



Instructions to run the 2024 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 reclassifications 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.

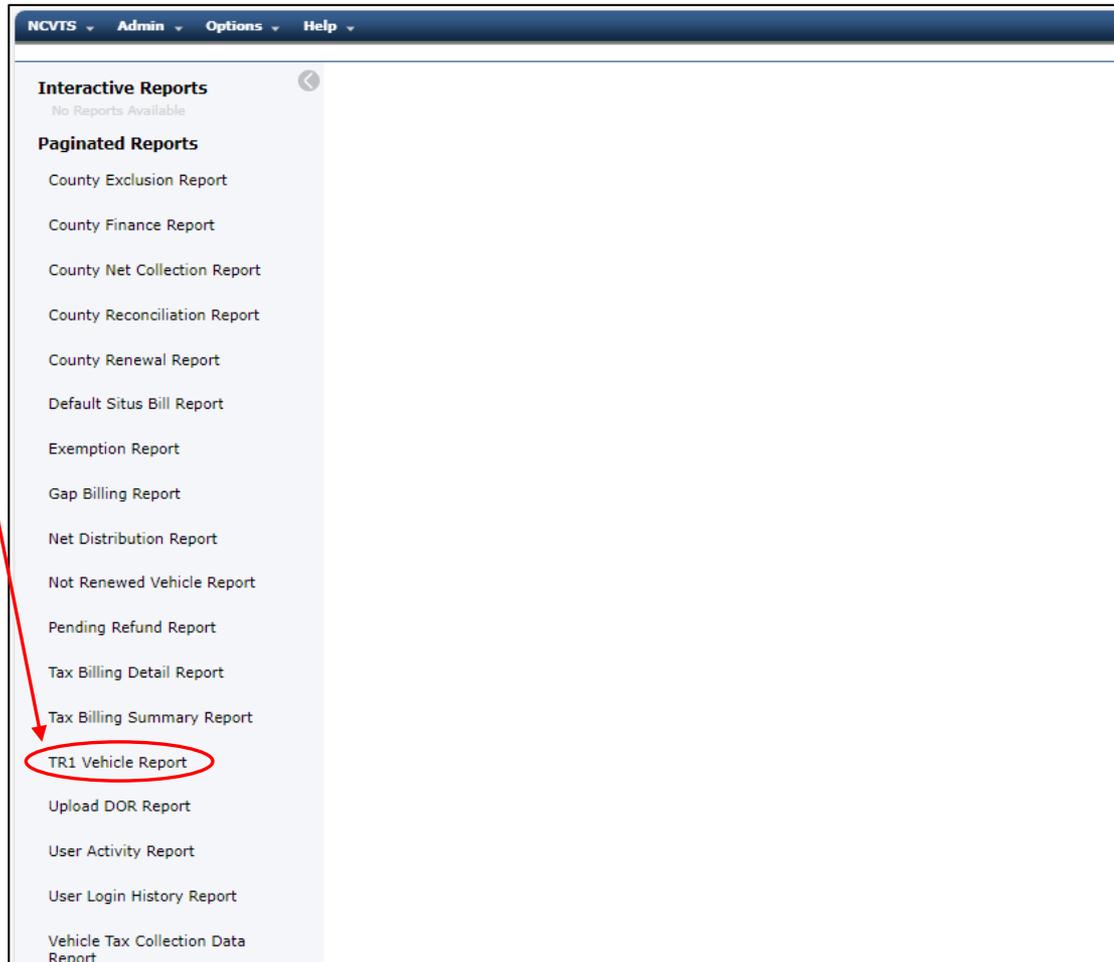
Step 1. Choose County - (only if you are not already logged in to your county. Skip this step if you are logged in) Go to “Options” and choose “County Access”

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 tabs are visible. The application's navigation menu includes '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' and contains the text 'Please choose a county for data access:' followed by a list of 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 located to the right of the list. To the right of the county selection area, there is a '- OR -' separator and the text 'You are currently set to Cabarrus county.' with a 'Clear County Selection' button.

