PROPERTY TAX EDUCATION PARTNERSHIP

Instructions to run the 2021 NCVTS State TR Vehicle Report

UNC SCHOOL OF GOVERNMENT

NCDOR NORTH CAROLINA DEPARTMENT OF REVENUE

Important! – Review before running this report.

It is recommended that you wait until the 10th day of January before running this report.

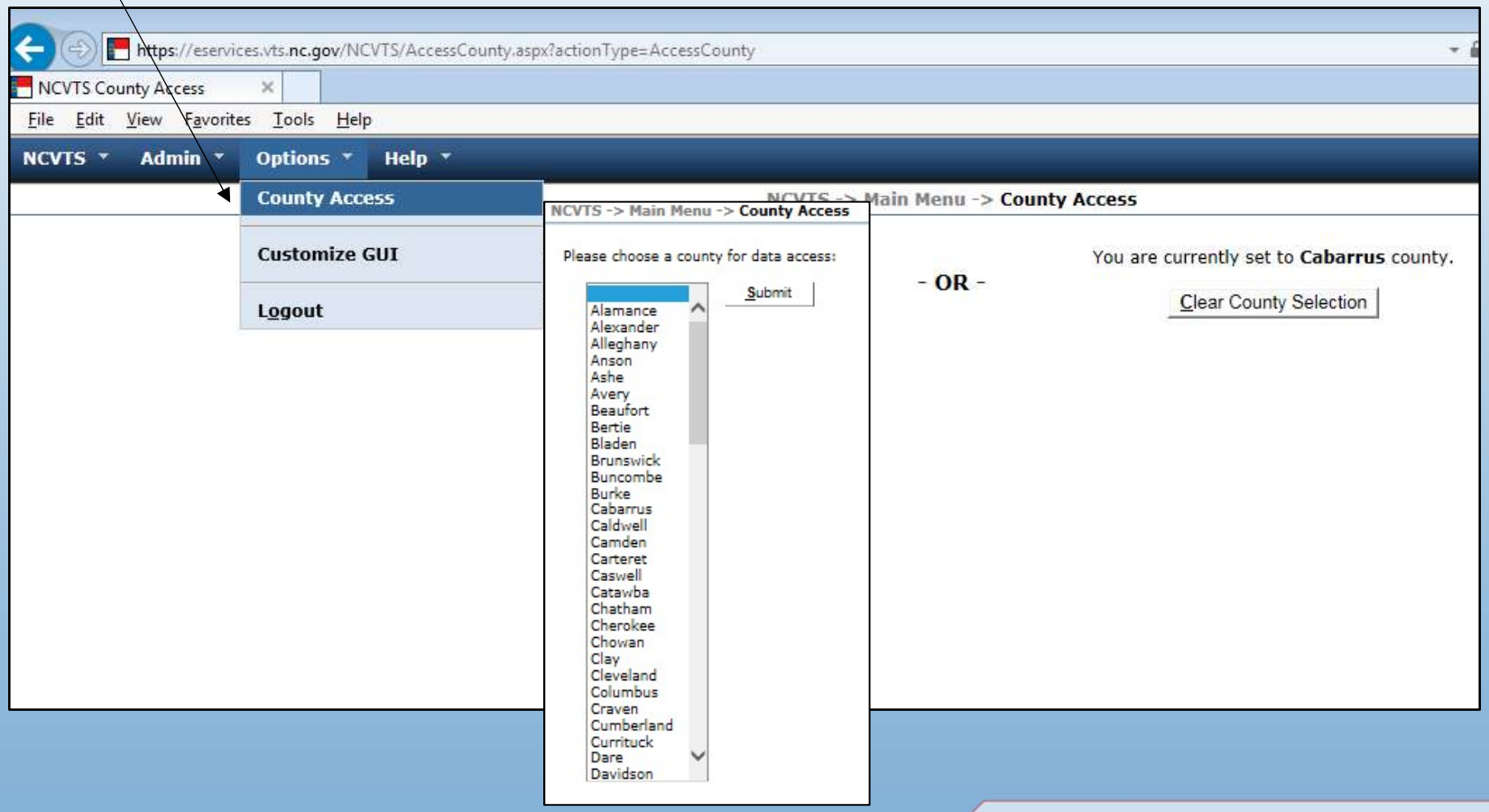
There normally will be transactions and system adjustment that will not be fully processed until this time.

