



COUNTY OF ST. CLAIR



Office of the Treasurer

KELLY M. ROBERTS-BURNETT
Treasurer

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Deputy Treasurer

County Standard Tax Headings

Starting in 2011, the County Treasurer initiated the process of standardizing tax headings for all 31 of the local tax authorities. The purpose of this type of standardization was to ensure that we can utilize the BS & A software for county-wide settlement reports rather than running individual unit reports.

There are three categories of Tax Headings:

1. County Tax Names
2. Local Unit Tax Names
3. School Tax Names

The purpose of splitting the above millages into the above three categories is to help reduce confusion and miss-payment of tax monies to the wrong authorities.

The spacing and formatting from the attached list must be exactly as it appears on the instructions. Extra spaces, abbreviations, or any other variation will be identified in the BS & A system as a new tax name and will not be combined into one single total.

Specific tax heading instructions are included on pages 2 through 4. Please print these instructions and verify that your tax headings for all tax tables are accurate before printing any bills.

Please note failure to have proper tax headings at settlement could result in our office returning your database for correction.

Sincerely,

St. Clair County Treasurer's Office

COUNTY TAX NAMES

1. To format the County titles put a 74 a space and then the tax name For example County Operating would read - 74 COUNTY OP
2. Do not add extra spaces or punctuation such as periods, commas, asterisks, or hyphens
3. Do no abbreviate or shorten titles, they must be titled exactly as they appear below. There is a 16 character limit
4. Drain assessments should also be coded with a 74 and then the drain name. The Drain office has been notified of our request and drains should already be named properly.
5. Only input Tax Names into your tax system for millages your unit collects, the order is not important
6. If you have any questions or if a tax title you have used in the past is not on this list please contact us

Acceptable County Titles

74 COUNTY OP
74 COLLEGE
74 STATE ED
74 DRUGS
74 LIBRARY
74 PARKS
74 SENIORS
74 VETERANS
74 CNTY ROADS
74 LAP INTER ED
74 LAP SPEC ED
74 LAP VOC ED
74 MAC INTER ED
74 MAC SPEC ED
74 RESA INTER ED
74 RESA SPEC ED
74 RESA VOC ED
74 SAN INTER ED
74 SAN ISD DEBT
74 SAN SPEC EC
74 SAN VOC ED
74 SAN VOTE/DEBT
74 "DRAIN NAME"

***Note Drain office is supposed to have formatted Drain names for us, but if they do not have a 74 before the drain name it must be changed.

LOCAL UNIT NAMES

1. To format local unit Tax Names and Special Assessments, put your unit # one space and then the tax name - ALGONAC OPERATING would read: **01 CITY OP**
2. Do not add extra spaces or punctuation such as periods, commas, asterisks, or hyphens
3. Do not abbreviate or shorten titles, they must be titled exactly as they appear below. There is a 16 character limit
4. Special Assessments, except for Drains can be named according to the City/Township, as long as the unit number precedes the assessment title. An assessment for Berlin would read: **09 SPECIAL**
Note there is a 16 character limit on assessment names. To change special assessments you must click on the "Special Assessments" button.
5. Only input Tax Names and Special Assessments into your tax system for millages your unit collects, the order is not important.
6. If you have any questions or if a tax title you have used in the past is not on the list please contact us

Acceptable Local Unit Titles

BWATC
BOND
DEBT ISS A
DEBT ISS C
CITY OP
STREET DEBT
FIRE
FIRE ADJUST
FIRE DEBT
FIRE DEPT 1
FIRE DEPT 2
FIRE DEPT 3
FIRE EQUIP
FIRE ASSESS
FIRE/ROADS
LIGHTS LARGE
LIGHTS
POLICE OP
REFUSE
ROADS
RD CONST
RD MAINT
STREETS
TWP OP
WATER DEBT
WATER PLANT

SCHOOL TAX NAMES

1. To format SCHOOLS put the school code # and a space and then the tax type. For example Algonac School Operating would read: 74030 SCH OP
2. Do not add extra spaces or punctuation such as periods, commas, asterisks, or hyphens
3. Do no abbreviate or shorten titles, they must be titled exactly as they appear below. There is a 16 character limit

Acceptable SCHOOL Titles

SCH OP
SCH DEBT
SCH DEBT 1
SCH DEBT 2
SCH SINK
BLDG SINK
DEBT REF
SCH AID FC

List of School District Codes

School Name	Code
Algonac	74030
Almont	44020
Anchor Bay	50040
Armada	50050
Brown City	76060
Capac	74040
Cros-Lex	76080
East China	74050
Marysville	74100
Memphis	74120
PHASD	74010
Richmond	50180
Yale	74130