

# **Montgomery County Government**

## **Department of Finance**



### **Tax Assessment System (TAS)**

#### **Operations Guide**

#### **Appendix G – Municipalities**

**Version 1**

**05/15/2014**

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## Document Structure

The “Municipality Appendix” is an extension of the TAS Operations Guide. The appendix describes TAS-related business rules, system functions, and roles and responsibilities for the contributing municipalities (City of Gaithersburg, City of Takoma Park, and City of Rockville). For a high level overview of content provided in this document, please refer to the TAS Operations Guide.

## Roles & Responsibilities

The Montgomery County Government (MCG) Department of Finance (Division of Treasury & Division of FIN-IT) is responsible for all data collection, staging, and consolidation pertaining to tax billing. These billing activities include annual, supplemental and revised billings. Annual billing focuses on processing original assessments, exemptions and credits. Revised billing focuses on adjusting assessments, credits, exemptions, charges, and other items to reflect any billing changes on the property tax record that occur subsequent to the last billing. Both personal property and public utility tax billing are included in this process.

The municipalities are key contributors in the annual billing process as they provide Treasury with data related to the city’s applicable credits, charges, and/or exemptions. Once per year, the municipalities submit this data to be included in the annual tax bill which is produced by MCG Finance.

## General Activity and Data Flow

Tax activities begin with an annual tax bill which is produced at the beginning of a Levy year. The actual data flow activities start with imports from the State of Maryland which are placed into TAS. These data imports are now transported by the Enterprise Service Bus (ESB) which automates file delivery and retrieval. In addition, ESB applies business rules to validate the data before it is processed. Some data is also loaded through the TAS Graphical User Interface (GUI).

The annual billing process, performed by MCG Finance, is a substantial activity in which State, County, & Municipal data is aggregated to produce 340,000+ annual property bills. The process is initiated with the SDAT01 & SDAT02 files and all real properties are billed for the annual State, County and Municipal taxes along with contributor’s fees and charges.

## Contributor Inputs

Each municipality makes one large data contribution per levy year during the Annual billing activities. The process is initiated as the Department of Treasury requests that all contributors provide data by the predetermined deadlines.

There is a method and process by which this data is received by TAS. “Method” is the way in which data is retrieved and moved into the system. “Process” is what happens to data when it has been ingested into the TAS. All data destined for the TAS database will go through a staging location where the data is held until it has been checked for errors.

Depending on the contributor, data files are either sent or placed somewhere inside the data infrastructure whereby it is retrieved and moved into the TAS environment. ESB is the actual mechanism that moves the data, which has built-in intelligence and the ability to notify of success or failure. The municipalities use the “County E-mail” method to input data into TAS in compliance with the specifications below.

### **Rockville Charges**

1. The Rockville Charges file emailed to [TAS.Intake@montgomerycountymd.gov](mailto:TAS.Intake@montgomerycountymd.gov)
2. Finance receives the file in the TAS Intake mailbox that is docked in Outlook.
3. FIN-IT reviews the file to ensure that the data is in the required format.
4. FIN-IT manually copies the file onto the MCG server.  
<\\mcg-f03\mcg\TAS Intake\Production\Rockville Charges>
5. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
6. TAS will process as much of the data as possible, even if errors are found in the file
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

### **Rockville Storm Water**

1. The Rockville Charges files emailed to [TAS.Intake@montgomerycountymd.gov](mailto:TAS.Intake@montgomerycountymd.gov)
2. Finance receives the file in the TAS Intake mailbox that is docked in Outlook.
3. FIN-IT reviews the file to ensure that the data is in the required text format.
4. FIN-IT manually copies the file onto the MCG server.  
<\\mcg-f03\mcg\TAS Intake\Production\Rockville Storm Water>
5. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
6. TAS will process as much of the data as possible, even if errors are found in the file
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