Please note that the data never is truly "locked" and there will be immaterial changes to the data throughout the year due to reclasses and changes to the vehicle tax amounts.

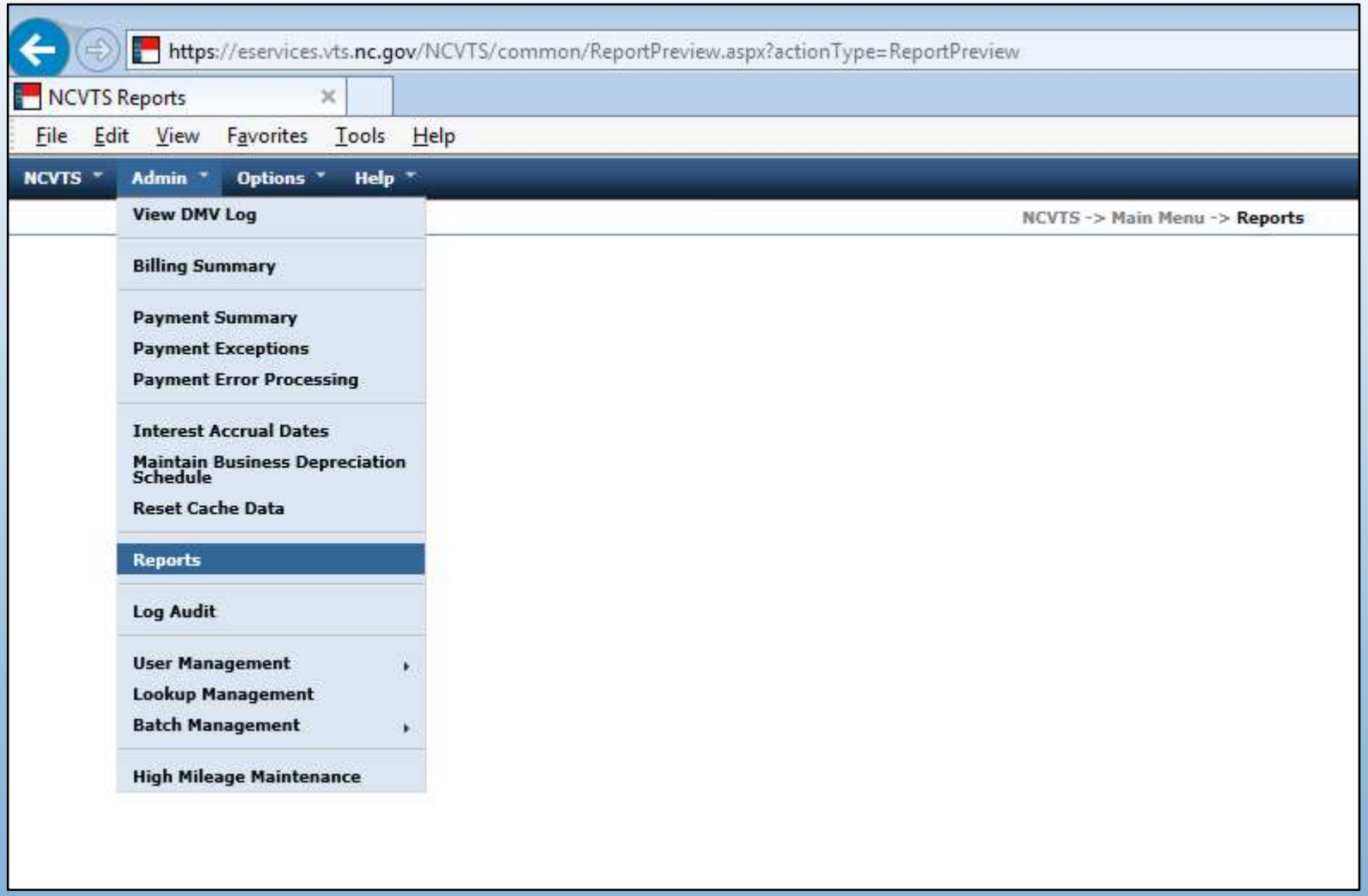
Instructions to run the NCVTS State TR Vehicle Report

- Preparers of the TR forms will need to run the NCVTS State TR Vehicle Report to complete pages 4, 5 and 5a of the TR-1 report, and page 5 of the TR-2 report.

