
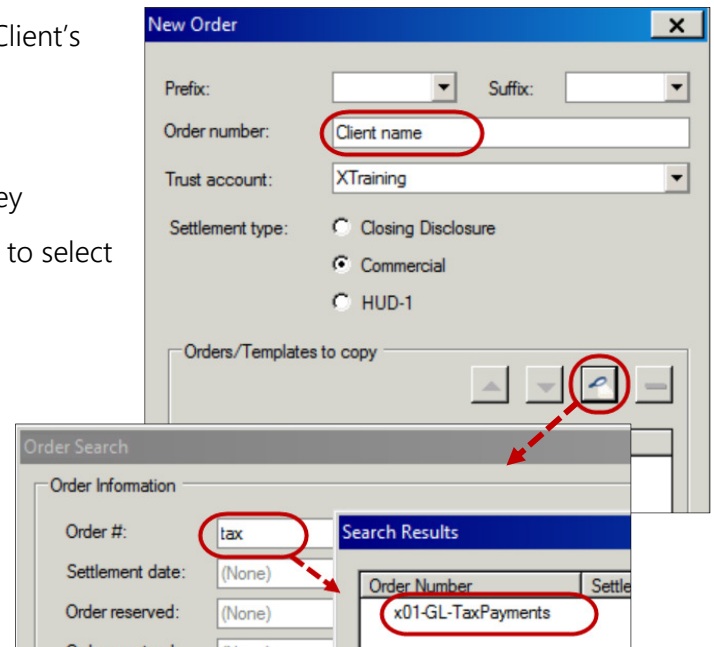


Processing a Tax Payment Order

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



New Order

Prefix: Suffix:

Order number:

Trust account:

Settlement type: ☐ Closing Disclosure ☒ Commercial ☐ HUD-1

Orders/Templates to copy:

Order Search

Order Information

Order #:


Settlement date:

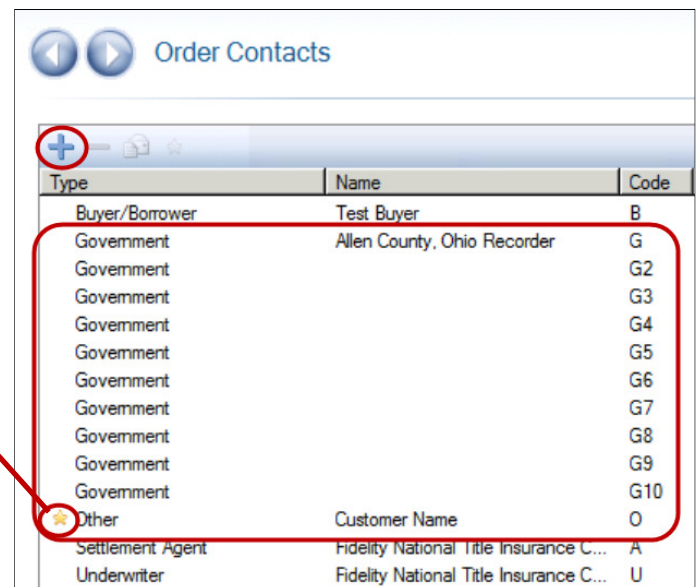
Order reserved:

Search Results

Order Number	Settle
x01-GL-TaxPayments	

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**

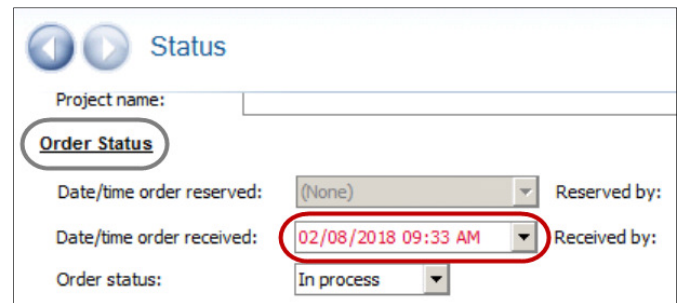


Order Contacts

Type	Name	Code
Buyer/Borrower	Test Buyer	B
Government	Allen County, Ohio Recorder	G
Government		G2
Government		G3
Government		G4
Government		G5
Government		G6
Government		G7
Government		G8
Government		G9
Government		G10
Other	Customer Name	O
Settlement Agent	Fidelity National Title Insurance C...	A
Underwriter	Fidelity National Title Insurance C...	U