### **Gaithersburg Storm Water**

1. The Gaithersburg Storm Water emailed to [TAS.Intake@montgomerycountymd.gov](mailto:TAS.Intake@montgomerycountymd.gov)
2. Finance receives the file in the TAS Intake mailbox that is docked in Outlook.
3. FIN-IT reviews the file to ensure that the data is in the required text format.
4. FIN-IT manually copies the file onto the MCG server  
<\\mcg-f03\MCG\TAS Intake\Production\Gaithersburg Storm Water>
5. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
6. TAS will process as much of the data as possible, even if errors are found in the file.
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

### **Takoma Park Charges**

1. The Takoma Park Charges file emailed to [TAS.Intake@montgomerycountymd.gov](mailto:TAS.Intake@montgomerycountymd.gov)
2. Finance receives the file in the TAS Intake mailbox that is docked in Outlook.
3. FIN-IT reviews the file to ensure that the data is in the required text format.
4. FIN-IT manually copies the file onto the MCG server

<\\mcg-f03\MCG\TAS Intake\Production\Takoma Park Charges>

5. ESB picks up the file, places a copy into the archives, and drops it into the Staging Table in TAS. Business logic and rules are applied as the data moves from the Staging Table into Production.
6. TAS will process as much of the data as possible, even if errors are found in the file.
7. A notification is sent to FIN-IT to indicate success or failure of the input process.

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*Additional Notes:*

For special credits, contributors must adhere to the following naming conventions:

| <b>Special Credit</b> | <b>Naming Convention</b> |
|-----------------------|--------------------------|
| Swim Club Credits     | sc_sw_yyyymmdd           |
| Energy Conservation   | sc_ec_yyyymmdd           |
| Renewable Energy      | sc_re_yyyymmdd           |
| New Job               | sc_nj_yyyymmdd           |
| Arts & Entertainment  | sc_ae_yyyymmdd           |
| Green Building        | sc_gb_yyyymmdd           |
| Enterprise Zone       | sc_ez_yyyymmdd           |
| Fallen Officer        | sc_fo_yyyymmdd           |
| Business Incubator    | sc_bi_yyyymmdd           |
| Historic Preservation | sc_hp_yyyymmdd           |
| Brownfield County     | sc_bc_yyyymmdd           |
| Brownfield State      | sc_bs_yymmdd             |
| Land Conservation     | sc_lc_yymmdd             |

## Handling Operational Issues

User issues generally fall into four major areas.

- Contributor infrastructure issues
- Extract issues
- Input issues
- General Operational issues

Each of these issues has a unique set of characteristics and requires specific troubleshooting and resolution.

### Contributor infrastructure issues

Should the contributor use their own FTP server, the physical environment must be available when the County ESB needs to download or deliver a file.

The passwords and access must be correct and the files being picked up need to be in the specific location with the correct naming convention. Should any of these not be the case, the County will not be able to retrieve or provide data to that environment.

### Extract Issues

When an extract is created, the contributor will receive a notification which includes a link providing the location of the data.

### *Bad Data*

The only category of error is bad data in the file. As TAS is creating the extracts there should be no issues. However, if data becomes corrupted during the process, the files could contain bad data.

FIN-IT will work directly with the contributor and their technical resources to resolve these issues. Extracts are formatted with specifications from contributors. Therefore there should be no file with bad data unless it was corrupted in the process of creation. In that case, the new file would need to be created and then sent to the contributor.

### Input issues

There are two major conditions which cause upload issues: (1) There is no file upload or (2) During the process in which ESB applies the TAS Business rules against the data content, the file is found to contain bad information.

### *No File*

The ESB jobs will indicate when there is no file. Because the ESB jobs are triggered on the presence of files, they will remain in continual wait mode.

If there are issues with loading the files, FIN-IT will receive notification and contact the contributor to identify and resolve the issue.

### *Bad Data*

Bad data in the file can be detected in two areas:

- (1) When the ESB transports files from the source to the staging tables of TAS where business rules are applied. The contributor, FIN-IT, and Treasury will receive a success or failure notice indicating the status of the data load.
- (2) When TAS processes data from the staging tables and applies the business rules associated. The business rules dictate whether the data will be saved in the TAS database or rejected. Contributors are required to enter new data to replace that which is rejected.

