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.

Q Tax Accounting System - Treasurer							13 <u></u> 1		×
F <u>i</u> le <u>C</u>	ontrol Information	Posting	Apportioning Adjustment	Penalty Override	Special Processing	R <u>e</u> ports	Window	<u>H</u> elp	
Log Out	Definquent	Tax Searc	hes 🔽	Post <u>W</u> alkins Post <u>M</u> ail					

- 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.