-LEGAL AD NOTICE-

Notice is hereby given that sealed bids will be received by the Madison County Treasurer's Office for **LOCKBOX AND COLLECTOR BANK SERVICE**.

Specifications, instruction to bidders, bid form and all data necessary to submit a sealed bid may be obtained from the Madison County Treasurer's Office, Madison County Administration Building, 157 N. Main St., Suite 125, Edwardsville, IL.

SEALED BIDS must be received or postmarked by June 1, 2017 at the Madison County Administration Building, Treasurer's Office, 157 N. Main St., Suite 125, Edwardsville, IL.

For questions or additional information please contact Deputy Treasurer Patrick McRae at (618) 296-4673

The right is reserved to reject any or all bids.

Madison County is an "Equal Opportunity Employer".

By Order of the
Madison County Treasurer's Office
Chris Slusser, Treasurer
Phone: (618) 692-6260

Chris Slusser

Madison County Treasurer
157 N. Main St. Suite 125
P.O. Box 729
Edwardsville, IL 62025-0729

Office: 618. 692.6260
Fax: 618. 692.7020
madcotreas@co.madison.il.us
www.madcotreasurer.org

April 10, 2017

Notice to Bidders

The Madison County Treasurer's office is seeking bids for our lockbox & collector bank service. Our current service provider processes property tax payments from both taxpayers and collector banks. This will be a 4 year contract beginning 03/01/18. Attached you will find a detailed scope of work for our current service. Bids should be structured on a graduated payment schedule to be phased in over the 4 year contract. All bids should include a right to terminate by either party with 60 days written notice prior to the end of each contract year if a mutual remedy cannot be reached. Preference may be given to institutions who process within Madison County. Previous lockbox experience is required and examples should be included within bids. Must meet minimum insurance requirements.

Sealed bids should be returned or postmarked by June 1, 2017. For questions or additional information please contact Deputy Treasurer Patrick McRae at (618)296-4673.

Respectfully,

Patrick McRae

Deputy Treasurer

Lockbox Services

Daily:

1. Travel to the Edwardsville Post Office to pick up real estate tax payments each weekday morning (except for Federal holidays).
    - The processor is often required to make two trips to the P.O. each morning because not all mail has been sorted and made available by postal employees on the first run.
2. Sort envelopes based on type of real estate tax payment, source of payment (taxpayer vs. Collector Bank), and envelope size before opening.
    - Misdirected mail must be returned to the Post Office.
3. Courier will bring Certified and Priority Mail envelopes to our office for processing.
4. Prep Collector Bank batches:
    - Put in numeric order based from 4 digit Collector Bank Number
    - Put in deposit date order
    - Batch accordingly with a batch and control ticket for each corresponding Collector Bank number (assigned by Treasurer's Office)
    - Verify the grand total on both adding machine tapes (stub and check) are equal for every batch; verify these totals are listed correctly on the deposit ticket copy/receipt, tran card and dummy check
    - Verify that all other info on deposit ticket copy/receipt, tran card and dummy check (representing the total of payments deposited at that financial institution on a specific day) is completed and accurate for every batch, and put items in proper order prior to scanning
    - Contact the Treasurer's Office if any deposit is out-of-balance or missing stubs and either remove/return transaction or continue processing using exception handling procedures
        i. Documentation is required for the Treasurer's Office if exception handling or `force balance' procedures are implemented
    - Complete Daily Batch Number Log and note any procedural inaccuracies on the Procedural Inaccuracies Log for tracking/training purposes
5. Prep Regular Mail batches (directly from taxpayer)
    - Verify that payments balance and put items in proper order prior to scanning (can be over/short up to $1.00 - per County guidelines)
    - Send all payments out of balance by $1.01 or greater (or transactions which are missing coupons and parcel number isn't listed on check or other corresponding information) to the Treasurer's Office in original envelope
    - Send all payments which are made for a prior tax year to the Treasurer's Office in original envelope
    - Any payments that are missing coupons or are damaged, that allow transaction to balance and payment to be processed will be sent by courier to our office for processing.