If there are errors in the file, it will be returned to the sender for correction. Depending on the rule being applied, TAS will either reject the file entirely, or it will ingest error-free data and return the remainder to be corrected.

Should there be a failure indication, FIN-IT and the Division of Treasury will be notified. FIN-IT will coordinate with the contributor to resolve the issue.<sup>1</sup>

### **General Operations Issues**

There are a number of general areas where contributors may need assistance. These are generally centered on items such as access, log-ins, passwords, user set-up, etc. Should a contributor have issues in these areas, they should contact the MCG Help Desk at **240-777-2828**.

TAS users who do not work for Montgomery County Government must have an Active Directory (AD) account in order to receive support from the MCG Help Desk. In the case that a new employee (internal or external) requires an AD account for access to TAS, the MCG Help Desk must be notified. The same process applies if an employee no longer requires access (for example, if they transfer to a different position, terminate employment, etc.).

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<sup>1</sup> *This rule does not apply to DEP SWS, DEP Storm Water, DHCA, & WSSC. These contributors will be responsible to handle the issue independently.*

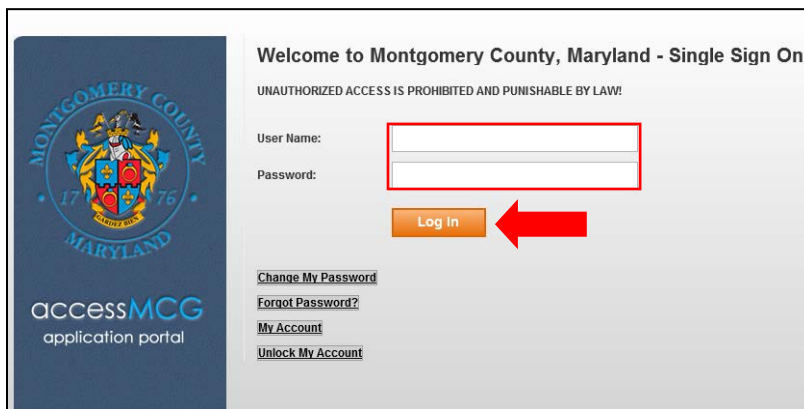
## How the Municipalities Use TAS

Access to TAS is role-based, which means that users will be provisioned access only to screens that relate to their responsibility, rather than being granted access to the entire system.

TAS users from the City of Rockville, the City of Gaithersburg, and the City of Takoma Park, will have access to the TAS Home Page and to View Property. Instructions for logging in and navigating these screens are provided below.

### Logging In

1. Access the MCG ePortal at: <https://eportal.montgomerycountymd.gov>
2. Enter your user name and password.
3. Click Log In.



Welcome to Montgomery County, Maryland - Single Sign On

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

User Name:

Password:

[Log In](#)

[Change My Password](#)

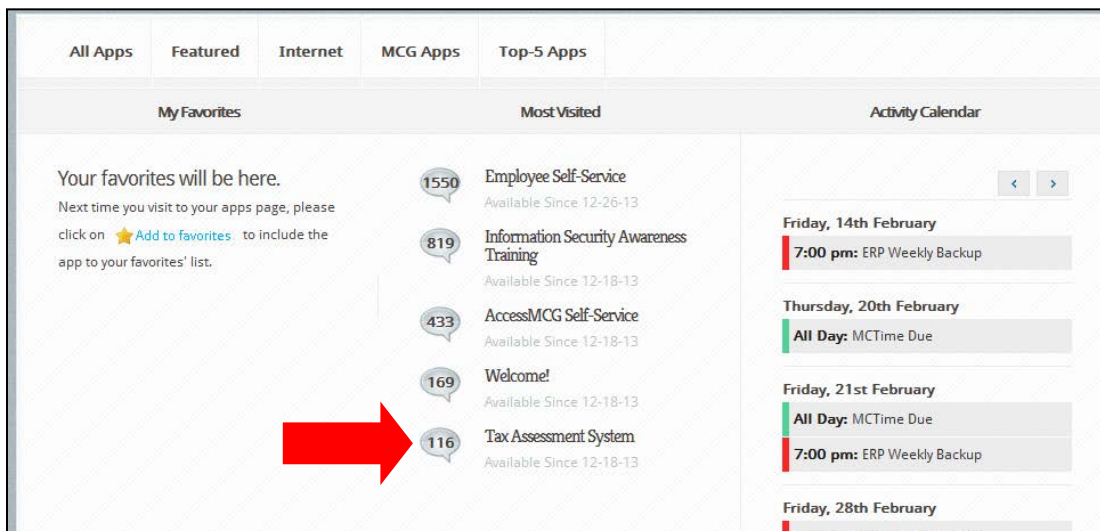
[Forgot Password?](#)

