



PROPERTY TAX EDUCATION PARTNERSHIP

Instructions to run the 2021 NCVTS State TR Vehicle Report



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.

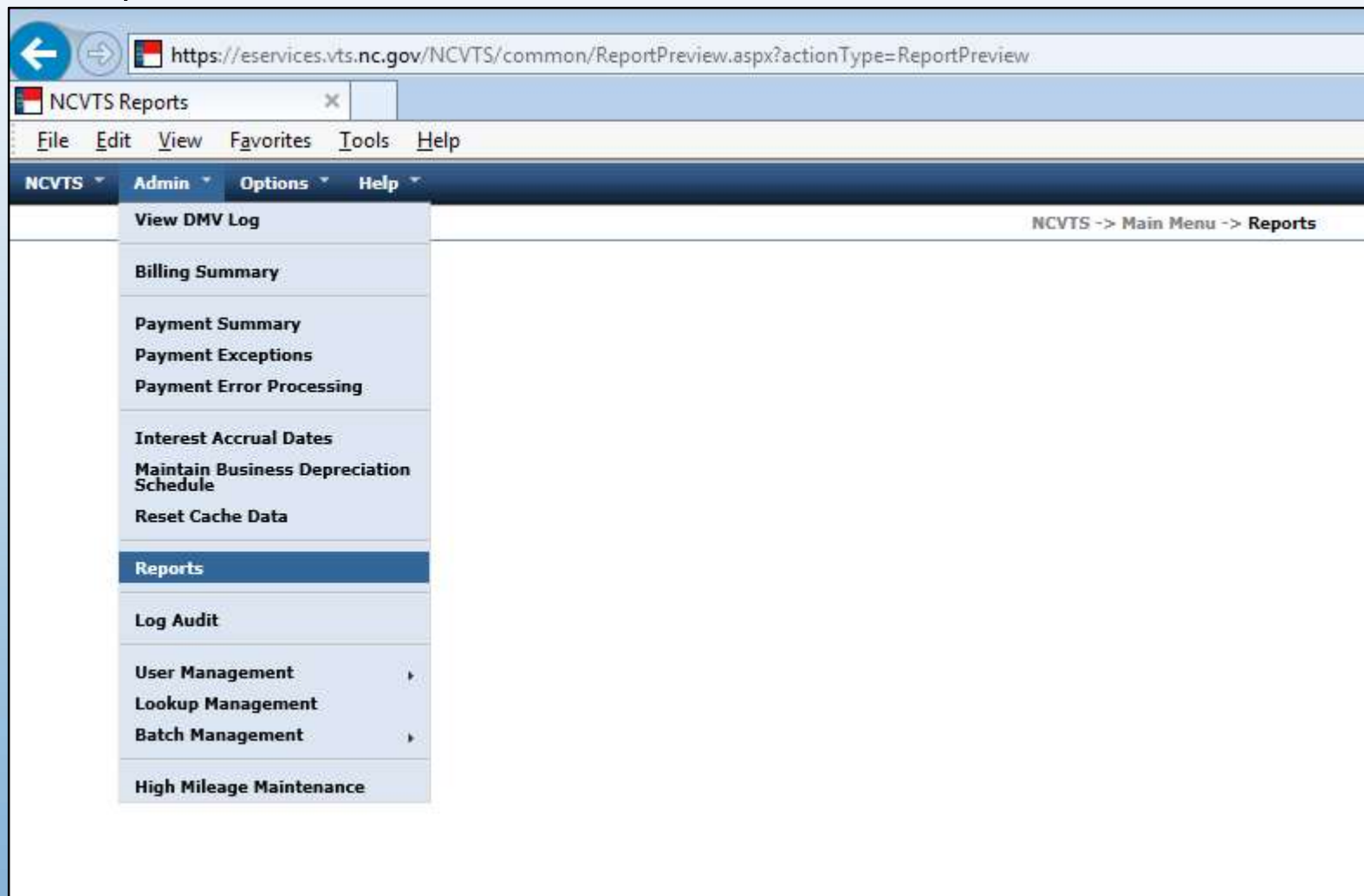
Instructions to run the NCVTS State TR Vehicle Report

- 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.

