes with a warrant to the collector.

There is no deadline for making the actual tax commitment. However, the assessors must make the FY2003 actual tax commitment in sufficient time for the collector to prepare and mail actual tax bills by December 31, 2002 if the balance of the FY2003 tax is to be payable in two installments. See Sections III-B and E below.

B. Preliminary Tax Credit and Actual Tax Payments

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 FY2003). 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 or special assessments as abated, not as committed.

The collector will then issue FY2003 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 FY2003 tax and special assessments owed.

The number and amount of the actual tax installment payments is determined by when the actual tax bill is issued and mailed. If the FY2003 tax bills are mailed on or before December 31, 2002, the balance of the FY2003 tax is payable in two equal installments. However, if the bills are mailed after December 31, 2002, the balance is payable in one installment only.

EXAMPLE
Determining Actual Tax Installments

		Ex. 1	Ex. 2	Ex. 3
FY2003 Tax		$1000	$1000	$1000
Betterments, Special Assessments, Water/Sewer Liens, Charges Added to FY2003 Tax	+	0	200	200
FY2003 Preliminary Tax	-	500	500	500
Betterments, Special Assessments, Water/Sewer Liens, Charges Billed with FY2003 Preliminary Tax	-	0	200	150
FY2003 Tax and Special Assessment Balance		$ 500	$500	$550
Actual Bills Mailed by 12/31				
First Installment Payment		$ 250	$ 250	$ 275
Second Installment Payment		$ 250	$ 250	$ 275
Actual Bills Mailed After 12/31				
Single Installment Payment		$ 500	$ 500	$ 550

C. Bill Form and Content

Actual tax bills for communities using a quarterly tax payment system in FY2003 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 Commissioner of Revenue." The attached "model" actual tax bills 3(Q) (real property) and 4(Q) (personal property) meet these requirements.

1. Content

Actual tax bills for FY2003 must include:

a. Assessment Date/Fiscal Year - The bills must be captioned "Fiscal Year 2003 Real Estate Tax Bill" or "Fiscal Year 2003 Personal Property Tax Bill" and must state the assessment date of January 1, 2002.

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 FY2001, FY2002 and FY2003) 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 or small commercial 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 tax for collection purposes must be shown, whether or not the special assessments 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 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.
- Amounts paid or abated since preliminary tax bill issued.
- Amount of 1st/2nd preliminary tax installment payment overdue.
- Amount of interest on overdue preliminary tax installment payments to date bill issued.
- Balance of FY2003 tax due.
- Amount payable by February 1, 2003 and May 1, 2003 or if bill is mailed after December 31, 2002, amount payable by May 1, 2003 (or 30 days after mailing of tax bill, whichever is later). **The exact due dates must appear on the bill**. Printing the statutory due dates (*i.e.*, February 1, 2003 and May 1, 2003) alone is not sufficient unless bills were mailed on or before December 31, 2002. Nor is simply printing the bill issuance date with a notice that payment is due in 30 days, if the bills were mailed after April 1, 2003.

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 overdue payments from the due date 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: _____, 2003

or

DEADLINE FOR FILING ABATEMENT APPLICATIONS WITH ASSESSORS: _____, 2003

or

ABATEMENT APPLICATIONS MUST BE FILED WITH THE ASSESSORS BY _____, 2003.

- The reverse side of the bill must provide the billing and appeal rights information shown in Models 3(Q) (real estate) and 4(Q) (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 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. Mailing Deadline and Procedures

1. Timely/Late Mailing

There is no deadline for mailing the FY2003 actual tax bills. Wherever possible, however, collectors should mail the FY2003 actual tax bills on or before December 31, 2002 for the actual tax balance to be due and payable in two installments on the regular quarterly schedule.

2. Single/Multiple Mailing

As with the preliminary tax mailing, only one actual tax bill mailing is required even if the actual tax is payable in two installments. If a single mailing is used, some means for making two remittances, such as a single bill with two payment stubs or two separate bill forms, must be provided.

If collectors elect to mail a second bill to each taxpayer sometime after February 1, 2003, the second bill must include the same information as the bill mailed before December 31, 2002. It may also include the following payment information for the purpose of providing the taxpayer with a current statement of the account:

- Amount of actual tax abated.
- Payments made.
- Amount of 1st actual tax installment payment overdue.
- Amount of interest on overdue payment to date bill issued.
- Amount payable by May 1, 2003.