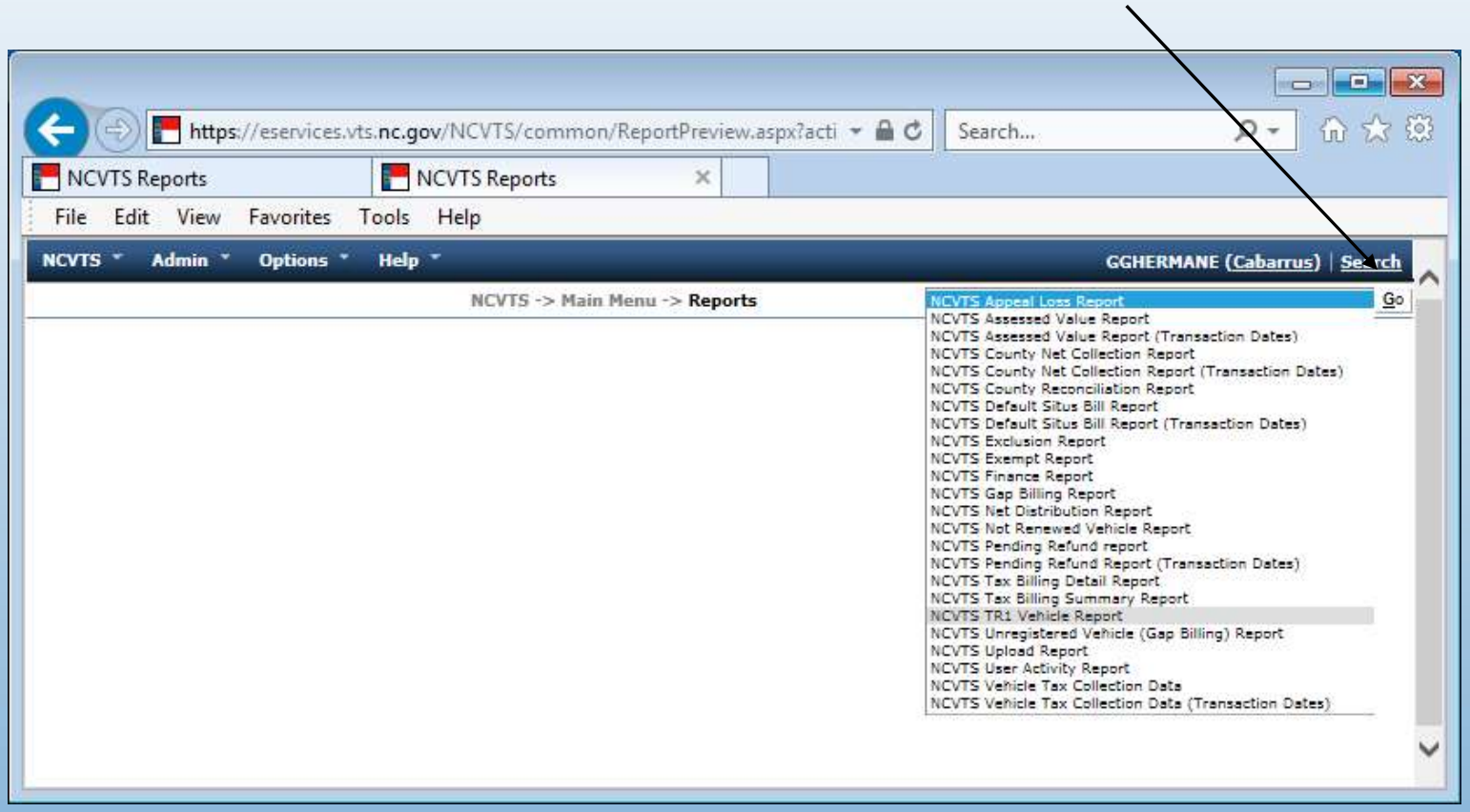
Step 1. Choose County - (only if you are not already logged in to your county. Skip this step if you are logged in) Go to “Options” and choose “County Access”