[My Account](#)

[Unlock My Account](#)

accessMCG  
application portal

4. Select Tax Assessment System from the Apps section.



All Apps | Featured | Internet | MCG Apps | Top-5 Apps

My Favorites | Most Visited | Activity Calendar

Your favorites will be here.  
Next time you visit to your apps page, please click on [Add to favorites](#) to include the app to your favorites' list.

- 1550 Employee Self-Service  
Available Since 12-26-13
- 819 Information Security Awareness Training  
Available Since 12-18-13
- 433 AccessMCG Self-Service  
Available Since 12-18-13
- 169 Welcome!  
Available Since 12-18-13
- 116 Tax Assessment System  
Available Since 12-18-13

Friday, 14th February  
7:00 pm: ERP Weekly Backup

Thursday, 20th February  
All Day: MCTime Due

Friday, 21st February  
All Day: MCTime Due  
7:00 pm: ERP Weekly Backup

Friday, 28th February  
7:00 pm: ERP Weekly Backup



## Home Page

Users will launch all activities from the TAS Home Page. The home page houses a TAS system overview, data contribution status indications for annual billing, agency contact information, and a batch job overview.

**MCG TAX ASSESSMENT SYSTEM - TEST**

Home View Property

Home Page

[Real Property Tax Annual Billing Dashboard](#)

|                               |      |  |                               |      |  |
|-------------------------------|------|--|-------------------------------|------|--|
| SDAT01 Annual File            | STMD |  | SDAT02 Homeowner Credit       | STMD |  |
| State Parking Exemption Data  | STMD |  | DEP Storm Water Data          | DEPS |  |
| DEP Refuse Charge Data        | DEPR |  | WSSC Charge Data              | WSSC |  |
| Rockville Storm Water Data    | ROCK |  | Rockville Special Charge Data | ROCK |  |
| Gaithersburg Storm Water Data | GATH |  | DHCA Charge Data              | DHCA |  |
| Bay Restoration Charge Data   | TRSY |  | Special Charges Data          | TRSY |  |
| Special Credits Data          | TRSY |  | Mortgage Companies            | TRSY |  |

Ready Not Ready

[Batch Job Overview](#)

[State Batch Job Log](#)

[Agency Contact Information](#)

Figure 1 – The new TAS Home Page

## Batch Job Overview

The Batch Job Overview table provides an overview of the daily, monthly, bi-monthly, quarterly, and annual batch jobs that are scheduled to run. The information includes the batch code, name, category, agency, and run frequency. The email groups listed in the table will receive a notification upon success or failure of the batch job.