E. Payment Due Dates

If the FY2003 actual tax bills are mailed on or before December 31, 2002, the balance of the FY2003 tax after the preliminary tax is credited against the tax is payable in two equal installments. The first FY2003 actual tax installment payment is due on February 1, 2003. The second installment payment is due on May 1, 2003.

If, for any reason, the FY2003 actual tax bills are mailed after December 31, 2002, the entire balance is payable in one installment due on May 1, 2003, or 30 days after the bills were mailed, whichever is later. There is no payment due on February 1, 2003 and no interest can be charged taxpayers until after May 1, 2003.

F. Interest

Interest accrues at the rate of 14 percent a year on delinquent actual tax installment balances. Interest is computed on the unpaid and overdue amount from the installment due date until payment is made.

Therefore, if FY2003 actual tax bills are mailed on or before December 31, 2002, interest on delinquent first actual tax installment payments is computed from February 1, 2003 and on delinquent second installment payments from May 1, 2003 until payment is made.

If FY2003 actual tax bills are mailed after December 31, 2002, interest on delinquent actual tax payments is computed from May 1, 2003, or the payment due date, whichever is later, until payment is made.

G. Abatement/Exemption Applications

A person's right to seek an abatement of or exemption from FY2003 taxes is not prejudiced by the issuance of preliminary tax bills under the quarterly tax payment system. 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 February 1, 2003 if the actual bills are mailed on or before December 31, 2002. If the actual bills are mailed after December 31, 2002, however, those applications must be filed on or before May 1, 2003, or the thirtieth day after the date actual bills are mailed, whichever is later.

H. 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 using a quarterly tax payment system. Thus, if an abatement or exemption is granted by the assessors, the collector should apply the amount abated or exempted to reduce any balance that remains outstanding and no refund would be issued unless the taxpayer had 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 any particular due date to avoid being charged interest.

Example 1. Taxpayer C's FY2003 real estate tax was $2000. Taxpayer C's preliminary tax was $800, which leaves a balance remaining of $1200 for the year payable in two equal installments of $600 due on February 1 and May 1. Taxpayer C paid the full preliminary taxes timely and paid $600 on January 25. The taxpayer is granted an abatement of $200 on February 15. The abatement is applied to reduce the outstanding balance of the FY2003 tax, from $600 to $400 and no refund is issued.

Example 2. Same facts as above except Taxpayer C paid the full preliminary tax timely and paid only $500 of the actual tax balance before February 1. Again, the abatement is applied to reduce the outstanding balance. In this case, that balance is $700 and the application of the abatement reduces it to $500. Moreover, Taxpayer C is not delinquent and cannot be charged interest on the payment due February 1 because at least half the FY2003 tax remaining, as abated, was paid by that date. ($2000 FY2003 tax - $200 abatement results in an $1800 tax due. After the $800 preliminary tax credit, a balance of $1000 remains of which half or $500 must be paid by February 1).

Example 3. Same facts as above except Taxpayer C paid the full preliminary tax timely, but paid only $400 of the actual tax balance before February 1. The application of the abatement reduces the outstanding balance from $800 to $600. In this case, however, $100 of that balance is overdue because Taxpayer C had to pay at least $500, which is half of the FY2003 tax remaining, as abated, by February 1.

I. Omitted and Revised Assessments

If parcels or accounts are omitted from the actual FY2003 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, 2003, or 30 days after the bill was mailed, whichever is later. As with other delinquent payments under the quarterly tax payment system, interest on delinquent payments for omitted and revised assessments is charged only for the number of days the payment is actually delinquent.

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.

J. Demands

If the entire FY2003 tax has not been paid by May 1, 2003 (or 30 days after the actual tax bill was mailed if mailed after April 1, 2003), 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 2003 Real Estate Taxes" or "Demand for Payment Fiscal Year 2003 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 1st/2nd preliminary tax (and special assessments if billed with preliminary tax) installment payment overdue.
- Amount of 1st/2nd actual tax installment 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 from the due date until payment is made."

4. The notice shown in Models 5(Q) (real estate) and 6(Q) (personal property) on the reverse side of the bill.

IV. THIRD QUARTER PRELIMINARY TAX BILLS

If actual FY2003 tax bills cannot be mailed on or before December 31, 2002 because a reassessment or other reason has delayed the final determination of assessed valuations, a community has the option of issuing a third quarter preliminary tax bill with the prior written approval of the Commissioner of Revenue.

A. Authorization Procedure

In order to issue a third quarter preliminary tax bill, the assessors must submit to the Bureau of Accounts:

1. A brief application cover letter that requests authority to issue third quarter preliminary tax bills and explains the reasons for the request. The letter must be signed by a majority of the assessors and by the mayor or a majority of the selectmen.

