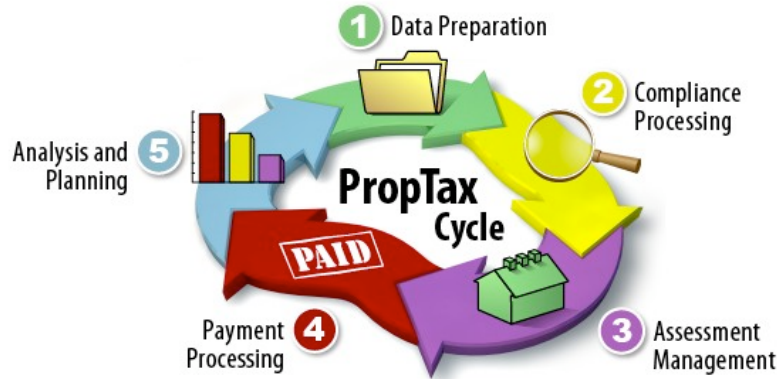




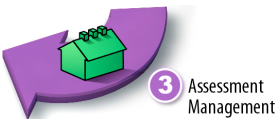
THE PROPERTY TAX CYCLE



- Obtain location, fixed asset, inventory & other necessary data
- Review location changes and verify
- Review asset changes and verify



- Establish reporting calendar
- Determine reportable property – assets, inventory, other
- Classify assets according to statutes and regulations
- Prepare returns using **PTR by Advantax®** software
- Submit returns for signature with prepared mailing package
- Create file with reconciliations & calculation of expected value
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- Receive personal property notices & compare with expected value
- Receive real property notices & compare with value opinion
- Reconcile administrative differences with jurisdiction
- Negotiate value adjustments, filing appeals if warranted & approved
- Determine tax savings opportunities – PPRA, Real Property Reviews, Asset Life Studies
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- Receive tax bills and confirm calculations
- Record payment information in PTR & establish payment calendar
- Prepare payment check voucher and forward for payment
- Follow-up on missing tax bills
- Prepare tax bill allocation reports for lease bill-backs
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- Provide tax estimates and annual accruals for budgeting
- Provide adjusted estimates as returns are filed or notices received
- Provide management reports as needed
- Provide **PTR by Advantax®** software for management usage

Press Contact: Emmy Lleshaj