

# Record Payments Received After the Return is Processed

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## Process

[PROCESS TAX DUE RETURNS IN THE LOCALITY](#)

## Effective Date

01/01/2016

## Purpose

Payments for amounts due may be received in the Local office after the return has been processed. The Treasurer's Office Locality Representative will follow this task to ensure proper recording of the payment and updating of the Form 759.

## Special Notes

- The proper recording of payments received after a return has been processed is extremely important to the end of the year assessment of balance due and the filing of the Local Uncollectibles with TAX.
- Payments received for a taxpayer after the Local Uncollectible list has been sent to TAX should be forwarded to TAX and not processed in the Local office.

## Procedure

### Responsibility

Treasurer's Office Locality Representative

### Steps

1. Retrieve the customer's Form 759.
2. Update Page 2 of Form 759 following the line by line instructions for the form.
3. Handle the payment following your local office procedures.
4. Refile the customer's Form 759.

## Published Date

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