| <a href="#">Batch Job Overview</a> |  |          |        |               |
|------------------------------------|--|----------|--------|---------------|
| Total: 15                          |  |          |        |               |
| Batch Code                         | Batch Name   | Category | Agency | Run Frequency |
| 01                                 | SDAT01 - Real Property TAX Annual Billing          | RPTAX    | STMD   | Annual        |
| 02                                 | SDAT01 - Real Property TAX Monthly Revised Billing | RPTAX    | STMD   | Monthly       |
| 03                                 | SDAT01 - Real Property TAX Monthly Update          | PPTAX    | STMD   | Monthly       |
| 04                                 | SDAT01 - Real Property TAX Monthly File Export     | RPTAX    | STMD   | Monthly       |
| 05                                 | SDAT04 - New Construction                          | RPTAX    | STMD   | Quarterly     |
| 06                                 | SDAT02 - Home Owner Credit                         | RPTAX    | STMD   | Bi-Monthly    |
| 07                                 | SDAT03 - Personal Property Tax                     | PPTAX    | STMD   | Bi-Monthly    |
| 08                                 | PU - Public Utility                                | PUTAX    | TRSY   | Daily         |
| 09                                 | DEP Solid Waste Charges                            | RPTAX    | DEPR   | Daily         |
| 10                                 | DEP Storm Water Charges                            | PPTAX    | DEPS   | Annual        |
| 11                                 | WSSC Charges                                       | RPTAX    | WSSC   | Quarterly     |
| 12                                 | Real Property Tax Special Charges                  | RPTAX    | TRSY   | Annual        |
| 13                                 | Lenders  | RPTAX    | TRSY   | Annual        |
| 14                                 | Real Property Tax Special Credit                   | RPTAX    | TRSY   | Annual        |
| 15                                 | SDAT01 - Real Property TAX Rollover                | RPTAX    | STMD   | Annual        |

Figure 2 – Batch Job Overview

## Real Property Tax Annual Billing Dashboard















The Real Property Tax Annual Billing Dashboard serves to display a “Ready” or “Not Ready” status for each data contributor during the annual billing process. Once a contributor’s data is ready for processing, they will simply click on the red button next to their agency name. The button will turn green to indicate that the data is ready for processing.



Home Page

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[Real Property Tax Annual Billing Dashboard](#)

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|                               |      |   |                               |      |   |
|-------------------------------|------|---|-------------------------------|------|---|
| SDAT01 Annual File            | STMD |  | SDAT02 Homeowner Credit       | STMD |  |
| State Parking Exemption Data  | STMD |  | DEP Storm Water Data          | DEPS |  |
| DEP Refuse Charge Data        | DEPR |  | WSSC Charge Data              | WSSC |  |
| Rockville Storm Water Data    | ROCK |  | Rockville Special Charge Data | ROCK |  |
| Gaithersburg Storm Water Data | GATH |  | DHCA Charge Data              | DHCA |  |
| Bay Restoration Charge Data   | TRSY |  | Special Charges Data          | TRSY |  |
| Special Credits Data          | TRSY |  | Mortgage Companies            | TRSY |  |

 Ready
  Not Ready

[Batch Job Overview](#)















Figure 3A - Data Contribution Change Indication – Before



Home Page

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[Real Property Tax Annual Billing Dashboard](#)

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|                               |      |   |                               |      |   |
|-------------------------------|------|---|-------------------------------|------|---|
| SDAT01 Annual File            | STMD |  | SDAT02 Homeowner Credit       | STMD |  |
| State Parking Exemption Data  | STMD |  | DEP Storm Water Data          | DEPS |  |
| DEP Refuse Charge Data        | DEPR |  | WSSC Charge Data              | WSSC |  |
| Rockville Storm Water Data    | ROCK |  | Rockville Special Charge Data | ROCK |  |
| Gaithersburg Storm Water Data | GATH |  | DHCA Charge Data              | DHCA |  |
| Bay Restoration Charge Data   | TRSY |  | Special Charges Data          | TRSY |  |
| Special Credits Data          | TRSY |  | Mortgage Companies            | TRSY |  |

 Ready
  Not Ready

[Batch Job Overview](#)

Figure 3B - Data Contribution Change Indication – After

## Agency Contact Information

The Agency Contact Information table provides each agency name and code in addition to the names, email addresses, and phone numbers of primary contacts from each group.

