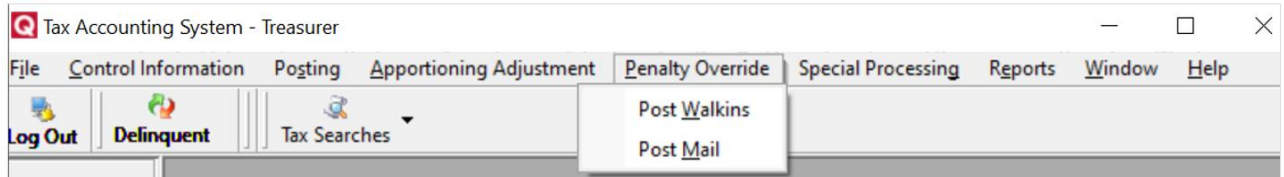


Penalty for the Treasurer

Treasurer's Office users can override the penalty using the following steps.

1. Select the Penalty Override option from the Treasurer's Office menu.

1. Sign in to **Treasurer**.
2. Select **Penalty Override**.



3. Select **Post Walkins** or **Post Mail**.
The Penalty Override Processing screen displays.
4. For **Percent**, enter **0** (zero for 0%) or **3** (for 3%).
5. Select **OK**.

2. Mark notices paid.

Follow the usual procedure to mark notices paid. The penalty amount for the notice is the same number you entered earlier (**0** or **3**).

3. Notify the Auditor's Office when finished.

Notify the Auditor's Office that you are finished overriding the penalty and marking notices paid.