Penalty for the Auditor

Auditors usually perform the following steps twice – once in January for the 3% penalty and again in February for the 10% penalty. This procedure should be repeated any time the current penalty percentage changes.

1. Set penalty options on the Auditor's Office Identification screen.

Set the Current Penalty Percentage and Calculate Penalty On Fee options:

1. Sign in to **Auditor**.

2. Select **Control Information > Office Identification**.

3. Update the following fields ONLY:

   - **Current Penalty Percentage**: Enter the current penalty amount. Auditors usually set a penalty of 3.00 (3%) on January 15. In February, this amount is changed to 10.00 (10%). Remember to update this screen when the current penalty changes.

   - **Calculate Penalty On Fee**: If this is checked, penalty will be calculated on the fee amount. If not, penalty will not be calculated on the fee amount.

4. Select **Save**.
   The message *Post Has Been Accepted* displays in green at the bottom of the window.

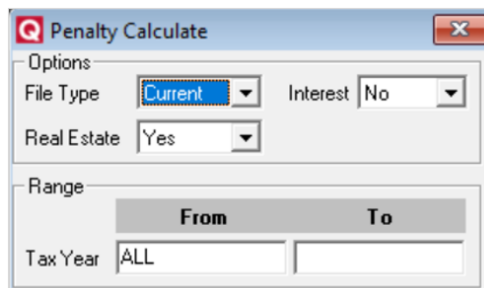5. Ask everyone to return to the **Job** screen and sign in to NTAS again.

Note: From now on, penalty is applied to any supplementals added, except for those with the Auditor Code **MFGR**.

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2. Run the Penalty Calculate program to apply current penalty.

Penalty Calculate applies the current penalty that was entered on the Auditor's Office Identification screen to selected notices.

Important: The system will be locked while calculating penalties. It is extremely important to do this procedure before starting the business day or after the office closes.

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1. Sign in to **Auditor**.

2. Select **Control Information > Penalties and Interest > Penalty Calculate**.

3. For **File Type**, select **Current**.

4. Select **Save**.

When you post the Penalty Calculate screen, the program calculates penalty on all unpaid current tax notices except for:

-   Notices that have had penalty abated

-   Notices flagged with an **I**, indicating interest is applied

-   Notices with Auditor Code **MFGR**.

-   Notices with a tax year not equal to the current tax year (i.e., advance mobile homes)