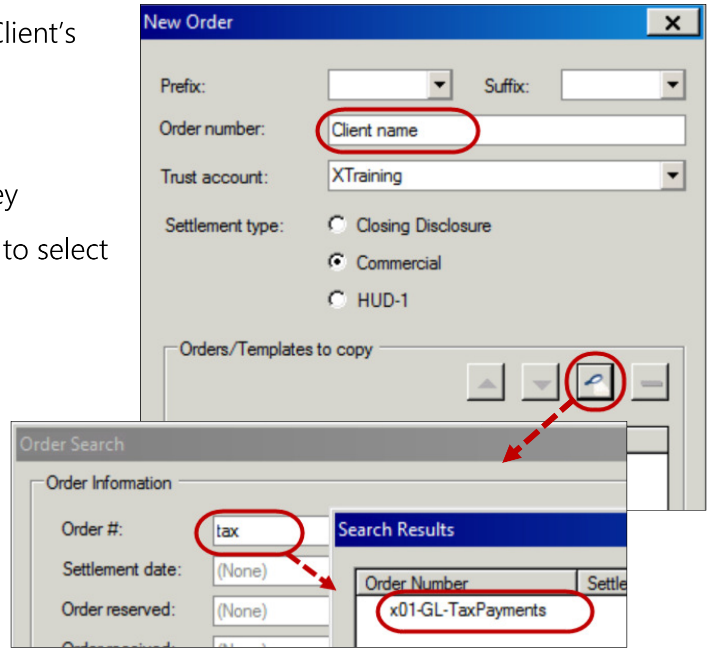
Follow these steps when you need to process an order for Tax Payments.

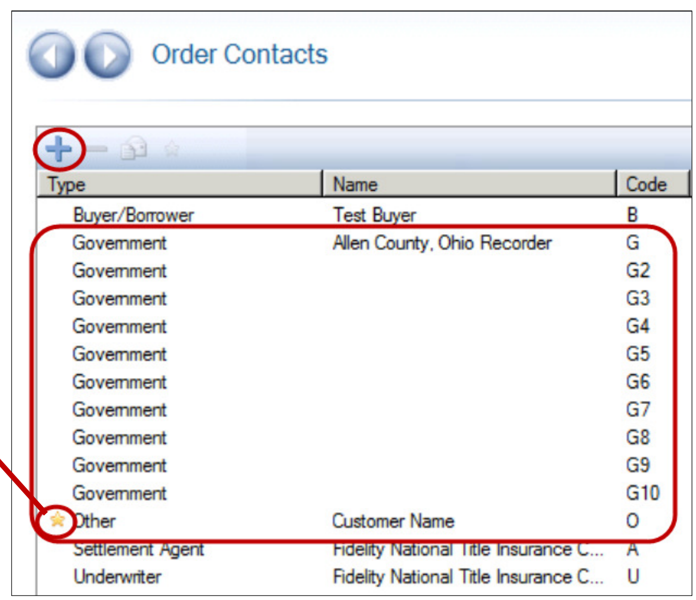
Creating the Order

1. From the New Order window,
   a) **Order number** – may be overwritten with the Client's name; must be 12 characters or less
   b) Click the **Search** icon
   c) In the **Search** field, enter *tax*; press the **Enter** key
   d) Double-click the **01-GL-TaxPayments** template to select
   e) Click the **OK** button to generate the order

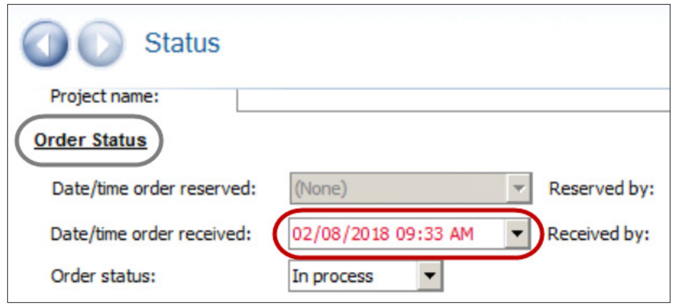


Prepping the Order

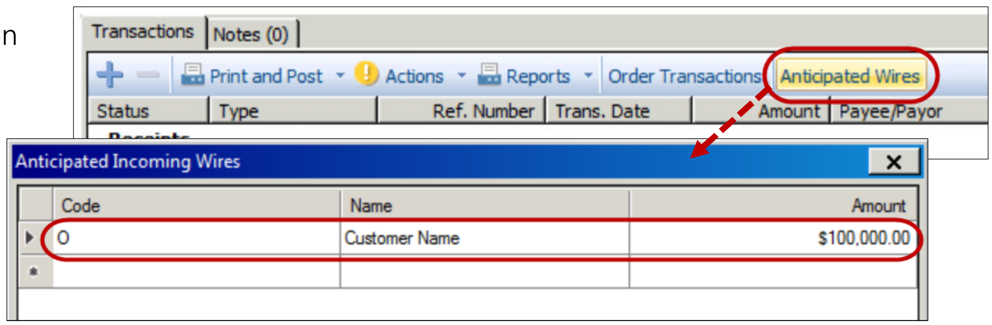
2. Navigate to the **Order Contacts** screen
3. Add Contacts; double-click the applicable placeholder to add your Customer and the Government Contacts; use the **Add Contacts** icon if a placeholder does not already exist
4. Continue entering Government Contacts as needed
5. Verify your Customer is identified as the **Marketing source**