2. 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 and must contain all information required to set the FY2003 tax rate, except the assessed valuation. In addition, it must include the assessors' estimate of the allowable increase in the FY2003 levy limit due to tax base growth.

   a. Establishment of FY2003 Tax Levy

      The submission of the "Pro Forma" Recapitulation Sheet fixes the city or town's tax levy for FY2003 in the same manner as the setting of the FY2003 tax rate. Once the levy is established and the Commissioner authorizes the issuance of third quarter preliminary tax bills, a city or town may not increase its FY2003 tax levy, except to reflect adjustments allowed in its FY2003 tax levy under Proposition 2½, as explained below. Under no circumstances may the FY2003 tax levy exceed the limits imposed by G.L. Ch. 59 §21C, "Proposition 2½."

   b. Allowable Increase in FY2003 Tax Levy

      If authorized to issue third quarter preliminary tax bills, a city or town cannot set a FY2003 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 or town 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 FY2003 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 FY2003 Tax Levy

Where actual tax base growth is lower than estimated, or a Proposition 2½ underride has passed since the "Pro Forma" Recapitulation was approved, the tax levy must be decreased in order to set a FY2003 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 FY2003 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.

B. Installment Amount

The third quarter preliminary tax installment cannot be more than the amount of the first quarter preliminary tax installment. The amount may be less so long as the percentage of reduction is uniform for all parcels and accounts.

C. Bill Form and Content

1. A specific form for the third quarter preliminary tax bill may be developed or the same pre-printed preliminary tax bill form used for the first and second quarter tax billing may be used.

a. Third Quarter Form - If a new third quarter form is developed, the front should conform to Models 1(Q) and 2(Q), with appropriate modifications in captions and due date. **However, the information shown in Model 7(Q) must appear on the reverse side of the bill instead.**

b. Pre-printed Form - If an existing pre-printed preliminary tax bill form is used, a computer generated identification of the third quarter preliminary installment, the amount and the due date should be placed in a blank line on the front of that bill form. **In addition, the information shown in Model 7(Q) must be included in a stuffer to be mailed with the bills. It may be supplemented by community specific billing information such as instructions on remitting payment.**

2. Where it is not feasible to develop a new form, or possible to obtain pre-printed preliminary tax bill forms, actual FY2003 tax bill forms may be used. If possible, the third quarter preliminary tax amount and due date should be shown in a blank line or other appropriate place on the front of the bill. **No valuation, tax rate or special assessment information can be shown. The information shown in Model 7(Q), supplemented by community specific billing information such as instructions on remitting payment as desired, must be also included in a stuffer to be mailed with the bills.**

D. Mailing Deadline

Third quarter preliminary tax bills should be mailed as soon as practicable.

E. Payment Due Date

The third quarter preliminary tax installment is due February 1, 2003, or 30 days after the third quarter preliminary tax bills are mailed, whichever is later.

F. Interest

Interest accrues at the rate of 14 percent a year on the amount of the third quarter preliminary tax installment not paid by the payment due date, calculated from that date until the date payment is made.

G. Actual Tax Bills

Actual tax bills for FY2003 must show the total tax assessed (including betterments, special assessments and charges added to the tax), the amount credited for all preliminary taxes billed and the balance of the FY2003 tax.

The content and form of actual tax bills must conform with Models 3(Q) and 4(Q) and if practicable, should be printed with the changes noted below in the Payment Due Dates/Interest Charges section of the reverse side of the bills. **If that is not feasible because the bill forms were ordered before the decision to issue third quarter preliminary bills was made, that information must be provided in a stuffer enclosed with the bills instead.**

1. Payment Information - If possible, show separately overdue first, second and third preliminary tax payments. All preliminary tax (and any other) payments made can be shown in one line as "Payments Made".

