



MARVIN F. POER AND COMPANY

THE POER ADVANTAGE

STABILITY

Since 1964 serving our clients under same ownership and high standards

EXPERIENCE

Over 180 local property tax professionals with decades of valuation experience

KNOWLEDGE

Represent property in all 50 states and over 7,500 local tax jurisdictions

FOCUS

Single-source provider of tax services nationwide

MARVIN F. POER AND COMPANY

Your source for information on property tax issues.

Visit our website at:

WWW.MFPOER.COM

POER, the clear choice of businesses seeking a world-class leader for their state and local tax services, setting the standard by which all others are measured.

Tax Bill

Administration



Our Tax Bill Payment Service is comprised of two separate features: Secure, Audit and Transmit (SAT), and Checkwriting. Together they create a complete end-to-end solution to tax bill administration.

Secure, Audit and Transmit (SAT)

Our turnkey service begins with the SAT process, a service we pioneered for our clients in 1965. SAT accomplishes securing the bills from the collectors, ensuring the accuracy, and summarizing the payment details in a report, or transmittal package.

- ❖ **SECURE** - Our first job is to physically acquire tax bills, giving us a complete inventory of all properties covered by our service. Our automated system then monitors and controls all requests and receipt of your tax bills.
- ❖ **AUDIT** - We perform a 32-point audit on each tax bill to validate ownership, value, rate, taxes and other essential components.
- ❖ **TRANSMIT** - We prepare a consolidated report detailing each account number, value, rate, tax and due date.

PENALTIES ARE COSTLY WHEN TAX BILLS ARE PAID LATE. WITH POER'S TAX BILL PAYMENT SERVICE WE ASSUME RESPONSIBILITY FOR YOUR TIMELY PAYMENTS WHILE YOU RETAIN COMPLETE CONTROL.

Tax Bill Payment Service Features

- ❖ Complete & accurate inventory of all tax liability
- ❖ All bills associated with a property name, not just account numbers
- ❖ Instant access to the status of an account payment
- ❖ Detailed audit information
- ❖ Comprehensive transaction and management reporting
- ❖ Access your information anywhere anytime via *CLIENT CONNECT* —POER's proprietary web-enabled information portal



Check Writing Service

POER's Check Writing Service provides end-to-end turnkey service to tax bill administration and incorporates the following features:

Transactions - All checks must flow from our secure, audit, and transmittal system.

Funding - Checks are drawn on the Client's bank account.

Printing - With laser printer technology, there is no need for blank check stock.

Signatures - POER can sign the checks through a process granting us signature authority.

POER's Tax Bill Payment Services Offer Compound Benefits:



- ❖ **MAXIMIZED CASH FLOW** — Our national system identifies available discount and installment options for each jurisdiction providing you the opportunity to reduce your overall tax liability.
- ❖ **REDUCED ADMINISTRATIVE TIME AND COSTS** — Our fully automated service is the key to simplified tax administration. Economies of scale and proprietary technology often mean our experienced professionals can handle these duties more cost effectively than you can in-house.
- ❖ **SIMPLIFIED ACCOUNTING** — We provide custom-designed data files for input into your accounting system thus eliminating manual data entry.
- ❖ **COMPREHENSIVE REPORTING** — POER's reporting protocol documents all tax payments and establishes a definitive audit trail for each transaction to satisfy both internal auditors and collecting jurisdictions.
- ❖ **INCREASED EFFICIENCY** — State-of-the-art technology, controlled disbursement and comprehensive reporting ensures that all details of your tax payment program are handled accurately and efficiently.

Frequently Asked Questions

How does Check Writing Work?

Simply put, when we process a tax bill POER writes checks for the payment of property taxes to the tax collectors on your bank account. The physical checks contain a stub that identifies the accounts being paid. We send you a file of all payment detail transactions the same day they are created. This file can be used for review before uploading to your general ledger.

What security measures have you taken?

Security was a requirement of the basic check writing system incorporating physical, mechanical, and automated security mechanisms. No transactions enter the system without a source document tax bill having been audited.

Do I have to provide a blank check stock?

POER's technology utilizes state of the art laser check printing methods to generate checks. Our integrated tax bill payment systems generate and compile the check format, content, and signature all the time the check is printed. This reduces the security risks and administrative burdens of blank check stock.

Complete Reporting

POER fully documents each phase of your tax bill payment so you have a definitive audit trail. We customize all transactions so they can quickly input into your system. Check registers, check detail reports and exception reports ensure that you have the most up-to-date information on the tax status of each property.

Tax Bill Summary

POER's tax bill system uses advanced technology to support the tracking, audit and timely transmittal of tax bills. We record each payment by account number and provide this information via data file, list, individual statement, or through our Internet site.



The clear choice,
The clear difference.

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