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

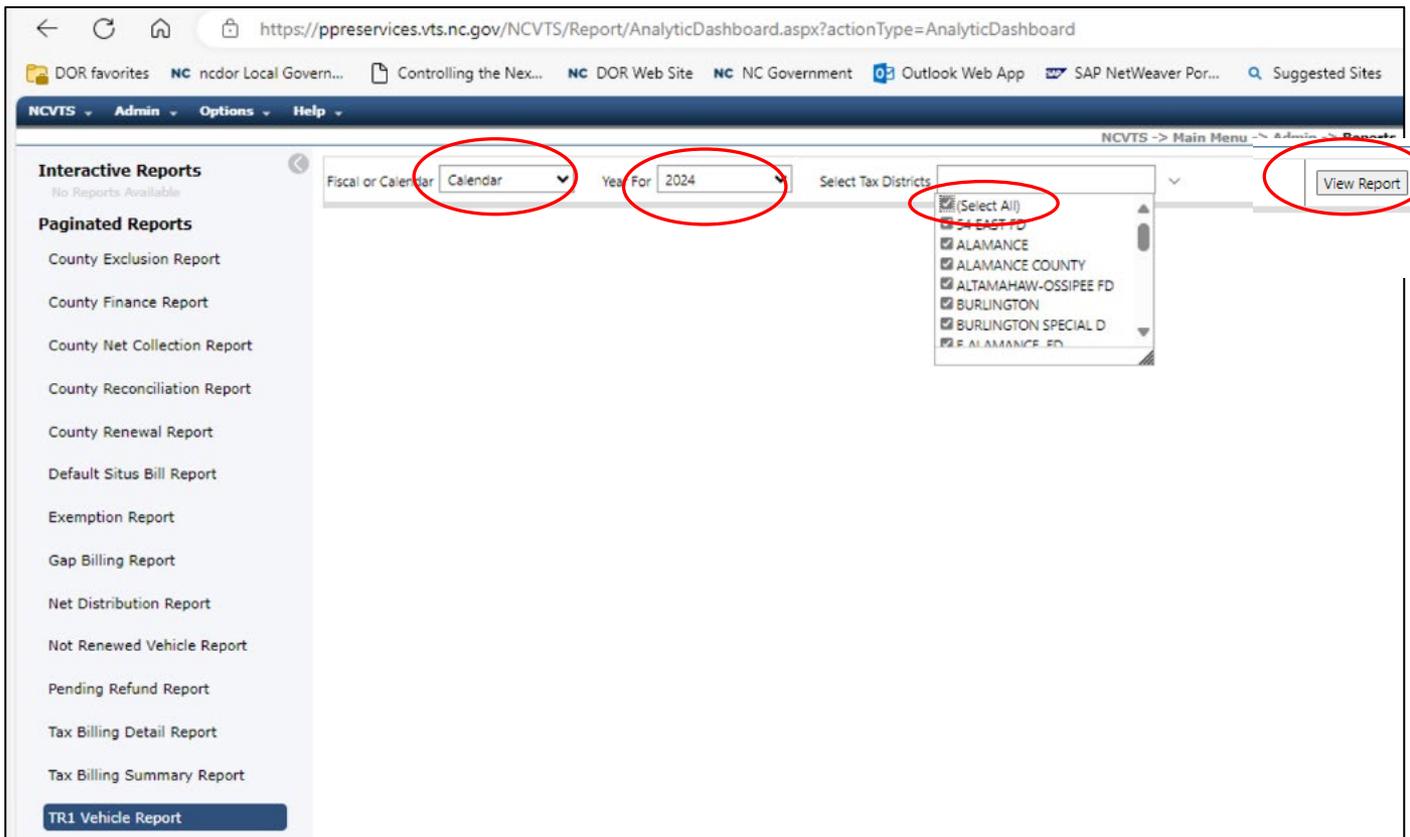
The screenshot shows a web browser window with the address bar displaying `https://eservices.vts.nc.gov/NCVTS/common/ReportPreview.aspx?actionType=ReportPreview`. The browser's address bar also shows the text "NCVTS Reports". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The application's main menu is visible, with "NCVTS" selected. The "Admin" menu is open, showing a list of options: "View DMV Log", "Billing Summary", "Payment Summary", "Payment Exceptions", "Payment Error Processing", "Interest Accrual Dates", "Maintain Business Depreciation Schedule", "Reset Cache Data", "Report Access", "Reports", "Query Tool", "Log Audit", "User Management", "Lookup Management", "Batch Management", "High Mileage Maintenance", and "Vehicle Data Incremental Load". The "Reports" option is highlighted in blue. In the top right corner of the application area, the breadcrumb "NCVTS -> Main Menu -> Reports" is displayed.