2. Payment Due Dates/Interest Charges Information-

   Substitute the following paragraph on due dates and interest charges on the reverse side of the bill:

PAYMENT DUE DATES/INTEREST CHARGES: If preliminary bills were mailed on or before August 1, 2002, your first preliminary tax payment was due on August 1, 2002, or 30 days after the bills were mailed, whichever was later, your second preliminary tax payment on November 1, 2002 and your third preliminary tax payment on February 1, 2003, or 30 days after the bills were mailed, whichever was later. However, if preliminary bills were mailed after August 1, 2002, your first and second preliminary payments were due as a single installment on November 1, 2002, or 30 days after the bills were mailed, whichever was later, and your third preliminary payment was due on February 1, 2003, or 30 days after the bills were mailed, whichever was later. Your preliminary taxes are shown on this bill as a credit against your fiscal year 2003 tax, including betterments, special assessments and other charges. The balance is due on May 1, 2003, or 30 days after the tax bills were mailed, whichever is later. If your 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. If preliminary bills were mailed on or before August 1, 2002, interest is computed on overdue first preliminary payments from August 1, 2002, or the date the payment was due, whichever was later, on overdue second preliminary payments from November 1, 2002, on overdue third preliminary payments from February 1, 2003, or the date the payment was due, whichever is later, and on overdue final payments from May 1, 2003, or the date the payment was due, whichever was later, to the date payment is made. However, if preliminary bills were mailed after August 1, 2002, interest is computed on overdue single first/second preliminary payments from November 1, 2002, on overdue third preliminary payments from February 1, 2003, and on overdue final payments from May 1, 2003, or the dates the payments were due, to the date payment is made. Payments are considered made when received by the Collector. You will also be required to pay charges and fees incurred for collection if payments are not made when due. To obtain a receipted bill, enclose a self-addressed stamped envelope and both copies of the bill with your payment.

(Note: On personal property tax bills, the third sentence should read: Your preliminary tax is shown on this bill as a credit against your fiscal year 2003 tax.)

H. Payment Due Date

The balance of the FY2003 tax after all preliminary taxes are credited against the tax is payable in one installment due on May 1, 2003, or 30 days after the actual tax bills are mailed, whichever is later.

I. Interest

Interest accrues at the rate of 14 percent a year on the amount of the final installment not paid by the payment due date, calculated from that date until the date payment is made.

J. Abatement/Exemption Applications

The date the FY2003 actual tax bills are mailed determines the deadlines for filing abatement and exemption applications. Applications for personal exemptions and the residential exemption must be filed within three months of the date the actual tax bills are mailed. Applications for abatement, and all other exemptions, must be filed on or before May 1, 2003, or the thirtieth day after the actual bills are mailed, whichever is later.

ATTACHMENTS

MODEL TAXPAYER INFORMATIONAL ENCLOSURE

Attached is a sample taxpayer informational release, which may be used as a tax bill stuffer or a newspaper release by communities implementing a quarterly tax payment system for the first time in FY2003. The release can be supplemented with information about specific billing and payment procedures that the community will use. For example, if the community has decided to bill only twice a year, taxpayers should also be given instructions on remitting their installment payments.

MODEL PRELIMINARY TAX BILLS, TAX BILLS AND DEMANDS

Attached are the following "model" FY2003 preliminary tax bills, tax bills and demands. These models meet the minimum requirements set forth in this guideline for FY2003 bills in all communities using a quarterly tax payment system.

Model 1(Q)	Preliminary Tax Bill - Real Estate
Model 2(Q)	Preliminary Tax Bill - Personal Property
Model 3(Q)	Tax Bill - Real Estate
Model 4(Q)	Tax Bill - Personal Property
Model 5(Q)	Demand - Real Estate
Model 6(Q)	Demand - Personal Property
Model 7(Q)	Preliminary Tax Bill - 3rd Quarter Reverse Side/Stuffer

TAXPAYER INFORMATION ON QUARTERLY TAX PAYMENTS

Your community has recently adopted a new quarterly tax payment system, which will affect your property tax bills for Fiscal Year 2003 (July 1, 2002 to June 30, 2003). This enclosure explains how this new system will work.

BENEFITS FROM THE NEW SYSTEM

Under the old system, property tax payments were due twice a year, ideally November 1 and May 1. In practice, the majority of communities frequently issued their tax bills at different times during the year. As a result, taxpayers were often uncertain when their bills would be issued and had difficulty in planning their payments. Also, communities were forced to borrow money to have sufficient funds to meet their bills.

The new quarterly system has been shown in a number of other Massachusetts communities to provide the following advantages:

- Greater certainty in payment due dates for taxpayers.
- More even distribution of income for cities and towns.
- Significant reduction -- even elimination -- of costly municipal borrowing in anticipation of tax revenues.

HOW QUARTERLY PAYMENTS WILL WORK

Under the quarterly payment system, you will be sent a preliminary tax bill each year on or about July 1. Your preliminary tax will be based on the adjusted net tax owed (including any betterments, special assessments and other charges added to the tax) on your property for the prior fiscal year and as a general rule will be no more than half (50%) of that amount. Adjustments are made for any abatements or exemptions granted in the prior year, and any tax increases allowed under Proposition 2½ for the current fiscal year. Your preliminary tax will be payable in two equal installments. Your first payment will be due on August 1 and your second payment will be due on November 1.