6. Navigate to the **Status** screen
7. In the **Date/time order received** field, back date the order to 3 months prior to the current date to ensure this order falls off the New Orders report



8. Click the **Register** button
9. Click the **Anticipated Wire** button
10. Select/enter the,
    a) **Code** for the party sending the funds
    b) **Amount** of the incoming wire
    c) Click the **OK** button

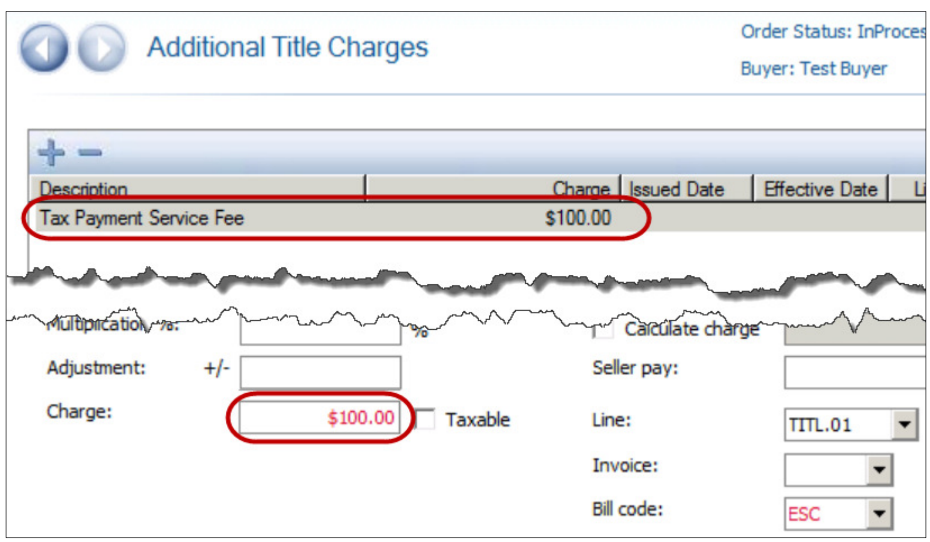


Once funds are posted,

11. Request an IBA account from Accounting; refer to the job aid, *IBA – Receipting Funds and Requesting IBA from Accounting*, if needed

Your template adds one **Tax Payment Service Fee** entry of $50 to the **Additional Title Charges** screen.

〉 If you need to adjust the amount,
  a) Navigate to the **Additional Title Charges** screen
  b) Highlight the **Tax Payment Service Fee** in the grid
  c) In the **Charge** field (below the grid), enter the amount you are collecting



〉 If you need to add additional fees,

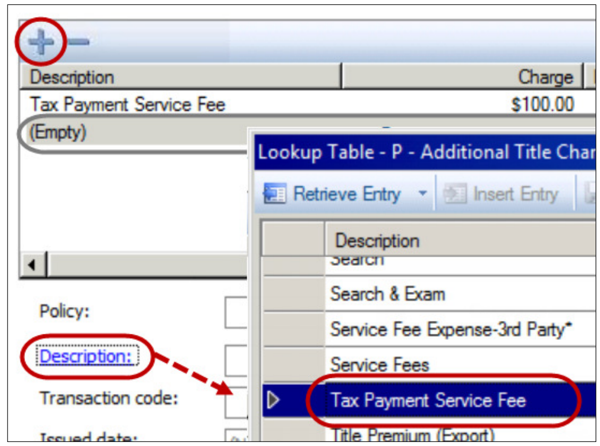
a) Navigate to the **Additional Title Charges** screen

b) Click the **Add Additional Title Charges** icon to add a new entry in the grid

c) Click the **Description** link

d) Double-click the **Tax Payment Service Fee** entry

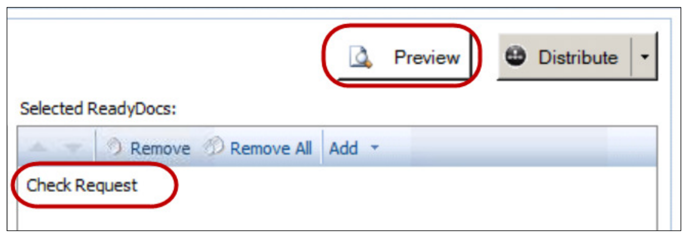
e) In the **Charge** field, enter the amount you are collecting