- Batch taxpayers' payments accordingly with a batch and control ticket (assigned by the Treasurer's Office)

6. Scan all batches on sorter
7. Identify any items that are unreadable by the software as credit or debit (to enable further processing)
8. Key the OCR line on rejected stubs
9. Key the MICR line on rejected checks
10. Key the amounts on any checks that are unable to be read by CAR software
11. Balance any out-of-balance transactions (reject any Regular Mail transactions that are out-of-balance by $1.01 or more - per County guidelines), to be returned to the Treasurer's Office
12. Verify that the status of all batches are complete and balanced
13. Consolidate all batches into deposits (Collector Banks' batches must be separated out because they contain fake `dummy' checks)
14. Check endorsement spray on back of batches to ensure that the correct control ticket information is displayed, for research purposes
15. Reformat the data and images into a text file to be transmitted to the Treasurer's Office, as well as an X9.37 file to be sent to our core processing software, and from there transit items to be sent to the Federal Reserve Bank
16. Print reports to be sent via email to the Treasurer's Office (in an encrypted format)
17. Verify that all files processed are uploaded into research database for the Treasurer's Office staff to access and view all transactions
18. Complete spreadsheets in Microsoft Excel for volume and amount deposited for tracking purposes (to be provided daily, end of month, and end of season)
19. Transmit all daily processing files to the Treasurer's Office
20. Notify any Collector Banks that have made repeat procedural inaccuracies by calling the main contact for that financial institution, using a list provided by the Treasurer's Office staff

Other:

1. Retain all documents for 3 years
2. Order dummy checks for Collector Banks to be distributed during training session
3. Mobile, Monthly and Prepay Monthly tax payments will be couriered to our office for processing.

REAL ESTATE COLLECTOR

INFORMATIONAL AND PROCEDURAL MANUAL

FOR

2016 REAL ESTATE TAX YEAR

Chris Slusser

Madison County Treasurer

May 2017

Table of Contents

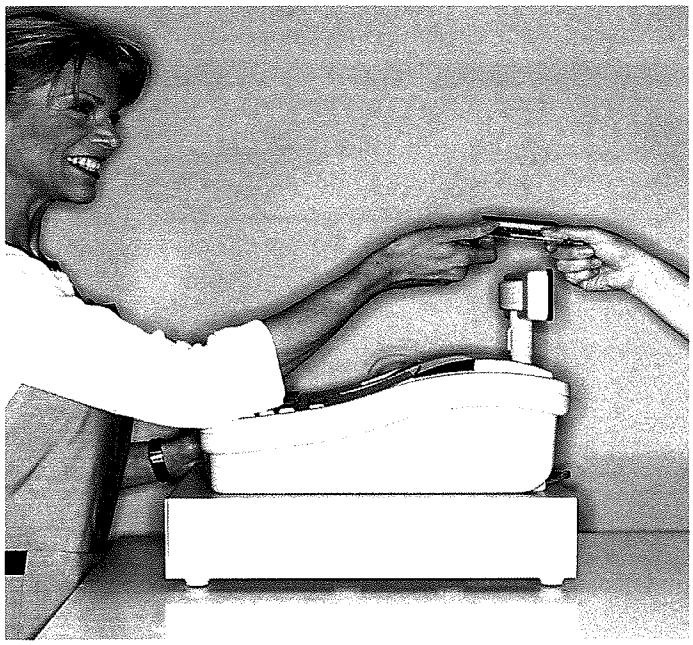
- Collection.....2
- Example of Coupon (Exhibit "A").....3
- Example of Tax Bill (Exhibit "B").....4
- Deposits.....5
- Example of Deposit Ticket (Exhibit "C").....7
- Example of Transmittal Card (Exhibit "D").....8
- Example of Dummy Check (Exhibit "E").....9
- Miscellaneous.....10
- Example of Sold (Exhibit "F").....11
- Example of Mailing (Exhibit "G").....12
- Example of Different Penalties Collected (Exhibit "H").....13
- Helpful Hints.....14

Real Estate Collector

Informational and Procedural Manual
For
2016 Real Estate Tax Year

- The 2016 Madison County Real Estate tax bills are being mailed out the week of May 30, 2017. Collections will begin on the first day the bills are mailed. The following pages are lists of procedures. It is important that each of the procedures is followed. Please read these instructions carefully before any tax payments are collected.