Step 2: Access Reports - Click on “Admin” and click on “Reports”

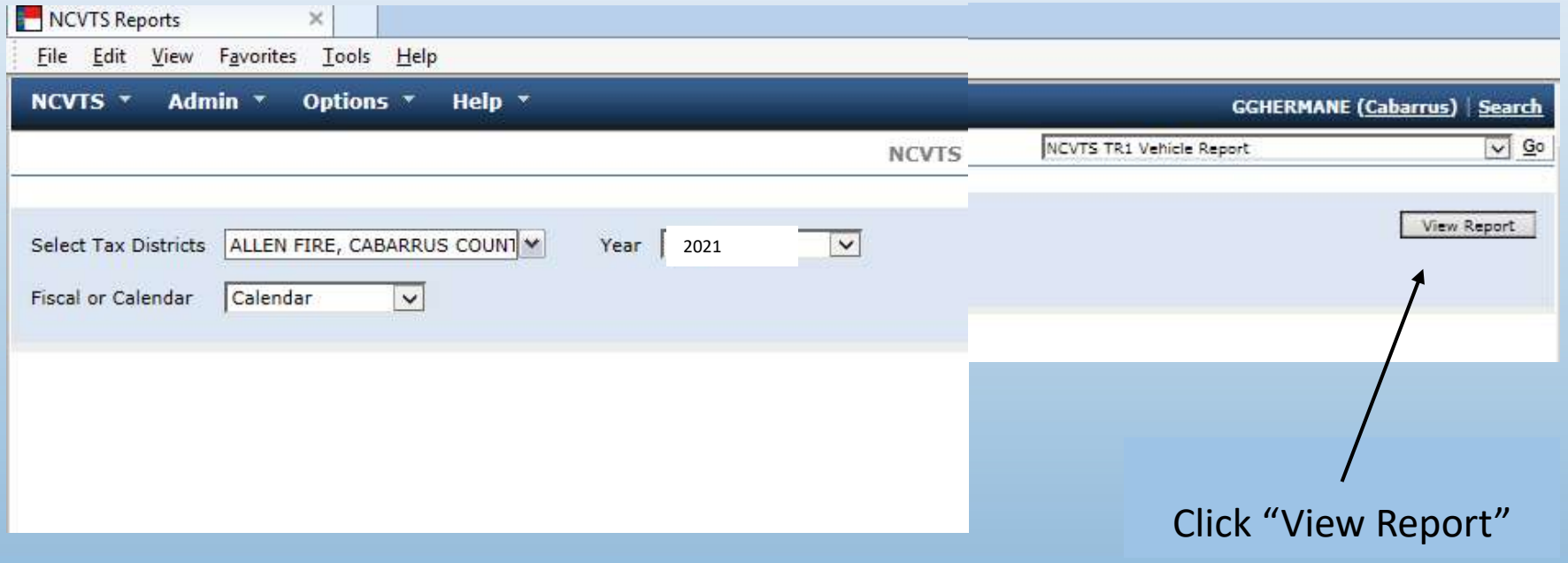


Step 3: Choose Report – From the pulldown box in the upper corner to the right, click on the "NCVTS TR1 Vehicle Report" and click on "Go".