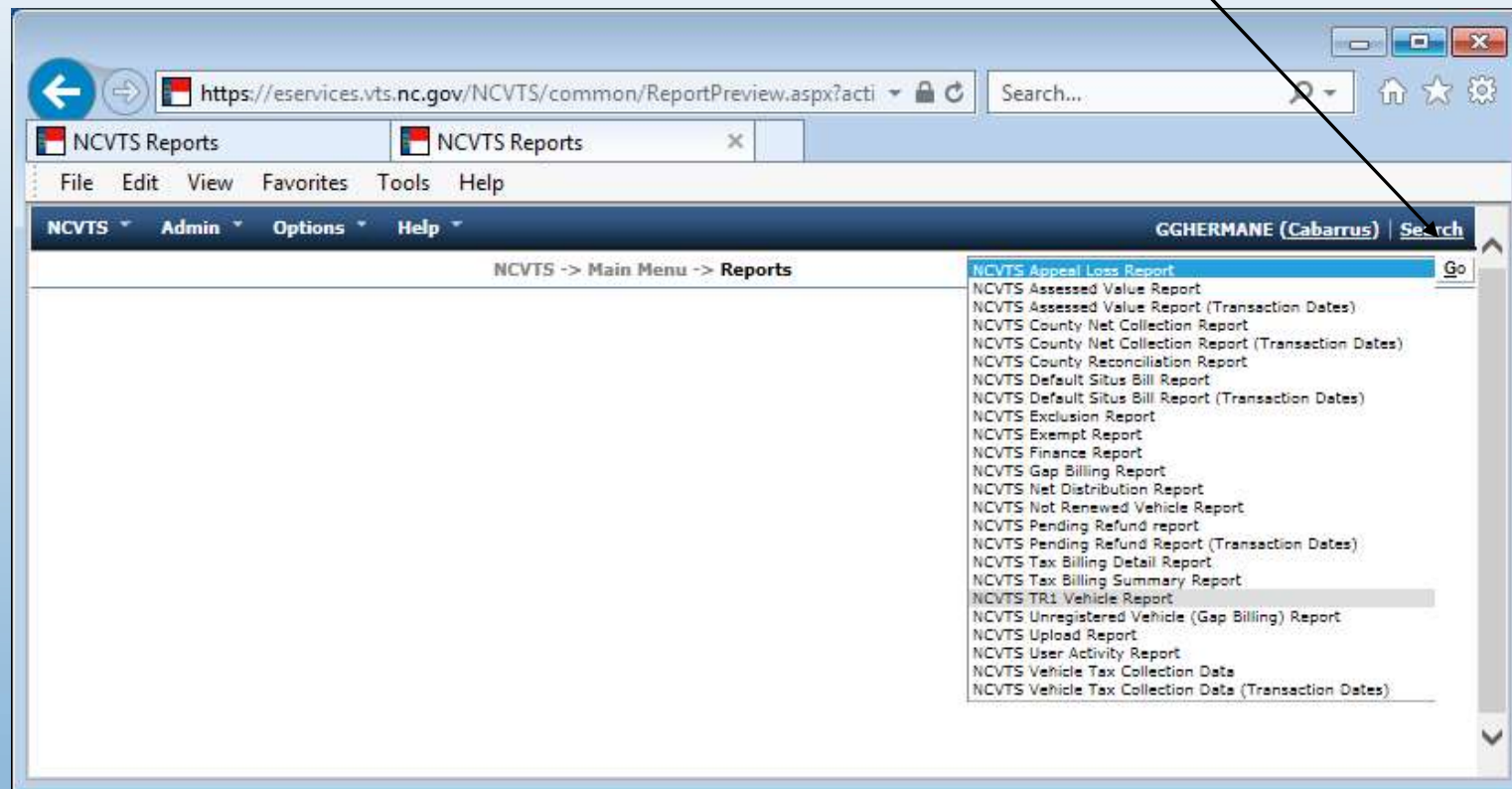
Step 1. Choose County - (only if you are not already logged in to your county. Skip this step if you are logged in) Go to “Options” and choose “County Access”

The screenshot shows a web browser window with the URL <https://eservices.vts.nc.gov/NCVTS/AccessCounty.aspx?actionType=AccessCounty>. The browser's address bar and menu bar are visible. The application has a dark blue header with navigation links: NCVTS, Admin, Options, and Help. The 'Options' menu is expanded, showing 'County Access', 'Customize GUI', and 'Logout'. An arrow points from the text 'Go to “Options” and choose “County Access”' to the 'County Access' menu item. The main content area is titled 'NCVTS -> Main Menu -> County Access'. It contains a form with the text 'Please choose a county for data access:' followed by a list of North Carolina counties: Alamance, Alexander, Alleghany, Anson, Ashe, Avery, Beaufort, Bertie, Bladen, Brunswick, Buncombe, Burke, Cabarrus, Caldwell, Camden, Carteret, Caswell, Catawba, Chatham, Cherokee, Chowan, Clay, Cleveland, Columbus, Craven, Cumberland, Currituck, Dare, and Davidson. A 'Submit' button is next to the list. To the right of the list, there is a section with the text '- OR -' and 'You are currently set to Cabarrus county.' Below this text is a 'Clear County Selection' button.