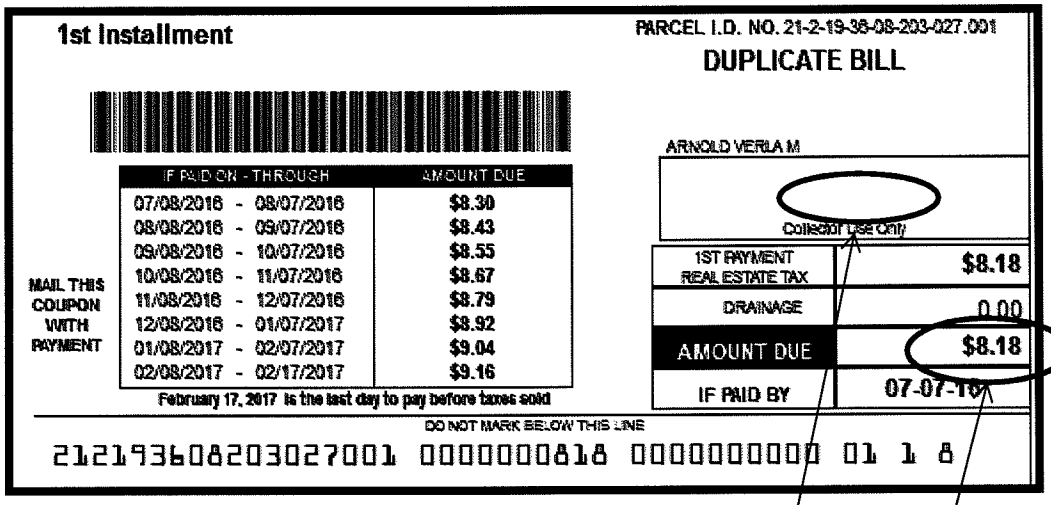
COLLECTION



- Only collect 2016 real estate taxes.
- Customers must have coupon in order to pay.
- Do not accept monthly payment installments or mobile home payments.

- Payment can be made in the form of cash, check or money order to Madison County Treasurer. Please ensure a phone number is on each.
- Review penalty dates and circle the correct amount.
- Stamp the Collector Use Only Box of each coupon with the stamp provided by the Treasurer's Office and do not mark on the bottom 1/3 of the coupon. (See Exhibit A: pg 3)
- Receipt the top part of the tax bill, for the taxpayers, by stamping it for each coupon they are paying, up to 4 times, with the stamp provided by the Treasurer's Office. (See Exhibit B: pg 4)
- An additional paid receipt MUST be issued by your bank.
- Remove all staples and paper clips from coupons and checks.
- Do not mix damaged or photocopied coupons with others, paper clip them separately and put them in front of undamaged coupons.

EXHIBIT "A"



1st Installment

PARCEL I.D. NO. 21-2-19-36-08-203-027.001

DUPLICATE BILL

IF PAID ON - THROUGH	AMOUNT DUE
07/08/2016 - 08/07/2016	$8.30
08/08/2016 - 09/07/2016	$8.43
09/08/2016 - 10/07/2016	$8.55
10/08/2016 - 11/07/2016	$8.67
11/08/2016 - 12/07/2016	$8.79
12/08/2016 - 01/07/2017	$8.92
01/08/2017 - 02/07/2017	$9.04
02/08/2017 - 02/17/2017	$9.16

February 17, 2017 is the last day to pay before taxes sold

MAIL THIS COUPON WITH PAYMENT

ARNOLD VERLA M

Collector Use Only

1ST PAYMENT REAL ESTATE TAX	$8.18
DRAINAGE	0.00
AMOUNT DUE	$8.18
IF PAID BY	07-07-16

DO NOT MARK BELOW THIS LINE

21219360820302700l 0000000818 0000000000 01 1 8

Each coupon should be stamped in the box marked "Collector Use Only' with the stamp Provided by the Treasurer's Office