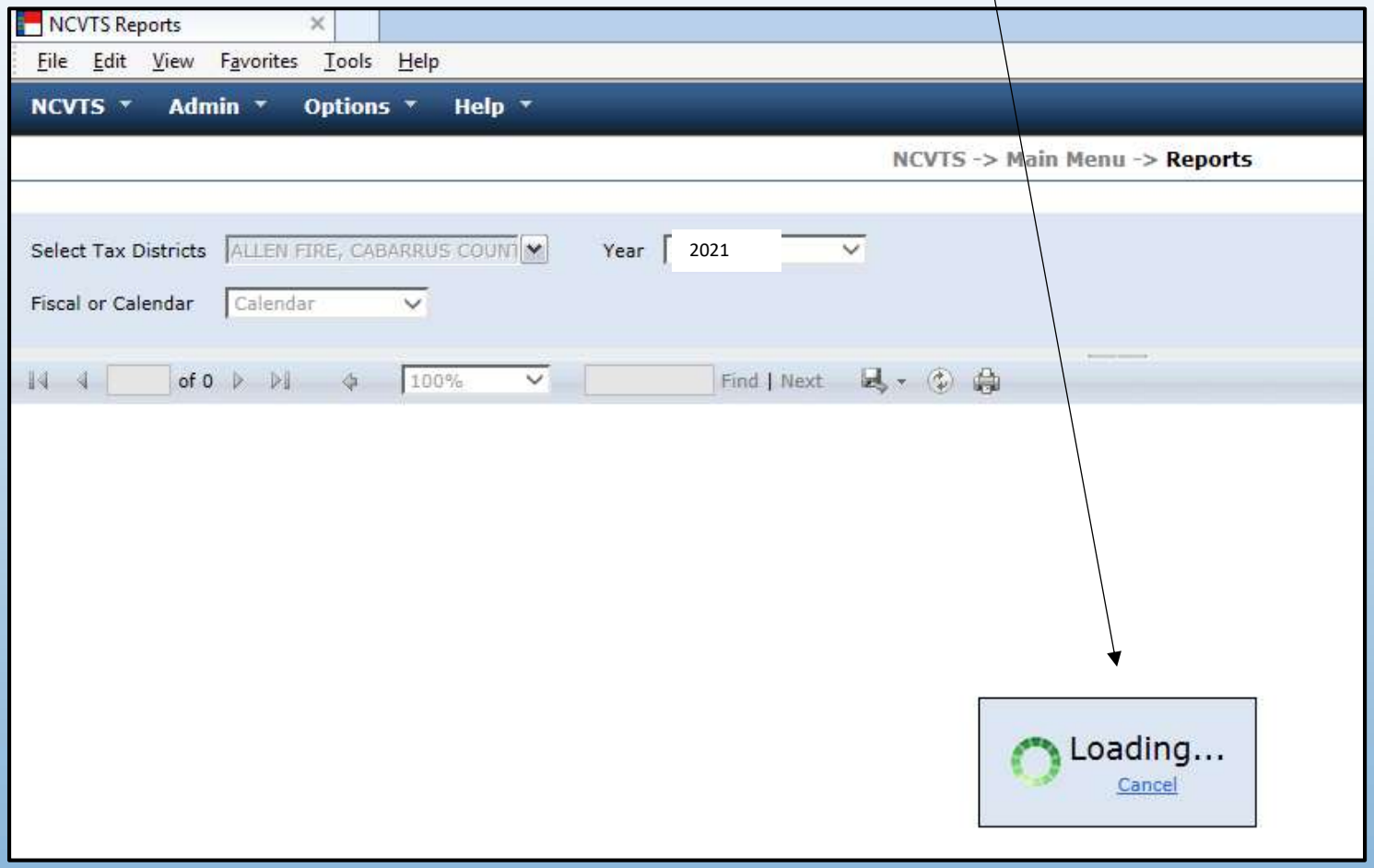


Step 4: Populate the Report Parameters & Run the Report – In the "Select Tax Districts" field choose "(select all)" to include all the districts in the report. In the "Fiscal or Calender" field, choose "Calendar". Choose the current year (2020 for the 2020 TR Reports).