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”.

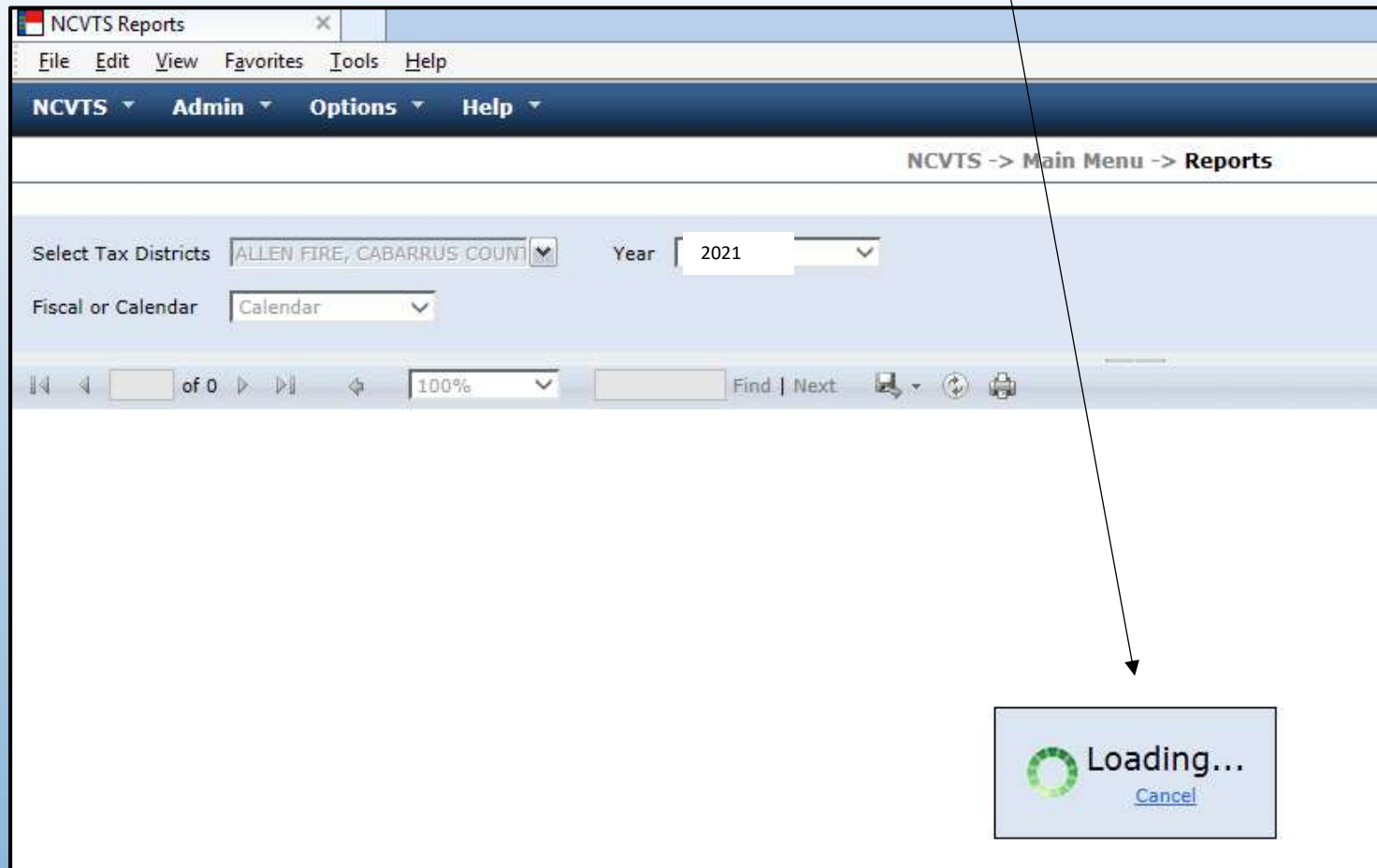


Step 4: Populate the Report Parameters & Run the Report – In the “Select Tax Districts” field choose “(select all)” to include all the districts in the report. In the “Fiscal or Calendar” field, choose “Calendar”. Choose the current year (2020 for the 2020 TR Reports).

Click on the “View Report” button to the right.

The screenshot displays the NCVTS Reports application window. The title bar reads "NCVTS Reports". The menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the menu bar is a navigation bar with "NCVTS", "Admin", "Options", and "Help" dropdown menus. The main content area shows the "NCVTS TR1 Vehicle Report" form. The "Select Tax Districts" dropdown is set to "ALLEN FIRE, CABARRUS COUNT", and the "Year" dropdown is set to "2021". The "Fiscal or Calendar" dropdown is set to "Calendar". A "View Report" button is located to the right of the form. An arrow points from the text "Click 'View Report'" to this button.