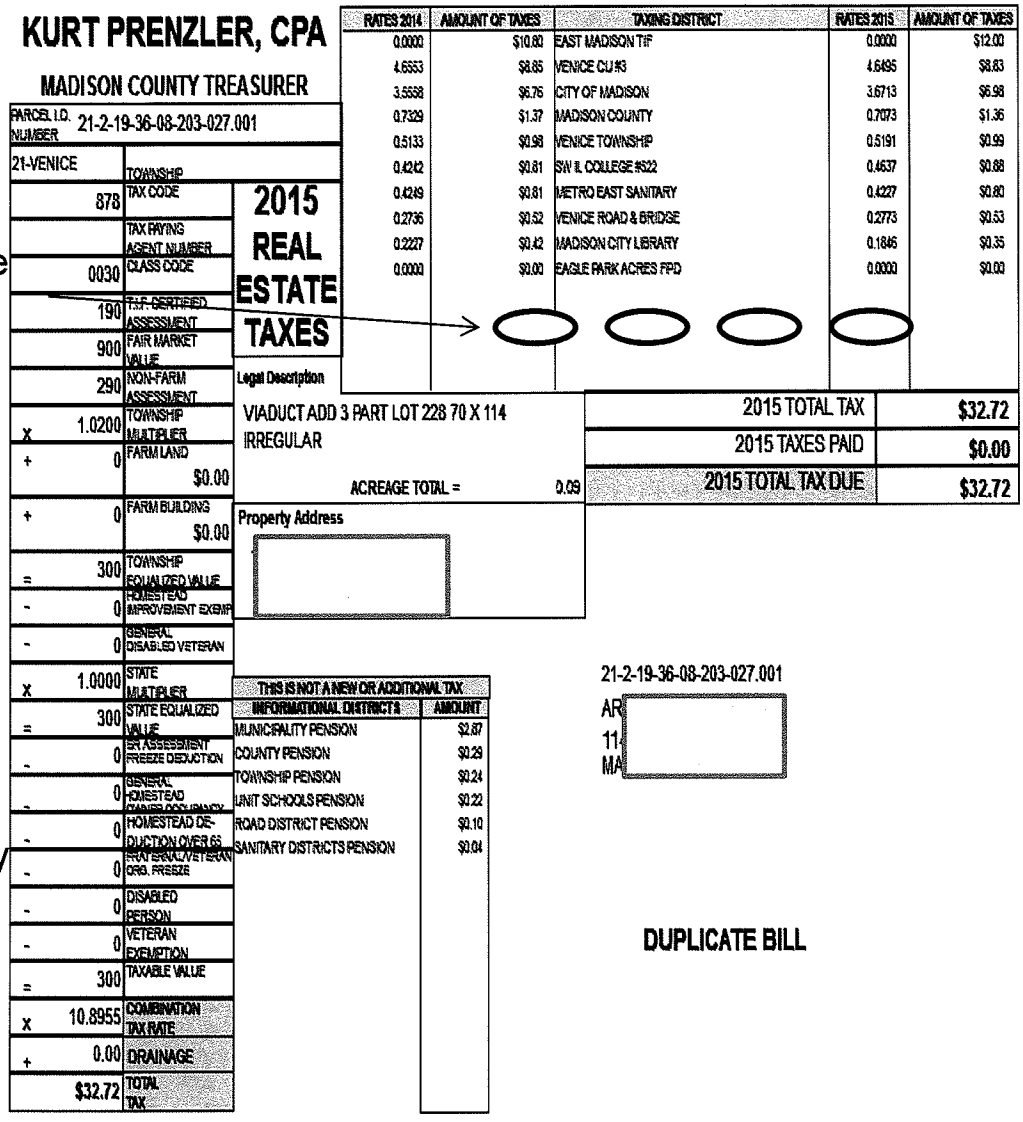
The correct amount must be circled and paid. If you are not sure of which amount to collect, ask your supervisor for assistance.

This area must have absolutely no markings of any kind written in it, as it will interfere with the scanning of the OCR line.

This area must have absolutely no markings of any kind written in it, as it will interfere with the scanning of the OCR line.

EXHIBIT "B"

- Receipt the top part of the tax bill. Stamp the bill one time when the first coupon is paid, and then stamp it again a second time for the second coupon, 3 for the third coupon and 4 for the fourth coupon. <u>Use the stamp provided by the Madison County Treasurer's Office. Make sure the collector number can be easily read.</u>
- Also, an additional paid receipt MUST be issued by your bank.