Processing a Tax Payment Order

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

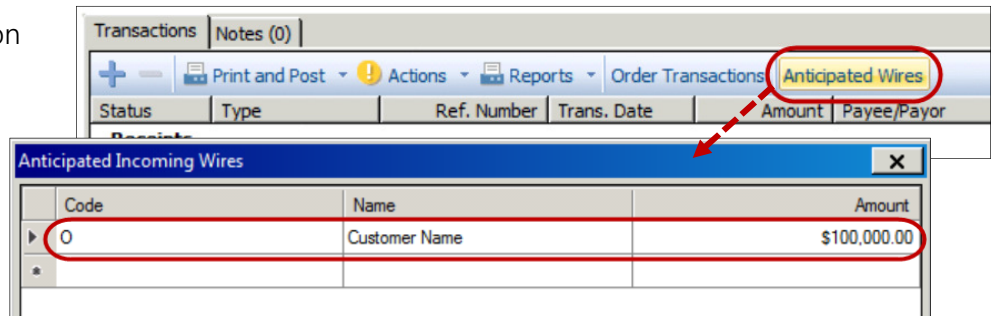


The screenshot shows the 'Status' screen with the following fields:

- Project name: (empty)
- Order Status: (highlighted with a red circle)
- Date/time order reserved: (None) (dropdown)
- Reserved by: (empty)
- Date/time order received: 02/08/2018 09:33 AM (highlighted with a red circle)
- Received by: (empty)
- Order status: In process (dropdown)

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



The screenshot shows the 'Anticipated Incoming Wires' dialog with the following table:

Code	Name	Amount
0	Customer Name	\$100,000.00

The 'Anticipated Wires' button in the main window is highlighted with a red circle, and a red arrow points to the 'OK' button in the dialog.