Example: If your Fiscal Year 2002 tax was $2000 (including any betterments, special assessments and other charges added to the tax), and you were granted an abatement of $400, your FY2002 net tax due was $1600. After a tax increase adjustment of 2.5%, your adjusted FY2002 net tax due would be $1640 and your Fiscal Year 2003 preliminary tax would in most instances be no more than $820. This $820 would be payable in two installments of $410 each. Your first $410 payment would be due on August 1, 2002 and the second would be due on November 1, 2002.

If for some reason preliminary tax bills were not mailed until after August 1, you would have until November 1 (or 30 days after the bills are mailed, if later) to pay the entire balance of $820.

Your actual tax bill will then be sent to you on or about December 31. This bill will show the assessed valuation of your property, the tax rate and the amount of property taxes you owe for the fiscal year, including any betterments, special assessments or other charges that are added to the tax. The tax bill will also show the amount of the preliminary tax billed in early summer as a credit against your actual tax for the year.

The balance of your tax remaining after credit for the preliminary tax will also be payable in two equal installments. Your first payment will be due on February 1 and your second payment will be due on May 1.

Example: If your actual Fiscal Year 2002 tax bill is $1700 and you had previously been billed $820 in preliminary taxes for the year, you would have a remaining balance of $880. This $880 balance would be payable in two installments of $440 each. The first $440 payment would be due on February 1, 2003 and the second would be due on May 1, 2003.

If for some reason actual tax bills were not mailed until after December 31, you would have until May 1 (or 30 days after the bills are mailed, if later) to pay the entire balance of $880.

LATE PAYMENTS

Under the quarterly payment system, interest on late tax payments will be charged for the number of days that the payment is actually delinquent. For example, if a payment due on November 1 is not made timely, interest will be charged from that date until the date the payment is made.

ANSWERS TO COMMON QUESTIONS ABOUT QUARTERLY TAX PAYMENTS

Will the new system affect the amount of property taxes I pay for the year? No. The amount you pay is the same under either system. Either way, the amount is based on the valuation of your property and the tax rate. The tax rate reflects the level of taxes needed to fund local budget decisions and must still be within the limits of Proposition 2½.

Will the new system affect my right to seek an abatement or exemption? No, these rights are unchanged. Once the actual tax bills are mailed, you will still be able to file an abatement application with the assessors if you wish to contest your assessment. Applications for abatement must be filed on or before February 1, 2003 unless the actual bills are mailed after December 31, 2002. In that case, abatement applications must be filed on or before May 1, 2003, or the 30th day after the bills are mailed, whichever is later. Applications for personal exemptions and the residential exemption must be filed within three months of the date the actual tax bills were mailed. All other exemption applications are due the same date as abatement applications.

If you have additional questions, you should contact the Assessors' or Collector's Office in your community.

MODEL 1(Q)

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

FISCAL YEAR 2003 PRELIMINARY REAL ESTATE TAX BILL

YOUR PRELIMINARY TAX FOR THE FISCAL YEAR BEGINNING JULY 1, 2002 AND ENDING JUNE 30, 2003 ON THE PARCEL OF REAL ESTATE DESCRIBED BELOW IS AS FOLLOWS:

PROPERTY IDENTIFICATION AND LOCATION	SPECIAL ASSESSMENTS			PRELIMINARY TAX
(MAP/BLOCK/LOT – ACCOUNT – OTHER)	Type	Amount	Comm. Int.	TOTAL TAX & SP. ASSESSMENTS DUE
(ADDRESS)				1ST PAYMENT DUE (AUGUST 1), 2002
(ASSESSED OWNER(S))				2ND PAYMENT DUE NOVEMBER 1, 2002
(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 OVERDUE PAYMENTS FROM THE DUE DATE UNTIL PAYMENT IS MADE

THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE

FISCAL YEAR 2003 PRELIMINARY TAX: This bill shows the amount of preliminary tax you owe for fiscal year 2003 (July 1, 2002 - June 30, 2003).

PRELIMINARY TAX AMOUNT: As a general rule, your preliminary tax will not exceed 50% of your adjusted fiscal year 2002 tax (including any betterments, special assessments and other charges added to the tax). Adjustments are made for abatements or exemptions granted for fiscal year 2002, and tax increases allowed under Proposition 2½ in fiscal year 2003. Under certain circumstances, your preliminary tax may exceed 50% of the adjusted amount.