| <a href="#">Batch Job Overview</a>         |                                   |            |           |       |       |
|--|-----------------------------------|------------|-----------|-------|-------|
| <a href="#">Agency Contact Information</a> |                                   |            |           |       |       |
| Total: 11                                  |                                   |            |           |       |       |
| Agency Code                                | Agency Name                       | First Name | Last Name | Phone | Email |
| DEPR                                       | MC - DEP Refuse                   | Melissa    | Nolin     |       |       |
| DEPS                                       | MC - DEP Stormwater               | Vicky      | Wang      |       |       |
| DHCA                                       | MC - DHCA                         |            |           |       |       |
| GATH                                       | Gaithersburg                      |            |           |       |       |
| MCDT                                       | MC - Department of Transportation |            |           |       |       |
| MGIS                                       | MC - GIS                          |            |           |       |       |
| ROCK                                       | Rockville City                    |            |           |       |       |
| STMD                                       | State of Maryland                 | Amy        |           |       |       |
| TKPK                                       | Takoma Park                       |            |           |       |       |
| TRSY                                       | MC - Treasury                     | Phavane    |           |       |       |
| WSSC                                       | WSSC                              |            |           |       |       |

Figure 4 – Agency Contact Information

## View Property

The View Property screen is an inquiry screen available to all TAS users. From this screen, users can look up information for a given property to include: record information, mailing address, legal description, premise address, cycle data, prior assessment year, and more.

The screenshot shows the 'View Property' interface of the MCG Tax Assessment System. At the top, there is a blue header with the Montgomery County logo and the text 'MCG TAX ASSESSMENT SYSTEM -Test'. Below the header, a navigation bar contains 'Home' and 'View Property'. The main content area is titled 'View Property' and features a search section. The search section includes a 'Search By' label, an 'Account#:' input field, a 'Levy Type:' dropdown menu with '- Select -' as the selected option, and a 'Levy Year:' dropdown menu with '- Select -' as the selected option. To the right of these fields are 'Search' and 'Cancel' buttons. The bottom of the page has a blue footer containing the text: 'Privacy Policy | User Rights | Accessibility | Disclaimer', 'Copyright 2002-2014 Montgomery County Government All Rights Reserved', and 'Best viewed with IE 7.0 and higher'.

Figure 5 – View Property

## To Search for an Account

1. From the View Property screen, enter a eight digit account number into the Account Number field.
2. Click Search. *\*To clear your search and start over, click “Cancel”*

View Property

**Search By**

Account#:   Levy Type:  Levy Year:

In this example, upon searching for Account #00000011, a table populates with the account records for each levy year (dating back to 1999).

View Property

**Search By**

Account#:  Levy Type:  Levy Year:

Total: 16

| Account Number | Levy Type | Levy Year | Owner Name                | Premise Address                    | Mail Address                       | Tax Class | District Ward | Geo Code | Owner Occ. Code | Record Type | Edit |
|----------------|-----------|-----------|---------------------------|------------------------------------|------------------------------------|-----------|---------------|----------|-----------------|-------------|------|
| 00000011       | A         | 2014      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2013      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2012      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2011      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2010      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2009      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2008      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2007      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2006      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2005      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2004      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2003      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2002      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2001      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 2000      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |
| 00000011       | A         | 1999      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           | Edit |

For each account, the table displays the account number, levy type, levy year, owner name, premise address, mail address, tax class, district ward, geo code, owner occupancy code, and record type.

**Search By**

Account#:  Levy Type:  Levy Year:

Total: 16

| Account Number | Levy Type | Levy Year | Owner Name                | Premise Address                    | Mail Address                       | Tax Class | District Ward | Geo Code | Owner Occ. Code | Record Type |
|----------------|-----------|-----------|---------------------------|------------------------------------|------------------------------------|-----------|---------------|----------|-----------------|-------------|
| 00000011       | A         | 2014      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           |
| 00000011       | A         | 2013      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG , 20879 | P O BOX 449 BARNESVILLE , MD 20838 | 42        | 01            | 81       | N               | M           |

Additional Notes:

The Account Number field is required as demarcated by the red asterisk (\*).