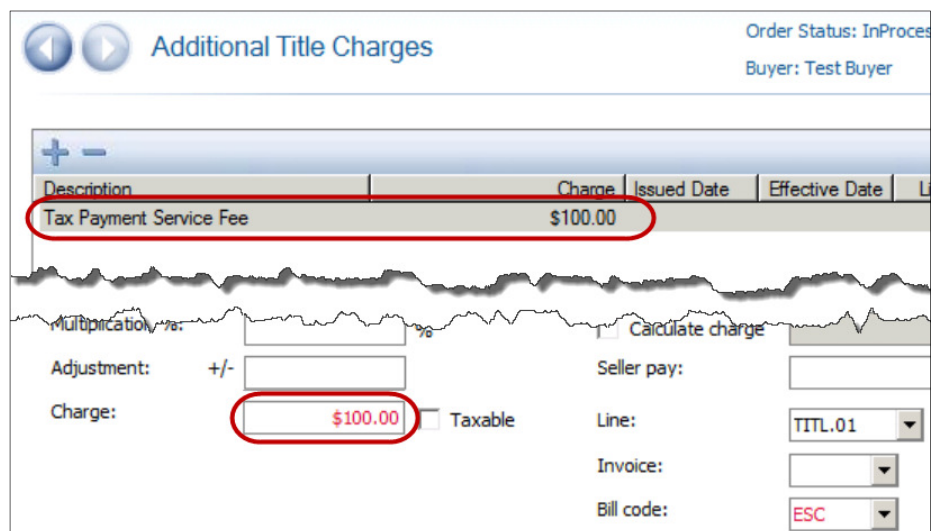
Once funds are posted,

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




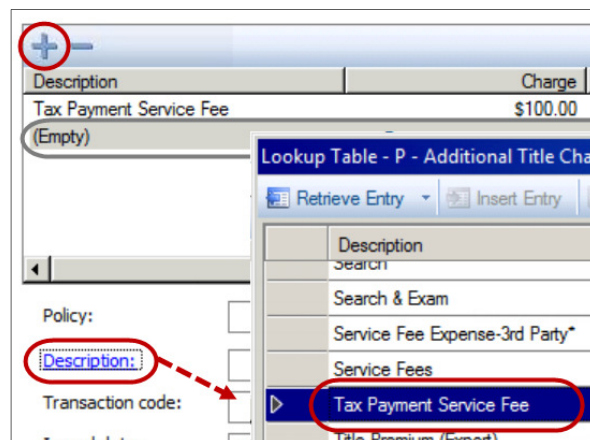
The screenshot shows the 'Additional Title Charges' screen with the following details:

- Order Status: InProcess
- Buyer: Test Buyer
- Grid:

Description	Charge	Issued Date	Effective Date
Tax Payment Service Fee	\$100.00		
- Below the grid:
 - Multiplication: %
 - Adjustment: +/-
 - Charge: \$100.00 (highlighted with a red circle)
 - Taxable: ☐
 - Calculate charge:
 - Seller pay:
 - Line: TITL.01 (dropdown)
 - Invoice:
 - Bill code: ESC (dropdown)

Processing a Tax Payment Order

- > 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



Description	Charge
Tax Payment Service Fee	\$100.00
(Empty)	

Lookup Table - P - Additional Title Charges

Retrieve Entry Insert Entry

Description Search

Search & Exam

Service Fee Expense-3rd Party*

Service Fees

Tax Payment Service Fee

Title Premium (Export)

Policy:

Description:

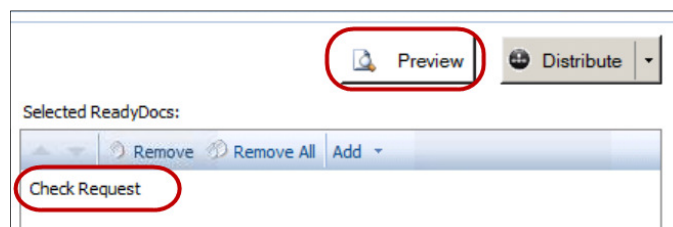
Transaction code:

Issued date:

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



Preview Distribute

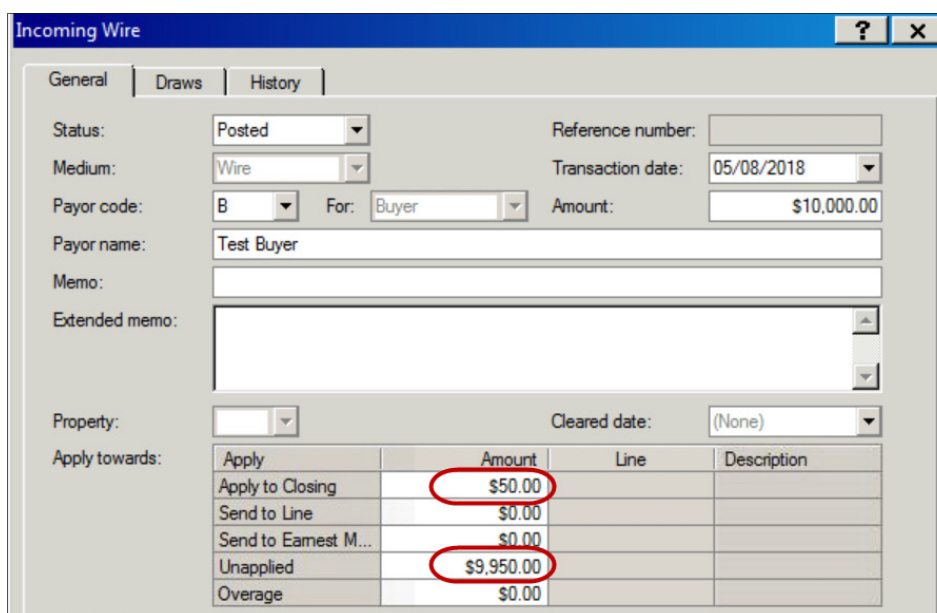
Selected ReadyDocs:

Remove Remove All Add

Check Request

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



Incoming Wire

General Draws History

Status: Posted Reference number:

Medium: Wire Transaction date: 05/08/2018

Payor code: B For: Buyer Amount: \$10,000.00

Payor name: Test Buyer

Memo:

Extended memo:

Property:

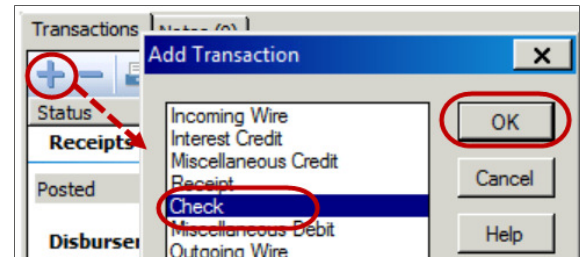
Cleared date: (None)

Apply towards:

Apply	Amount	Line	Description
Apply to Closing	\$50.00		
Send to Line	\$0.00		
Send to Earnest M...	\$0.00		
Unapplied	\$9,950.00		
Overage	\$0.00		

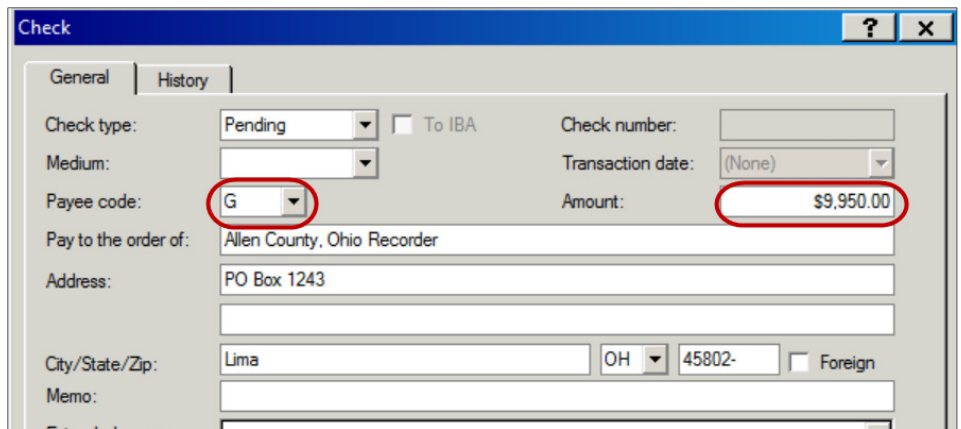
Processing a Tax Payment Order

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



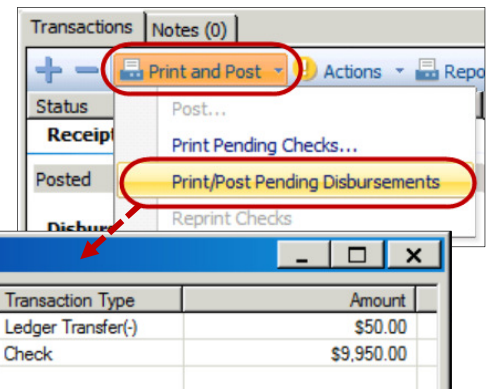
22. Enter/select,
 - a) **Payor code = G**
 - b) **Amount = enter amount of tax payment**
 - c) Click the **OK** button

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



Disbursement Selection			
<input checked="" type="checkbox"/>	Pay to the order of / Payee Name	Transaction Type	Amount
<input checked="" type="checkbox"/>	Fidelity National Title Insurance Company	Ledger Transfer(-)	\$50.00
<input checked="" type="checkbox"/>	Allen County, Ohio Recorder	Check	\$9,950.00