PAYMENT DUE DATES/INTEREST CHARGES: If preliminary bills were mailed on or before August 1, 2002, your preliminary tax is payable in two equal installments. Your first payment is due August 1, 2002, or 30 days after the bills were mailed, whichever is later. Your second payment is due November 1, 2002. However, if preliminary bills were mailed after August 1, 2002, your preliminary tax is due as a single installment on November 1, 2002, or 30 days after the bills were mailed, whichever is later. If your 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. If preliminary bills were mailed on or before August 1, 2002, interest will be computed on overdue first payments from August 1, 2002, or the payment due date, whichever is later, and on overdue second payments from November 1, 2002, to the date payment is made. If preliminary bills were mailed after August 1, 2002, interest will be computed on overdue payments from November 1, 2002, or the payment due date, 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.

FISCAL YEAR 2003 ACTUAL TAX BILLS: You will receive your actual fiscal year 2003 tax bill based on January 1, 2002 assessments after the tax rate is set. Any preliminary tax payments made will be credited toward payment of your fiscal year 2003 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 2003 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(Q)

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

FISCAL YEAR 2003 PRELIMINARY PERSONAL PROPERTY TAX BILL

<table>
<tr><td colspan="2">YOUR PRELIMINARY TAX FOR THE FISCAL YEAR BEGINNING JULY 1, 2002 AND ENDING JUNE 30, 2003 ON THE PERSONAL PROPERTY DESCRIBED BELOW IS AS FOLLOWS:</td></tr>
<tr><td rowspan="2">PROPERTY IDENTIFICATION

(ACCOUNT - OTHER)</td><td>PRELIMINARY TAX DUE
(NOVEMBER 1), ( )</td></tr>
<tr><td>1ST PAYMENT DUE
(AUGUST 1), 2002</td></tr>
<tr><td rowspan="2">(ASSESSED OWNER(S))

(ADDRESS)</td><td>2ND PAYMENT DUE
NOVEMBER 1, 2002</td></tr>
<tr><td>AMOUNT NOW DUE</td></tr>
<tr><td>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</td><td>INTEREST AT THE RATE OF 14% PER ANNUM WILL ACCRUE ON OVERDUE PAYMENTS FROM THE DUE DATE UNTIL PAYMENT IS MADE.</td></tr>
<tr><td colspan="2">THIS FORM APPROVED BY THE COMMISSIONER OF REVENUE</td></tr>
</table>

FISCAL YEAR 2003 PRELIMINARY TAX: This bill shows the amount of preliminary tax you owe for fiscal year 2003 (July 1, 2002 - June 30, 2003).

PRELIMINARY TAX AMOUNT: As a general rule, your preliminary tax will not exceed 50% of your adjusted fiscal year 2002 tax (including any betterments, special assessments and other charges added to the tax). Adjustments are made for abatements or exemptions granted for fiscal year 2002, and tax increases allowed under Proposition 2½ in fiscal year 2003. Under certain circumstances, your preliminary tax may exceed 50% of the adjusted amount.

PAYMENT DUE DATES/INTEREST CHARGES: If preliminary bills were mailed on or before August 1, 2002, your preliminary tax is payable in two equal installments. Your first payment is due August 1, 2002, or 30 days after the bills were mailed, whichever is later. Your second payment is due November 1, 2002. However, if preliminary bills were mailed after August 1, 2002, your preliminary tax is due as a single installment on November 1, 2002, or 30 days after the bills were mailed, whichever is later. If your 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. If preliminary bills were mailed on or before August 1, 2002, interest will be computed on overdue first payments from August 1, 2002, or the payment due date, whichever is later, and on overdue second payments from November 1, 2002, to the date payment is made. If preliminary bills were mailed after August 1, 2002, interest will be computed on overdue payments from November 1, 2002, or the payment due date, 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.

FISCAL YEAR 2003 ACTUAL TAX BILLS: You will receive your actual fiscal year 2003 tax bill based on January 1, 2002 assessments after the tax rate is set. Any preliminary tax payments made will be credited toward payment of your fiscal year 2003 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 2003 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(Q)

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

FISCAL YEAR 2003 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, 2002, your Real Estate Tax for the fiscal year beginning July 1, 2002 and ending June 30, 2003 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			
Description		Type	Amount	Comm. Int.	Preliminary Tax
					Abatement
Class	Valuation				Payments Made
					1st Preliminary Tax Overdue
					2nd Preliminary Tax Overdue
					Interest
					Balance Due
Total Valuation					1st Payment Due (Feb.1), 2003
Residential/Commercial Exemption		TOTAL SP. ASSESSMENTS			2nd Payment Due May 1, 2003
Total Taxable Valuation					AMOUNT NOW DUE

Assessed Owner(s) Make Checks Payable to: The (City/Town) of ( )

Address 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 overdue payments from the due date until payment is made.