KURT PRENZLER, CPA

MADISON COUNTY TREASURER

PARCEL I.D. NUMBER 21-2-19-36-08-203-027.001

21-VENICE	TOWNSHIP
878	TAX CODE
	TAX PAYING AGENT NUMBER
0030	CLASS CODE
190	T.F. CERTIFIED ASSESSMENT
900	FAIR MARKET VALUE
290	NON-FARM ASSESSMENT
x 1.0200	TOWNSHIP MULTIPLIER
+ 0	FARM LAND $0.00
+ 0	FARM BUILDING $0.00
= 300	TOWNSHIP EQUALIZED VALUE
- 0	HOMESTEAD IMPROVEMENT EXEMP
- 0	GENERAL DISABLED VETERAN
x 1.0000	STATE MULTIPLIER
= 300	STATE EQUALIZED VALUE
- 0	SR ASSESSMENT FREEZE DEDUCTION
- 0	GENERAL HOMESTEAD
- 0	HOMESTEAD DE-DUCTION OVER 65
- 0	FRATERNAL/VETERAN ORG. FREEZE
- 0	DISABLED PERSON
- 0	VETERAN EXEMPTION
= 300	TAXABLE VALUE
x 10.8955	COMBINATION TAX RATE
+ 0.00	DRAINAGE
$32.72	TOTAL TAX

2015 REAL ESTATE TAXES

Legal Description

VIADUCT ADD 3 PART LOT 228 70 X 114 IRREGULAR

ACREAGE TOTAL = 0.09

Property Address

RATES 2014	AMOUNT OF TAXES	TAXING DISTRICT	RATES 2015	AMOUNT OF TAXES
0.0000	$10.80	EAST MADISON TIF	0.0000	$12.00
4.6553	$8.85	VENICE CU #3	4.6495	$8.83
3.5538	$6.76	CITY OF MADISON	3.6713	$6.98
0.7329	$1.37	MADISON COUNTY	0.7073	$1.36
0.5133	$0.98	VENICE TOWNSHIP	0.5191	$0.99
0.4242	$0.81	SW IL COLLEGE #522	0.4637	$0.88
0.4249	$0.81	METRO EAST SANITARY	0.4227	$0.80
0.2736	$0.52	VENICE ROAD & BRIDGE	0.2773	$0.53
0.2227	$0.42	MADISON CITY LIBRARY	0.1846	$0.35
0.0000	$0.00	EAGLE PARK ACRES FPD	0.0000	$0.00

2015 TOTAL TAX	$32.72
2015 TAXES PAID	$0.00
2015 TOTAL TAX DUE	$32.72

THIS IS NOT A NEW OR ADDITIONAL TAX

INFORMATIONAL DISTRICTS	AMOUNT
MUNICIPALITY PENSION	$2.87
COUNTY PENSION	$0.29
TOWNSHIP PENSION	$0.24
UNIT SCHOOLS PENSION	$0.22
ROAD DISTRICT PENSION	$0.10
SANITARY DISTRICTS PENSION	$0.04

21-2-19-36-08-203-027.001

AR
11
MA

DUPLICATE BILL

DEPOSITS

- It is very important that your institution copies or microfilms the tax coupons and checks you are depositing for research and transit loss purposes. If a problem occurs, we may have to call your institution to research that deposit.

- When ordering deposit tickets for tax payments, please include Madison County Treasurer, your collector #, and your individual tax account number as assigned. (See Exhibit C: pg 7) Tax collections will be deposited in the Treasurer's account.

- **Each branch is responsible for ordering & paying for deposit tickets. The Treasurer's account should NOT be charged for deposit tickets, return checks or any other fees.**

- When depositing the payments, make sure that the total amount of the deposit is accurate. Please add the checks and the coupon amounts separately and indicate which tape is the deposit tape and which is the coupon tape. It is important that these tapes are saved, as they will be attached to the transmittal card for each deposit.

- Be certain to *press hard enough* for the deposit amount to be easily read on the copy of the deposit ticket being mailed. Each collector bank should stamp every deposit ticket for the Madison County Treasurer with the stamp provided, or have your number preprinted on it. Make sure to stamp the deposit ticket in a space where it can be easily read. (See Exhibit C: pg 7)

- When the deposit is balanced, a transmittal card should be completed with all the requested information. (See Exhibit D: pg 8) After the card is filled out, the two adding machine tapes (showing the totals of both the payments and coupons) and the deposit ticket should be stapled to the back. Make sure everything is facing the same direction.