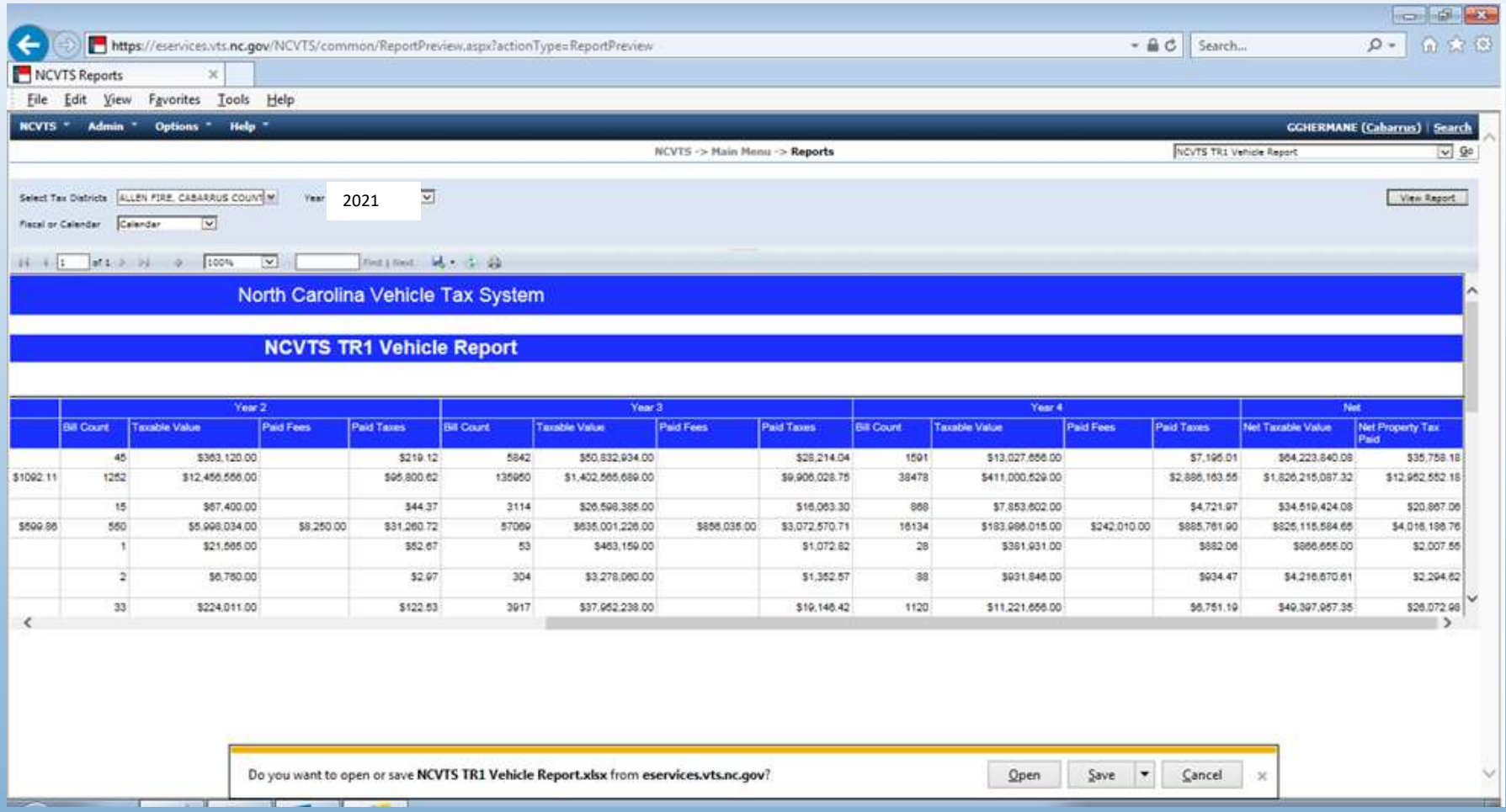
Click on the "View Report" button to the right.