Step 3: Choose Report – From list of reports on the left side panel, click on the “NCVTS TR1 Vehicle Report” and click on “Go”.

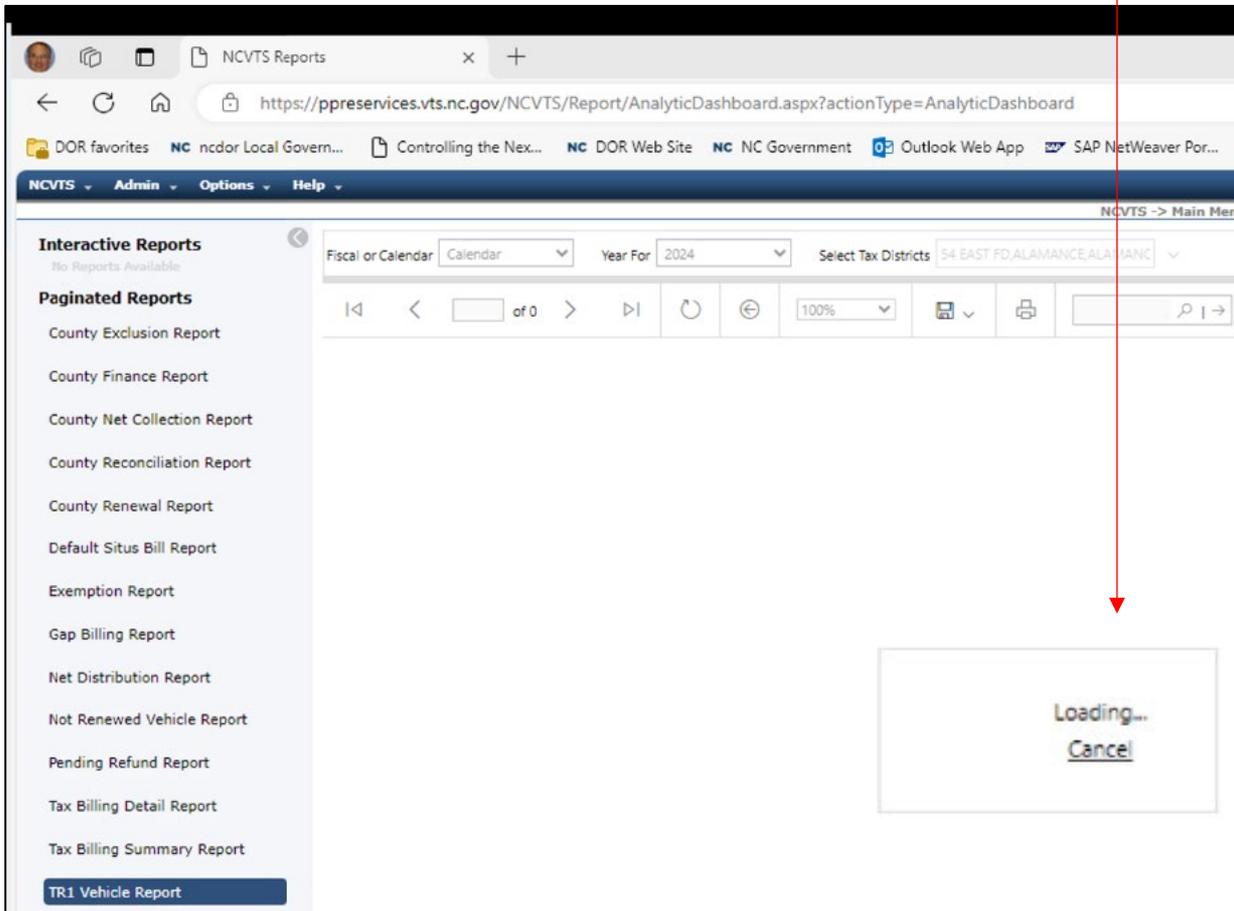


Step 4: Populate the Report Parameters & Run the Report – In the “Select Tax Districts” field choose “(select all)” to include all the districts in the report. In the “Fiscal or Calendar” field, choose “Calendar”. In the “Fiscal or Calendar” field, choose “Calendar”. Choose the current year (2024 for the 2024 TR Reports) and “Select All” for the tax district options.