- Next, complete the dummy check filling in the deposit date, collector number, and amount of deposit. (See Exhibit E: pg 9) After the dummy check is completed, place it immediately behind the coupons which compose that deposit. Make sure everything is *facing the same direction.* Now place a rubber band around the coupons and the dummy check leaving the transmittal card with attached deposit ticket and tapes separate. (If it is a small batch, you can use a paper clip.) Do not wrap the rubber band so tightly that the coupons are damaged in any way; however they should be secured so that none are dropped out when being removed from the envelope.

- **Need to trim bottom of the stubs, if uneven.**

- Batches should not exceed 100 coupons. (Do not need to count – approximately 1 inch thick)

- *Do not mix penalty-payment amounts* when making deposits. Payments received during different penalty periods must be kept separate from each other. **Penalty periods are the list of date ranges on each coupon.....NOT INSTALLMENT PAYMENTS.** (See Exhibit H: pg 13) A NEW penalty period ONLY occurs on the 7th of each month. (I.e.: Do not put payments collected on September 7th, which has a penalty period range from 08/07/2017 – 09/06/2017, with payments collected on September 7th, which has the penalty period range of 09/07/2017 – 10/06/2017. Make a separate deposit for each of these CALENDAR DAYS. You should have ONLY one deposit per CALENDAR day, unless you have payments collected on both the 6th &7 8th to be deposited or your batch has more than 100 coupons.

- If a change needs to be made to a deposit, initial and state the reason for the change.

- If your institution has an early cut-off, you will need to account for all payments received that day on that day. This is especially important on the day before a penalty date, so that non-penalty payments can be accepted without penalty. (For example, if a payment is received after 2:00 p.m. cut-off on September 7th, which is the day before a penalty date, include it in the deposit of non-penalty payments accepted before 2:00 p.m. Do not mix it with penalty payments accepted on September 08th, because the payments are from different periods, and will be credited accordingly.)

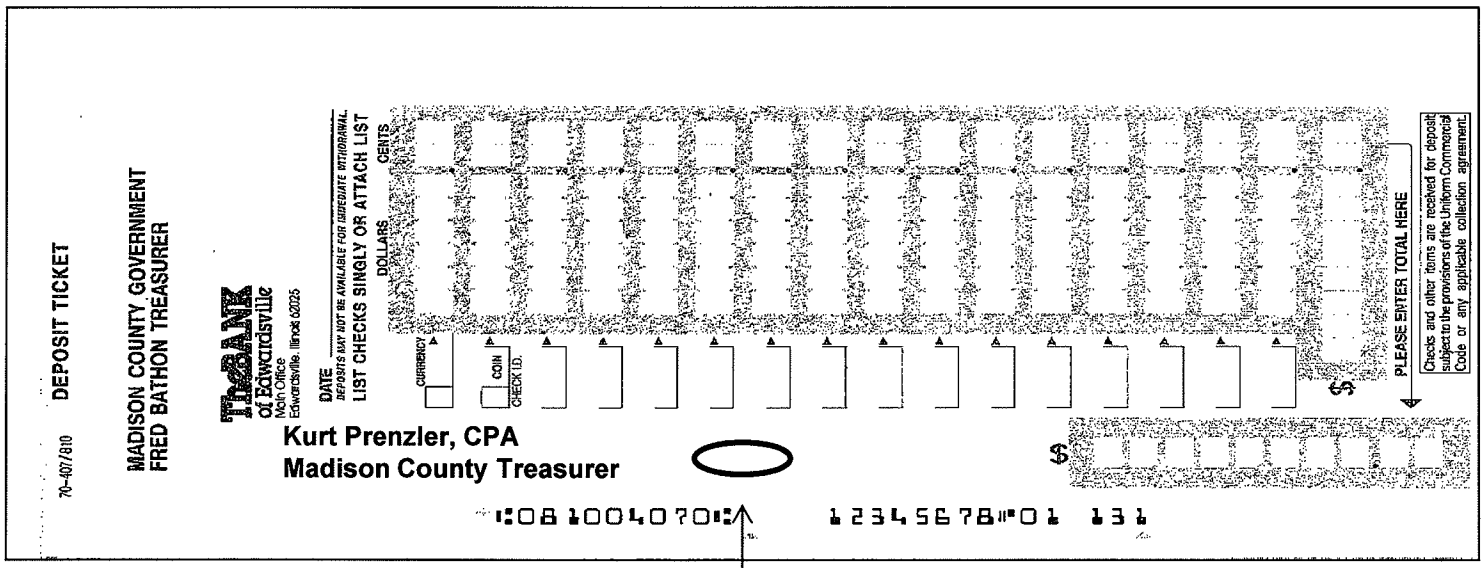
- A deposit must be made ***each day*** that taxes are paid at a collector institution. Each branch should send in their own coupons, dummy checks, copies of deposit tickets and transmittal cards directly to:

  Chris Slusser
  Madison County Treasurer
  P.O. Box 849
  Edwardsville, IL 62025

  PLEASE MAIL THESE BATCHES DIRECTLY TO **PO BOX 849 DAILY** AND NOT TO ANOTHER BRANCH. DO NOT HOLD PAYMENTS AT ANY LOCATION FOR ANY LENGTH OF TIME.

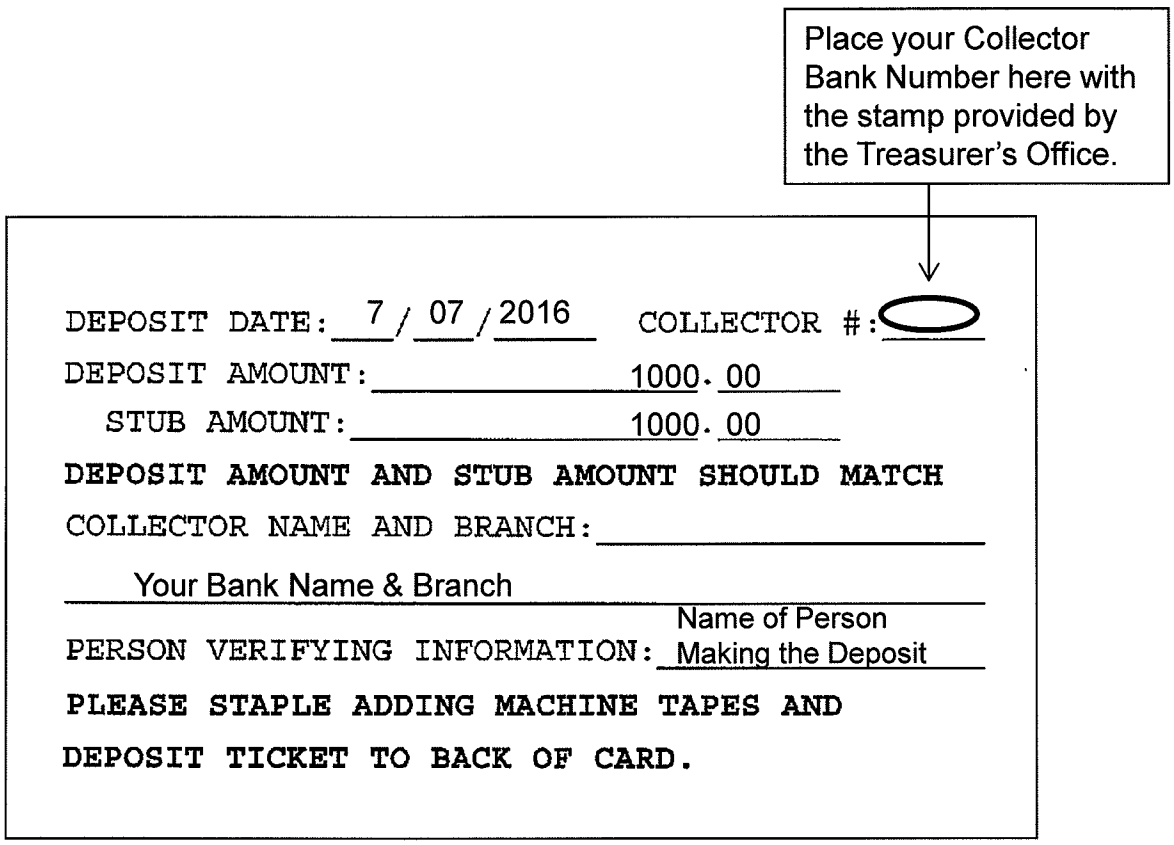
- Stamp your envelope with your collector stamp. (See Exhibit G: pg12)

EXHIBIT "C"



- Each collector should stamp every deposit ticket with the stamp provided by the Treasurer's Office or have your stamp number preprinted on it.