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.

The screenshot shows the NCVTS Reports web application interface. The browser address bar displays the URL: <https://eservices.vts.nc.gov/NCVTS/common/ReportPreview.aspx?actionType=ReportPreview>. The application header includes the title "NCVTS Reports" and navigation links: "File", "Edit", "View", "Favorites", "Tools", "Help". The main menu shows "NCVTS" > "Admin" > "Options" > "Help". The user is logged in as "GGHERMANE (Cabarrus)".

The report is titled "North Carolina Vehicle Tax System" and "NCVTS TR1 Vehicle Report". The filters are set to "Select Tax Districts: ALLEN FIRE, CABARRUS COUNTY" and "Year: 2021". The report displays a table with columns for Bill Count, Taxable Value, Paid Fees, Paid Taxes, and Net Taxable Value across four years (Year 2, Year 3, Year 4, and Net).

	Year 2				Year 3				Year 4				Net	
	Bill Count	Taxable Value	Paid Fees	Paid Taxes	Bill Count	Taxable Value	Paid Fees	Paid Taxes	Bill Count	Taxable Value	Paid Fees	Paid Taxes	Net Taxable Value	Net Property Tax Paid
\$1092.11	45	\$363,120.00		\$219.12	5842	\$50,832,934.00		\$28,214.04	1591	\$13,027,856.00		\$7,195.01	\$64,223,840.08	\$35,758.18
	1252	\$12,455,556.00		\$65,800.62	135950	\$1,402,565,659.00		\$9,906,028.75	38478	\$411,000,529.00		\$2,886,163.55	\$1,826,215,087.32	\$12,952,552.15
	15	\$67,400.00		\$44.37	3114	\$26,598,365.00		\$16,063.30	888	\$7,853,602.00		\$4,721.97	\$34,519,424.08	\$20,887.06
\$599.98	550	\$5,998,034.00	\$8,250.00	\$31,260.72	57069	\$635,001,226.00	\$895,035.00	\$3,072,570.71	16134	\$183,998,015.00	\$242,010.00	\$885,761.90	\$625,115,584.65	\$4,016,198.76
	1	\$21,595.00		\$52.67	53	\$463,159.00		\$1,072.82	28	\$391,931.00		\$882.06	\$886,655.00	\$2,007.55
	2	\$6,780.00		\$2.97	304	\$3,278,000.00		\$1,352.57	88	\$931,846.00		\$934.47	\$4,216,670.61	\$2,294.62
	33	\$224,011.00		\$122.63	3917	\$37,662,238.00		\$19,146.42	1120	\$11,221,656.00		\$6,751.19	\$49,397,957.35	\$26,072.98

A download prompt is visible at the bottom: "Do you want to open or save NCVTS TR1 Vehicle Report.xlsx from eservices.vts.nc.gov?". The prompt includes buttons for "Open", "Save", and "Cancel".

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.

The screenshot shows the NCVTS Reports application window. The menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar, there are tabs for NCVTS, Admin, Options, and Help. The main content area displays the following information:

- Select Tax Districts: ALLEN FIRE, CABARRUS COUNT
- Year: 2021
- Fiscal or Calendar: Calendar


Below this information, there is a table with the following data:

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		\$28,214
\$1092.11	1252	\$12,456,556.00		\$95,800.62	135950	\$1,402,565,689.00		\$9,906,026
	15	\$87,400.00		\$44.37	3114	\$26,598,385.00		\$16,083
\$599.86	550	\$5,998,034.00	\$8,250.00	\$31,260.72	57089	\$635,001,226.00	\$856,035.00	\$3,072,570
	1	\$21,565.00		\$52.67	53	\$463,159.00		\$1,072

An arrow points to the export icon (a small green icon with a document and a download arrow) located in the toolbar. A dropdown menu is open, showing the following options:

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word

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

								
Report Date 1:								
Jurisdiction	Total Bill Count	Paid Taxes	Bill Count	Year 4			Net	
				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	\$97,920,682.81	\$67,076.23
RICHFIELD FIRE	129	\$552.06	24	\$204,866.00		\$143.40	\$99,016.39	\$99.80
RIMER FIRE	2741	\$11,890.63	590	\$4,974,165.00		\$3,392.19	\$22,480,120.40	\$15,558.83
Total		\$15,187,130.26			\$341,605.00	\$4,419,785.29	\$3,834,520,755.70	\$19,850,51.04

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.