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

THIS FORM APPROVED BY COMMISSIONER OF REVENUE

FISCAL YEAR 2003 TAX: This tax bill shows the amount of real estate taxes you owe for fiscal year 2003 (July 1, 2002 - June 30, 2003). The tax shown in this bill is based on assessments as of January 1, 2002. The bill also shows betterments, special assessments and other charges.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax was payable in two equal installments if preliminary bills were mailed on or before August 1, 2002. The first payment was due on August 1, 2002, or 30 days after the bills were mailed, whichever was later, and the second payment was due on November 1, 2002. However, if preliminary bills were mailed after August 1, 2002, your preliminary tax was due as a single installment on November 1, 2002, or 30 days after the 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. If tax bills were mailed on or before December 31, 2002, the balance is payable in two equal installments. Your first payment is due on February 1, 2003. Your second payment is due on May 1, 2003. However, if tax bills were mailed after December 31, 2002, the balance is due as a single installment on May 1, 2003, or 30 days after the bills were mailed, whichever is later. If your 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. If tax bills were mailed on or before December 31, 2002, interest will be computed on overdue first payments from February 1, 2003 and on overdue second payments from May 1, 2003 to the date payment is made. If tax bills were mailed after December 31, 2002, interest will be computed on overdue final payments from May 1, 2003, or the payment due date, 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. If tax bills were mailed on or before December 31, 2002, the filing deadline for an abatement application is February 1, 2003. However, if tax bills were mailed after December 31, 2002, the deadline is May 1, 2003, or 30 days after the date the 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, Cls.(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. 41A is 3 months after the date tax bills were mailed. The filing deadline for all other exemptions under Ch. 59, §5 is February 1, 2003 if tax bills were mailed on or before December 31, 2002, or May 1, 2003, or 30 days after the date tax bills were mailed, whichever is later, if the bills were mailed after December 31, 2002. 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(Q)

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

FISCAL YEAR 2003 PERSONAL PROPERTY TAX BILL

TAX RATE PER $1000

Based on assessments as of January 1, 2002, your Personal Property Tax for the fiscal year beginning July 1, 2002 and ending June 30, 2003 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 Description	Value	Abatement
		Payments Made
		1st Preliminary Tax Overdue
		2nd Preliminary Tax Overdue
		Interest
		Balance Due
		1st Payment Due (Feb. 1), 2003
		2nd Payment Due May 1, 2003
TOTAL VALUATION		AMOUNT NOW DUE

Assessed Owner(s) Make Checks Payable to: The (City/Town) of ( )

Address 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 overdue payments from the due date until payment is made.

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

THIS FORM APPROVED BY COMMISSIONER OF REVENUE

FISCAL YEAR 2003 TAX: This tax bill shows the amount of personal property taxes you owe for fiscal year 2003 (July 1, 2002 - June 30, 2003). The tax shown in this bill is based on assessments as of January 1, 2002.

PAYMENT DUE DATES/INTEREST CHARGES: Your preliminary tax was payable in two equal installments if preliminary bills were mailed on or before August 1, 2002. The first payment was due on August 1, 2002, or 30 days after the bills were mailed, whichever was later, and the second payment was due on November 1, 2002. However, if preliminary bills were mailed after August 1, 2002, your preliminary tax was due as a single installment on November 1, 2002, or 30 days after the bills were mailed, whichever was later. Your preliminary tax is shown on this bill as a credit against your tax. If tax bills were mailed on or before December 31, 2002, the balance is payable in two equal installments. Your first payment is due on February 1, 2003. Your second payment is due on May 1, 2003. However, if tax bills were mailed after December 31, 2002, the balance is due as a single installment on May 1, 2003, or 30 days after the bills were mailed, whichever is later. If your 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. If tax bills were mailed on or before December 31, 2002, interest will be computed on overdue first payments from February 1, 2003 and on overdue second payments from May 1, 2003 to the date payment is made. If tax bills were mailed after December 31, 2002, interest will be computed on overdue final payments from May 1, 2003, or the payment due date, 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. If tax bills were mailed on or before December 31, 2002, the filing deadline for an abatement application is February 1, 2003. However, if tax bills were mailed after December 31, 2002, the deadline is May 1, 2003, or 30 days after the date the 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(Q)

