



GUIDANCE – PROCESS AND PAYMENT FLOWS FROM AN ENERGY IMPROVEMENT CHARGE ADDED TO THE MUNICIPAL TAX BILL OF AN IMPROVED PROPERTY AUTHORIZED UNDER ARTICLE 5-L OF THE NYS GENERAL MUNICIPAL LAW

Assumptions:

- 1) Local Law has passed and EIC/Municipal Agreements and Resolutions joining EIC are in place enabling the provision of Energy Improvement financing and formalizing the relationship between EIC and the County (“Member”).
- 2) Benefited property has cleared EIC financing criteria, has been improved and a charge to repay financing has been authorized to be added to the improved property.

Timeline:

- a) EIC provides Annual Report to the Member’s Assessor, Tax Receiver, Clerk and/or Comptroller **TBD** days before taxes are due. Annual report to include:
 - i. List of newly approved benefited properties (“Additions”) to add to Assessment rolls. Data to include:
 - i. PARCEL ID (SECTION, BLOCK LOT)
 - ii. PARCEL ADDRESS
 - iii. SWISS CODE (TOWN IDENTIFYING CODE)
 - ii. List of existing benefited properties with
 - i. PARCEL ID (SECTION, BLOCK LOT)
 - ii. PARCEL ADDRESS
 - iii. SWISS CODE (TOWN IDENTIFYING CODE)
 - iii. List of benefited properties that have satisfied the financing terms (“Satisfactions”) and the satisfaction date,
 - iv. Notice of satisfaction,
 - v. Origination date,
 - vi. Total notional of financing,
 - vii. Total outstanding balance,
 - viii. Annual payment,
 - ix. Total annual Municipal collections due to EIC
- b) Member’s Clerk provides list (eg: warrant) to Member’s Municipal Board for approval to have warrant (including the Energy Improvement Charge) added to each benefited property’s tax bill. OPTIONAL: EIC may provide Annual Report to Local Municipality
- c) Approximately two and one half months before municipal taxes are due, Member’s Clerk forwards the list to the Local Municipal Assessor/Receiver who creates the bucket (special “Move tax” or “re-levy” code) and places the Charge on the tax bill. NOTE: Use one Code generation method and describe the line as: “Energy Improvement Charge 2025” where 2025 equals the last year the Charge will be levied.
 - i. TIP: Charge amount will be fixed for the term of financing. Put \$ amount



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from EIC as per codes in text file form – inputs into Tax Program System (eg: RPS)

- d) Local Tax Bills Print and Mail (Approx. one month before municipal taxes are due)
- e) Local Tax Receiver receives Charge payments (Municipal tax due date)
- f) Local Tax Receiver pays Member's owed amounts to Member's Finance Dept – within 30 days after taxes are due
- g) EIC's Trustee receives Charge Payments from Member's Tax/Finance team within 45 days of Municipal Tax due date.