Users may also opt to provide Levy Type and Levy Year by selecting from the drop down menus.

Doing so limits the search criteria to one levy type and one levy year as opposed to doing a more comprehensive search.

Total: 1

| Account Number | Levy Type | Levy Year | Owner Name                | Premise Address                   | Mail Address                      | Tax Class | District Ward | Geo Code | Owner Occ. Code | Record Type |
|----------------|-----------|-----------|---------------------------|-----------------------------------|-----------------------------------|-----------|---------------|----------|-----------------|-------------|
| 00000011       | A         | 2013      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK GAITHERSBURG, 20879 | P O BOX 449 BARNESVILLE, MD 20838 | 42        | 01            | 81       | N               | M           |

## To View the Complete Record

1. From the search results in the previous example, click the hyperlink in the Account Number column.

| Account Number           | Levy Type | Levy Year | Owner Name                | Premise Address                         | Mail Address            |
|--------------------------|-----------|-----------|---------------------------|---|-------------------------|
| <a href="#">00000011</a> | A         | 2014      | BROWN R EDWIN & WINSOME S | 07801 AIRPARK<br>GAITHERSBURG , 20879   | P O BOX 44<br>BARNESVIL |
| <a href="#">00000022</a> | A         | 2014      | CASSIS JOHN D ET AL TR    | 18970 WOODFIELD<br>GAITHERSBURG , 20879 | 701 HERITA<br>GEORGETO  |
| <a href="#">00000033</a> | A         | 2014      | O'DONNELL JOHN P          | 21411 WOODFIELD<br>GAITHERSBURG , 20882 | 21411 WOC<br>GAITHERSB  |

Upon clicking the hyperlink for account number “00000011”, a new screen appears displaying the full record.

| Record Information    |                           |                      |                      |                      |                           |                       |     |
|-----------------------|---------------------------|----------------------|----------------------|----------------------|---------------------------|-----------------------|-----|
| Account Number:       | 00000011                  | Levy Year:           | 2014                 | Levy Type:           | A                         | Tax Class:            | 42  |
| Owner Name:           | BROWN R EDWIN & WINSOME S | Owner Name2:         |                      | Name Key:            | BROWN R EDWIN & WINSOME S | Owner Occupancy Code: | N   |
| County Code:          | 16                        | District Ward:       | 01                   | Geographic Code:     | 81                        | Town Code:            | 000 |
| Subdivision Code:     | 0009                      | Plat Number:         |                      | Section:             |                           | Block:                |     |
| Lot:                  |                           | Map:                 | GU21                 | Grid:                | 0000                      | Parcel:               | 000 |
| Zoning Code:          | I4                        | Land Use Code:       | I                    | MultiParentAcct Ind: |                           | BPRUC:                | 500 |
| County Property Code: | 637                       | County Service Code: |                      | Utility Sewer:       | Public                    | Utility Water:        | N/A |
| Mailing Address       |                           |                      |                      |                      |                           |                       |     |
| Street Address:       | P O BOX 449               | Street Address2:     |                      | Mailing City:        | BARNESVILLE               | Mailing State:        | MD  |
| Mailing Zip:          | 20838-                    |                      |                      |                      |                           |                       |     |
| Legal Description:    |                           |                      |                      |                      |                           |                       |     |
| Legal Desc1:          | PAR O MONTGOMERY AIR      | Legal Desc2:         | PARK INDUSTRIAL PARK | Legal Desc3:         |                           | Legal Desc3:          |     |
| Premise Address       |                           |                      |                      |                      |                           |                       |     |
| Number:               | 07801                     | Number Suffix:       |                      | Direction:           |                           | Name:                 | AIR |
| Type:                 | RD                        | City:                | GAITHERSBURG         | Zip:                 | 20879-2333                | Condo Unit:           |     |
| Deed Reference        |                           |                      |                      |                      |                           |                       |     |
| Deed Reference:       |                           | Lib:                 | 21204                | Page:                | 0300                      |                       |     |