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

DEMAND FOR PAYMENT
FISCAL YEAR 2003 REAL ESTATE TAX BILL

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

As required by law, demand is made upon you for payment of your fiscal year 2003 Real Estate Taxes 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			
Description		Type	Amount	Comm. Int.	Abatement/Exemption
					Payments Made
Class	Valuation				1st Preliminary Tax Overdue
					2nd Preliminary Tax Overdue
					1st Actual Tax Payment Overdue
					2nd Actual Tax Payment Overdue
Total Valuation					Interest
Residential/Commercial Exemption		TOTAL SP. ASSESSMENTS			Demand $5.00
Total Taxable 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.

Interest at the rate of 14% per annum (at $____ per day) will accrue on overdue payments from the due date until payment is made.

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

THIS FORM APPROVED BY COMMISSIONER OF REVENUE

DEMAND FOR PAYMENT OF FISCAL YEAR 2003 TAX

This notice shows the amount of your fiscal year 2003 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(Q)

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

DEMAND FOR PAYMENT
FISCAL YEAR 2003 PERSONAL PROPERTY TAX

TAX RATE PER $1000

As required by law, demand is made upon your for payment of your fiscal year 2003 Personal Property Taxes as follows:

Property Identification (Acct. No. / Other)	Page & Line	Bill No.	Personal Property Tax
			Abatement

PERSONAL PROPERTY VALUES Description	Value	Payments Made
		1st Preliminary Tax Overdue
		2nd Preliminary Tax Overdue
		1st Payment Overdue
		2nd Payment Overdue
		Interest
		Demand $5.00
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

Interest at the rate of 14% per annum (at $ ____ per day) will accrue on overdue payments from the due date until payment is made.

SEE REVERSE SIDE FOR
IMPORTANT INFORMATION

THIS FORM APPROVED BY COMMISSIONER OF REVENUE

DEMAND FOR PAYMENT OF FISCAL YEAR 2003 TAX

This notice shows the amount of your fiscal year 2003 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.

MODEL 7(Q)

IMPORTANT INFORMATION ABOUT THIS TAX BILL

PLEASE DISREGARD INFORMATION PRINTED ON THE REVERSE SIDE OF YOUR BILL

FISCAL YEAR 2003 THIRD PRELIMINARY TAX: This bill shows the amount of the third preliminary tax installment you owe for fiscal year 2003 (July 1, 2002 - June 30, 2003).

You are receiving this third preliminary tax bill because actual tax bills for fiscal year 2003 cannot be issued at this time. You will receive your actual fiscal year 2003 tax bill based on January 1, 2002 assessments after the tax rate is set. Any first, second or third preliminary tax payments made will be credited toward the payment of your fiscal year 2003 tax.

THIRD PRELIMINARY TAX AMOUNT: The third preliminary tax payment shown in this bill will not be more than the first installment payment shown on your previously issued preliminary tax bill.

PAYMENT DUE DATES/INTEREST CHARGES: Your third preliminary tax payment is due on February 1, 2003, or 30 days after the date the bills were mailed, whichever is later. Your first preliminary payment was due on August 1, 2002, or 30 days after the bills were mailed, whichever was later, and the second payment was due on November 1, 2002 if preliminary bills were mailed on or before August 1, 2002. However, if preliminary bills were mailed after August 1, 2002, your first and second preliminary payments were due as a single installment on November 1, 2002, or 30 days after the bills were mailed, whichever was later. If your preliminary 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. If preliminary bills were mailed on or before August 1, 2002, interest is computed on overdue first preliminary payments from August 1, 2002, or the date the payment was due, whichever was later, on overdue second preliminary payments from November 1, 2002, and on overdue third preliminary payments from February 1, 2003, or the date the payment was due, whichever is later, until payment is made. However, if preliminary bills were mailed after August 1, 2002, interest is computed on overdue single first/second preliminary payments from November 1, 2002, or the date the payment was due, whichever was later, and on overdue third preliminary payments from February 1, 2003, or the date the payment was due, whichever is later, until payment is made. 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: Your right to seek an abatement of or exemption from your fiscal year 2003 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 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 third preliminary tax installment was determined, you should contact the Board of Assessors. If you have questions on payments, you should contact the Collector's Office.