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: The results should be as follows:

 North Carolina Vehicle Tax System TR1 Vehicle Report															Report Parameters Report Date 12/16/2024 9:01:43 AM	
															County Alamance	
															Tax District S4 EAST FD, ALAMANCE, ALAMANCE COUNTY, ALTAMAHAN-OSSISPEE FD, BURLINGTON, BURLINGTON SPECIAL D, E ALAMANCE FD, E.M. HOLT FD, ELI WHITNEY/87 SOUTH, ELON, ELON FD, FAUCETTE FD, GIBSONVILLE, GRAHAM, GREEN LEVEL, HAN RIVER, HAN RIVER FD, HEBANE, NORTH CENTRAL ALAMAN, NORTH EASTERN ALAMAN, OSSISPEE, SNOW CAMP, SNOW CAMP FD, SWEPSORVILLE, SWEPSORVILLE FD	
															Year 2024	
															Calendar or Fiscal Year Calendar	
Alamance County			Year 1			Year 2			Year 3			Net				
Jurisdiction	Total Bill Count	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	
S4 EAST FD	4837	62	\$1,012,159	\$0.00	\$1,004.44	3692	\$50,961,573	\$0.00	\$30,855.68	1083	\$17,058,871	\$0.00	\$10,257.29	\$69,032,603	\$42,117.41	
ALAMANCE	1124	10	\$128,829	\$0.00	\$283.45	870	\$14,950,948	\$0.00	\$21,893.58	244	\$4,633,220	\$0.00	\$6,733.94	\$19,712,997	\$28,910.97	
ALAMANCE COUNTY	159570	1664	\$23,823,769	\$0.00	\$171,248.29	121923	\$1,520,475,173	\$0.00	\$6,628,812.21	35083	\$485,120,099	\$0.00	\$2,280,943.86	\$2,029,419,041	\$9,081,084.36	
ALTAMAHAN-OSSISPEE FD	6526	63	\$807,718	\$0.00	\$1,245.21	4986	\$57,296,255	\$0.00	\$57,841.30	1477	\$17,408,783	\$0.00	\$17,452.64	\$75,512,756	\$76,539.15	
BURLINGTON	47165	527	\$7,998,101	\$2,615.00	\$52,898.32	35747	\$449,343,760	\$175,295.00	\$2,194,123.37	10891	\$150,655,777	\$107,100.00	\$730,744.06	\$607,997,638	\$2,977,765.75	
BURLINGTON SPECIAL D	115					92	\$939,988	\$0.00	\$1,620.09	23	\$213,470	\$0.00	\$362.90	\$1,153,458	\$1,982.99	
E ALAMANCE FD	5483	43	\$496,097	\$0.00	\$572.44	4232	\$52,681,757	\$0.00	\$37,155.30	1208	\$17,547,552	\$0.00	\$12,296.86	\$70,725,406	\$50,024.60	
E.M. HOLT FD	9272	80	\$1,064,361	\$0.00	\$1,384.72	7159	\$93,422,053	\$0.00	\$74,630.90	2033	\$28,500,609	\$0.00	\$22,620.43	\$122,987,023	\$98,636.05	
ELI WHITNEY/87 SOUTH	7060	87	\$1,180,382	\$0.00	\$1,427.79	5429	\$58,757,968	\$0.00	\$50,768.18	1544	\$16,442,645	\$0.00	\$14,106.67	\$76,380,995	\$66,302.64	
ELON	4811	39	\$732,072	\$195.00	\$3,607.61	3624	\$57,114,442	\$17,665.00	\$201,223.91	1148	\$19,567,578	\$5,635.00	\$68,615.07	\$77,414,092	\$273,446.59	
ELON FD	3281	22	\$290,608	\$0.00	\$384.74	2528	\$27,975,481	\$0.00	\$24,405.97	731	\$8,698,696	\$0.00	\$7,550.64	\$36,964,785	\$32,341.35	
FAUCETTE FD	7611	83	\$934,849	\$0.00	\$1,238.44	5801	\$63,733,190	\$0.00	\$51,443.64	1727	\$19,349,147	\$0.00	\$15,518.13	\$84,017,186	\$68,200.21	
GIBSONVILLE	3696	31	\$357,818	\$0.00	\$2,080.40	2872	\$39,641,682	\$0.00	\$195,857.07	793	\$11,478,898	\$0.00	\$56,354.65	\$51,478,398	\$254,292.12	
GRAHAM	15236	158	\$2,231,490	\$0.00	\$11,219.05	11580	\$143,778,046	\$0.00	\$420,667.50	3498	\$48,103,305	\$0.00	\$139,789.15	\$194,112,841	\$571,675.70	
GREEN LEVEL	2524	26	\$426,692	\$0.00	\$1,704.46	1933	\$19,746,300	\$0.00	\$52,052.62	565	\$5,479,285	\$0.00	\$14,291.40	\$25,652,277	\$68,048.48	
HAN RIVER	2246	23	\$302,192	\$0.00	\$2,133.50	1783	\$19,236,516	\$0.00	\$85,502.40	440	\$4,998,626	\$0.00	\$22,074.72	\$24,537,334	\$109,710.62	
HAN RIVER FD	4237	31	\$560,521	\$0.00	\$848.40	3215	\$33,098,153	\$0.00	\$30,693.23	991	\$11,893,824	\$0.00	\$10,946.47	\$45,552,498	\$42,488.10	
HEBANE	12055	169	\$2,403,692	\$0.00	\$12,554.77	9263	\$131,634,471	\$0.00	\$491,704.34	2623	\$38,769,861	\$0.00	\$143,809.05	\$172,808,024	\$648,068.16	
NORTH CENTRAL ALAMAN	1609	12	\$226,453	\$0.00	\$283.60	1250	\$15,632,056	\$0.00	\$4,642.285	347	\$4,642,285	\$0.00	\$4,188.82	\$20,500,794	\$18,635.53	
NORTH EASTERN ALAMAN	5385	55	\$831,986	\$0.00	\$1,098.68	4166	\$49,536,963	\$0.00	\$41,542.46	1164	\$14,172,151	\$0.00	\$11,812.43	\$64,541,100	\$54,453.57	
OSSISPEE	392	5	\$68,796	\$0.00	\$75.54	301	\$2,917,339	\$0.00	\$2,362.26	86	\$904,610	\$0.00	\$727.38	\$3,890,745	\$3,165.18	
SNOW CAMP FD	7681	70	\$822,227	\$0.00	\$1,124.79	5902	\$64,609,389	\$0.00	\$57,023.49	1709	\$20,436,737	\$0.00	\$17,873.42	\$85,958,353	\$76,021.70	