Disbursing Funds

When you are ready to disburse,

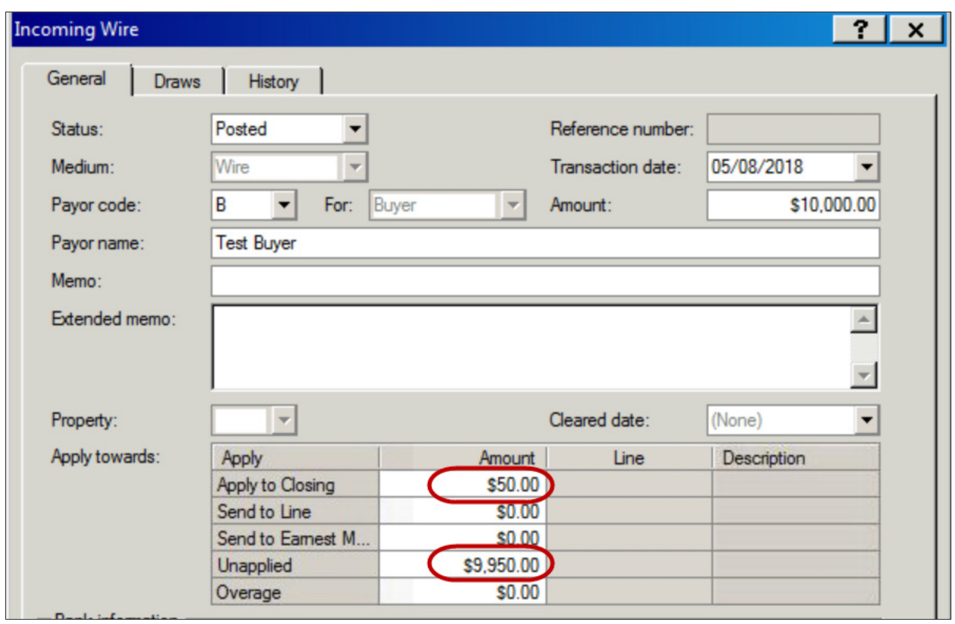
12. Click the **Documents** button
13. Search for, and select, the **Check Request** form
14. **Preview/Print** the form



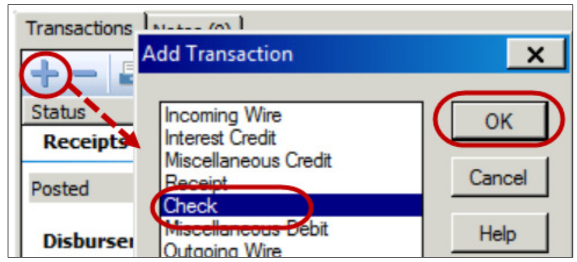
15. Send the completed form to Accounting

When Accounting has posted the requested funds,

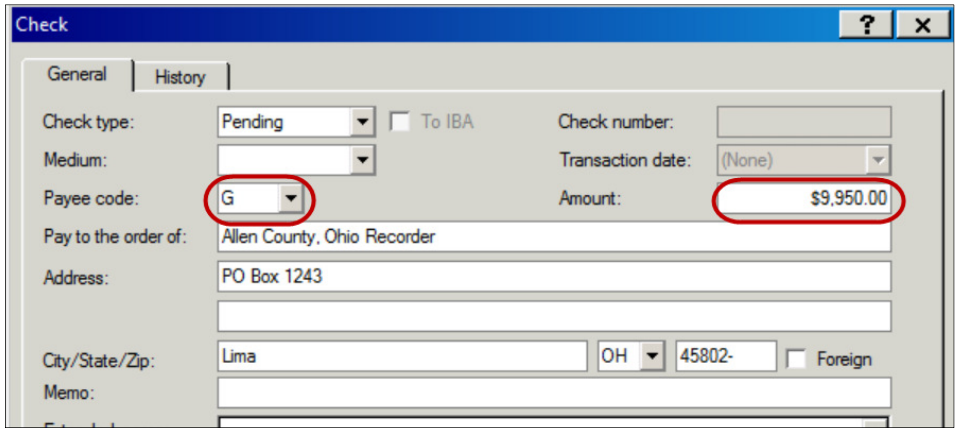
16. From the **Register**, double-click the **Posted Receipt**
17. In the **Apply to Closing > Amount** field, overwrite with the total amount of our fees
18. In the **Unapplied > Amount** field, enter the balance; this should be equal to the amount you are paying to the Government Contact
19. Click the **OK** button



20. Click the **Add Transaction** icon
21. From the **Add Transaction** window, double-click **Check**



22. Enter/select,
    a) **Payor code** = G
    b) **Amount** = enter amount of tax payment
    c) Click the **OK** button
23. Repeat **Steps 20-22** if you have multiple checks to disburse



When funds are available and all disbursements are created,

24. Click the **Print and Post** button
25. Select **Print/Post Pending Disbursements**
26. Check the corresponding check box for the items to be disbursed; click the **OK** button
27. When prompted, click **OK** to post the Ledger Transfer