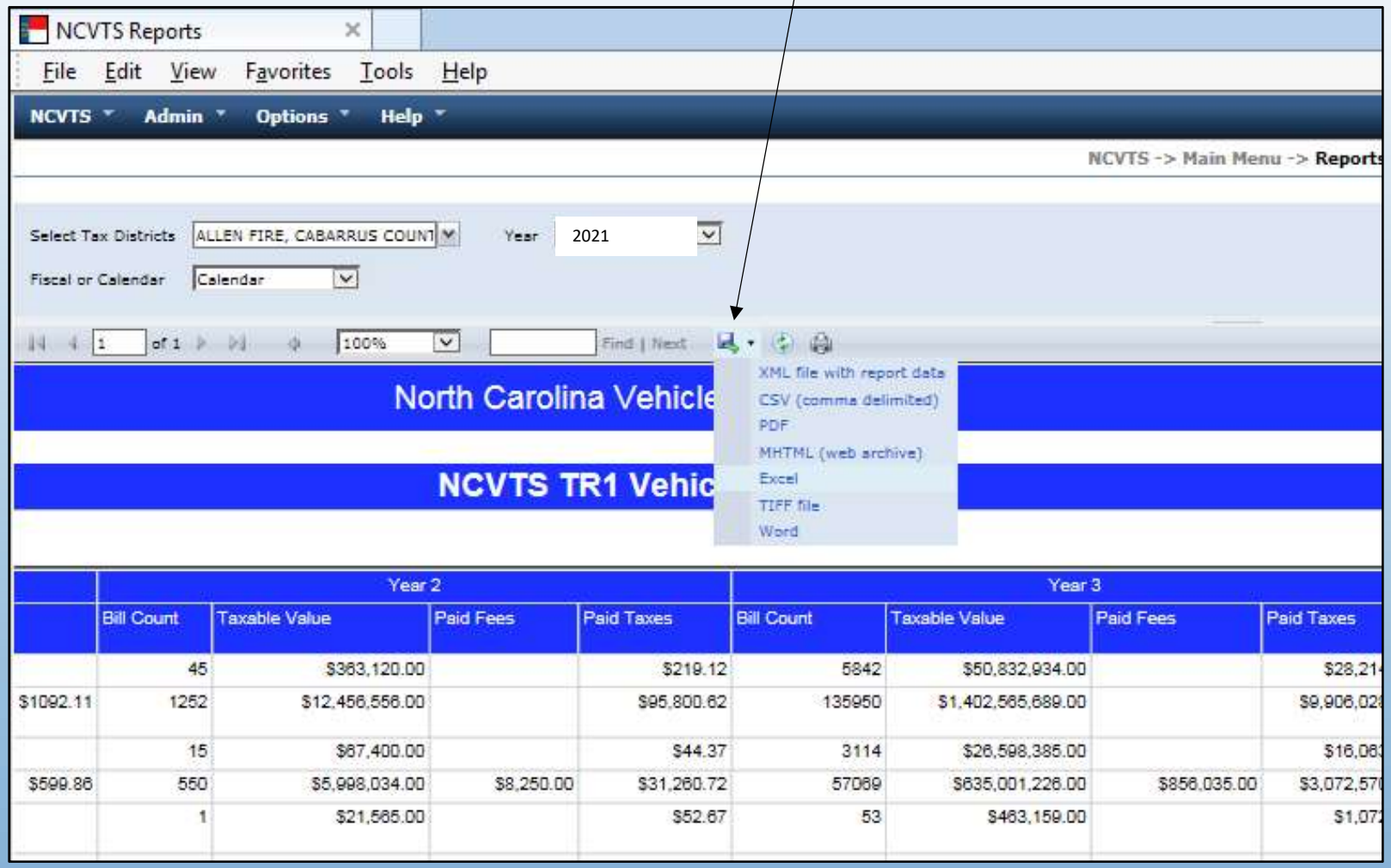
Step 4 cont'd: A pop-up should show that the report is loading.



Step 5: Open or Save report – The screen will display the report when it is finished running, and you will be prompted to open or save the report. Either option will produce the download.



Step 6: Export the Report: Click on the export icon and you will have to option to export the report into Excel, or another format.



	Year 2				Year 3			
	Bill Count	Taxable Value	Paid Fees	Paid Taxes	Bill Count	Taxable Value	Paid Fees	Paid Taxes
	45	$363,120.00		$219.12	5842	$50,832,934.00		$28,21
$1092.11	1252	$12,456,556.00		$95,800.62	135950	$1,402,565,689.00		$9,906,02
	15	$67,400.00		$44.37	3114	$26,598,385.00		$16,06
$599.86	550	$5,998,034.00	$8,250.00	$31,260.72	57069	$635,001,226.00	$856,035.00	$3,072,57
	1	$21,565.00		$52.67	53	$463,159.00		$1,07

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Step 7: Save the report on your server: The Excel report will display. Save the report on your server.