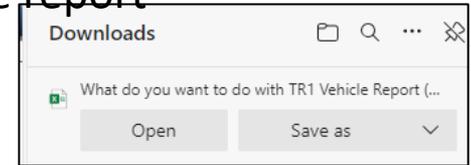
Step 6: Export the Report: Click on the export icon and you will have to option to export the report into Excel or another format.

The screenshot shows the North Carolina Tax System interface. At the top, there are filters for 'Fiscal or Calendar' (set to Calendar), 'Year For' (set to 2024), and 'Select Tax Districts' (set to 54 EAST FD, ALAMANCE, ALAMANCE). Below the filters is a navigation bar with a 'Save File' icon. A dropdown menu is open from the 'Save File' icon, showing options: 'Word', 'Excel' (circled in red), and 'CSV (comma delimited)'. A red arrow points from the 'Excel' option down to a text box at the bottom of the page.

Alamance County			Year 1			Year 2		
Jurisdiction	Total Bill Count	Bill Count	Taxable Value	Paid Fees	Paid Taxes	Bill Count	Taxable Value	Paid Fees
54 EAST FD	4837	62	\$1,017,159	\$0.00	\$1,004.44	3692	\$50,961,573	\$
ALAMANCE	1124	10	\$178,829	\$0.00	\$283.45	870	\$14,950,948	\$
ALAMANCE COUNTY	159570	1664	\$23,623,769	\$0.00	\$171,248.29	121923	\$1,520,475,173	\$
ALTAHANAH-OSSISPEE FD	6526	63	\$807,718	\$0.00	\$1,245.21	4986	\$57,296,255	\$
BURLINGTON	47165	527	\$7,998,101	\$2,615.00	\$52,898.32	35747	\$449,343,760	\$175,25
BURLINGTON SPECIAL D	115					92	\$939,988	\$
E ALAMANCE FD	5483	43	\$496,097	\$0.00	\$572.44	4232	\$52,681,757	\$
E.M. HOLT FD	9272	80	\$1,064,361	\$0.00	\$1,384.72	7159	\$93,422,053	\$
ELI WHITNEY/87 SOUTH	7060	87	\$1,180,382	\$0.00	\$1,427.79	5429	\$58,757,968	\$

