



TREASURER OF WASHINGTON COUNTY
COUNTY OFFICE BUILDING
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Phyllis Cooper
County Treasurer

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Washington County Treasurer's Office Implementation of Centralized County-wide Tax Database Tax Collection Solution (TCS)

Effective October 1, 2010, the Washington County Treasurer's Office went "live" with the new TCS software. Towns in Washington County with internet access will also go "live" with the new TCS software for the 2011 tax collection season (January 2011 Town & County Tax Bills).

TCS is an internet based site with a single database at the county level that will be available on a twenty-four hour basis to county, all localities (towns, villages and schools), and the general public as deemed appropriate.

Attached please find a copy of a flow chart created by the software developer, Systems East, Inc., reflecting how the information is stored in the centralized county-wide database.

To access the site, the general public can do so by entering website address www.totalcollectionsolution.com. Once on the site, the user would then be required to login with the user name "public@washco" and "public" as the password. Also, for your convenience, a link has been provided on the County's website at www.co.washington.ny.us.

NOTE TO IMAGE MATE USERS: Tax Status Information reflected in Image Mate is *through September 30, 2010 and does not include taxes levied after* January 2010 Town & County Tax Levy and April 2010 Sewer District No. 2 User Fees. Tax Status Information *after September 30, 2010*, may be obtained at www.totalcollectionsolution.com.

Steps to Obtain Parcel Information on www.totalcollectionsolution.com:

- Enter website address and login
- Click on Entities, Bills, or Payments in the "blue header"
- Search "grid" appears. Searches may be performed by the following criteria through the links for Entities, Bills or Payments:
 - Entities
 - SWIS, Parcel ID, Owner 1, Loc Num, Loc Name, or Status
 - Bills
 - Entity, Bill Number, Bill Date, Status, Owner 1, Bill Type
 - Payments
 - Entity, Bill, Receipt Number, Date Received, Owner 1, Status
- Enter search criteria in corresponding blank cell
- Click Show or press enter
- The grid reflects a list of findings that match your criteria

- Click on the “eyeball” for a row you want to view or place a check in the box to the left and then click Show
 - View Entity
 - Summary of Parcel details including municipality, school district, property class
 - Summary of Bills with option to extend interest calculation with “Recalculate” button
 - Total due on far right for rows with unpaid/delinquent status
 - Tabs for Additional Info, Payments, Addresses, Exemptions
 - View Bill
 - Summary of bill information including status, calculation base amount, interest amount, original amount, date delinquent, date paid
 - Additional Tabs for Lines (bill levy detail) and Payments
 - View Payment
 - Processing information
 - Payer information including remittance address

Phyllis Cooper
Washington County Treasurer
December 7, 2010

<http://www.co.washington.ny.us>