Report Date 1

			Year 4				Net	
Jurisdiction	Total Bill Count	Paid Taxes	Bill Count	Taxable Value	Paid Fees	Paid Taxes	Net Taxable Value	Net Property Tax Paid
ALLEN FIRE	7478	$28,214.04	1591	$13,027,656.00		$7,195.01	$64,223,840.08	$35,758.18
CABARRUS COUNTY TAX	175686	$9,906,028.75	38478	$411,000,529.00		$2,886,163.55	$1,826,215,087.32	$12,952,552.18
COLD WATER FIRE	3997	$16,063.30	868	$7,853,602.00		$4,721.97	$34,519,424.08	$20,867.06
CONCORD CITY TAX	73757	$3,072,570.71	16134	$183,986,015.00	$242,010.00	$885,761.90	$825,115,584.65	$4,016,186.76
CONCORD DOWNTOWN TAX	82	$1,072.82	28	$381,931.00		$882.06	$866,655.00	$2,007.55
JACKSON PARK FIRE	1662	$7,302.09	391	$4,083,805.00		$4,096.12	$16,671,176.22	$11,484.55
KANNAPOLIS CITY TAX	30782	$1,408,822.30	6605	$63,277,109.00	$99,075.00	$399,998.97	$286,977,215.84	$1,830,743.84
KANNAPOLIS FIRE - RU	2339	$5,722.26	500	$5,088,395.00		$4,090.03	$21,417,733.07	$9,928.52
LOCUST CITY TAX	245	$7,457.63	52	$618,917.00	$520.00	$2,239.87	$2,715,299.26	$9,843.04
MIDLAND CITY TAX	4015	$60,034.35	863	$8,645,545.00		$17,326.55	$38,743,144.09	$78,071.30
MIDLAND FIRE	1629	$8,701.75	350	$3,855,080.00		$3,094.85	$14,688,541.51	$11,843.02
MT MITCHELL FIRE	1295	$6,728.26	295	$2,457,658.00		$2,033.82	$10,567,306.92	$8,687.46
MT PLEASANT CITY TAX	1450	$47,627.46	324	$2,796,312.00		$14,163.96	$12,205,552.92	$62,435.01
MT PLEASANT FIRE	5236	$34,587.47	1156	$9,929,141.00		$10,254.50	$43,498,416.23	$45,273.91
NORTHEAST FIRE	1443	$11,203.92	294	$2,568,472.00		$3,265.74	$11,395,456.28	$14,697.56
ODELL FIRE	8632	$50,509.05	1952	$23,518,911.00		$16,023.51	$97,9[illegible]82.81	$6[illegible]76.23
RICHFIELD FIRE	129	$552.06	24	$204,866.00		$143.40	$9[illegible]016.39	[illegible]99.80
RIMER FIRE	2741	$11,890.63	590	$4,974,165.00		$3,392.19	$22,4[illegible]120.40	$1[illegible]58.83
Total		$15,187,130.26			$341,605.00	$4,419,785.29	$3,834,52[illegible]755.70	$19,85[illegible]51.04

The totals that should be reported are the “Net Taxable Value” and the “Net Property Tax Paid” totals.

SOME NOTES ABOUT MATCHING NCVTS JURISDICTIONS TO THE JURISDICTIONS ON YOUR TR REPORTS

The TR forms report values and levies for current districts only. If the NCVTS report shows values and levies from old districts that have been dissolved and replaced by new districts, enter those amounts in the corresponding new districts that are prepopulated on your TR forms. Please note that TR forms have standardized district names and codes that will not exactly match the codes the counties have set up in NCVTS.

There may be some differences between districts you have set up in NCVTS and the districts TR forms, because:

1. Some county wide districts may be combined on the TR forms.
2. Districts that are not authorized by a county or municipal budget municipal are not reported on the TR-1 or TR-2 forms.

Do not hesitate to contact the Information Unit at 919-814-1129 there are any questions about how the NCVTS districts map to the districts shown on your TR forms.