Click on the "Save File" icon and choose "Excel"

Step 7: Save the report on your server: The Excel report will display. Save the report on your server. You should have the option go save the report



North Carolina Vehicle Tax System

TR1 Vehicle Report

Alamance County		Year 3			Net	
Jurisdiction	Total Bill Count	Taxable Value	Paid Fees	Paid Taxes	Net Taxable Value	Net Property Tax Paid
54 EAST FD	48:	\$17,058,871	\$0.00	\$10,257.29	\$69,032,603	\$42,117.41
ALAMANCE	11:	\$4,633,220	\$0.00	\$6,733.94	\$19,712,997	\$28,910.97
ALAMANCE COUNTY	1595:	\$485,120,099	\$0.00	\$2,280,943.86	\$2,029,419,041	\$9,081,004.36
ALTAHAW-OSSISPEE FD	65:	\$17,408,783	\$0.00	\$17,452.64	\$75,512,756	\$76,539.15
BURLINGTON	471:	\$150,655,777	\$107,100.00	\$730,744.06	\$607,997,638	\$2,977,765.75
BURLINGTON SPECIAL D	1:	\$213,470	\$0.00	\$362.90	\$1,153,458	\$1,982.99
E ALAMANCE FD	54:	\$17,547,552	\$0.00	\$12,296.86	\$70,725,406	\$50,024.60
E.M. HOLT FD	92:	\$28,500,609	\$0.00	\$22,620.43	\$122,987,023	\$98,636.05
ELI WHITNEY/87 SOUTH	70:	\$16,442,645	\$0.00	\$14,106.67	\$76,380,995	\$66,302.64
ELON	48:	\$19,567,578	\$5,635.00	\$68,615.07	\$77,414,092	\$273,446.59
ELON FD	32:	\$8,698,696	\$0.00	\$7,550.64	\$36,964,785	\$32,341.35
FAUCETTE FD	76:	\$19,349,147	\$0.00	\$15,518.13	\$84,017,186	\$68,200.21
GIBSONVILLE	36:	\$11,478,898	\$0.00	\$56,354.65	\$51,478,398	\$254,292.12
GRAHAM	152:	\$48,103,305	\$0.00	\$139,789.15	\$194,112,841	\$571,675.70
GREEN LEVEL	25:	\$5,479,285	\$0.00	\$14,291.40	\$25,652,277	\$68,048.48
HAW RIVER	22:	\$4,998,626	\$0.00	\$22,074.72	\$24,537,334	\$109,710.62
HAW RIVER FD	42:	\$11,893,824	\$0.00	\$10,946.47	\$45,552,498	\$42,488.10
MEBANE	120:	\$38,769,861	\$0.00	\$143,809.05	\$172,808,024	\$648,068.16
NORTH CENTRAL ALAMAN	16:	\$4,642,285	\$0.00	\$4,188.82	\$20,500,794	\$18,635.53
NORTH EASTERN ALAMAN	53:	\$14,172,151	\$0.00	\$11,812.43	\$64,541,100	\$54,453.57
OSSISPEE	3:	\$904,610	\$0.00	\$727.38	\$3,890,745	\$3,165.18
SNOW CAMP FD	76:	\$20,436,737	\$0.00	\$17,873.42	\$85,958,353	\$76,021.70
SWEPSOONVILLE FD	114:	\$35,761,740	\$0.00	\$21,499.38	\$150,948,344	\$91,858.52
Total			\$112,735.00	\$3,630,569.36	\$4,111,299,288	\$14,735,689.75

The report will show three years, scroll to right for the “Net Taxable Value” and the “Net Property Tax Paid” totals which need to be entered in the TR-1 and/or TR-2 report Value and Levy fields.



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.