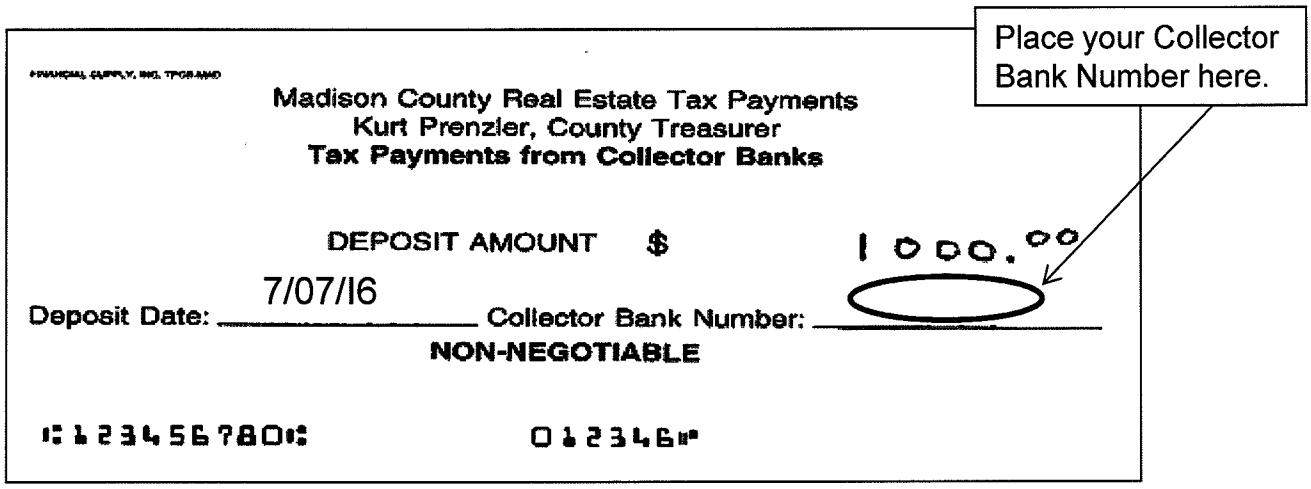
EXHIBIT "D"



- Complete each line on the transmittal card, making sure that the deposit amount and stub amount are equal. Make sure to staple to back of card the two adding machine tapes and the deposit ticket.

- After adding the checks and stubs, and verifying that the amounts are the same, staple these two tapes to the back of the transmittal card.

EXHIBIT "E"



In order to allow the software to read the handwriting on these new documents, please print your numbers as shown below:

9 8 7 6 5 4 3 2 1 0

- **Do not cross your 7 or 0, and keep in mind that the 1 has no serf and the 4 must be open at the top.**
- **All writing must be in *BLACK INK.***
- **Always write the entire dollar amount, and do not draw a line for double zeros or zero cents.**
- **If an error is made while writing the ticket, it is preferable to begin a new ticket rather than write on top of existing numbers or cross out numbers and write above or below that field.**
- **CAR/LAR software will only read handwriting if the numbers are written correctly and are located in the appropriate boxes.**
- **Complete each line on the dummy check, making sure that the deposit date, collector number, and amount of deposit are filled in.**
- **All info on ticket must be handwritten (stamps can not be read.) Please write legibly!**

MISCELLANEOUS

- Questions from collector institutions regarding the collection and mailing of real estate tax payments should be directed to Joli at (618) 296-4035 or at Lisa (618) 296-4039. If a taxpayer has a question regarding the payment of his or her taxes, he or she should call the Treasurer's Office general information line, which is (618) 692-6260. For further details on payment options, where Real Estate taxes go, available deductions, etc. you can also direct the taxpayer to our website at www.madcotreasurer.org.

- The following issues can only be taken care of at the Treasurer's Office:
  - Any problems or questions about tax bills
  - Monthly payment plans for taxes
  - Lost or misplaced tax bills
  - Mobile Home Taxes
  - Refunds

- Do Not accept change of address forms with payments. These must be mailed, faxed or e-mailed by the taxpayer to the Treasurer's Office.

- Reminder: **Do not accept any payments after the cut-off date, January 31, 2018. Please direct any inquiries to the Treasurer's Office after this date.**

- Escrow account tax payments **can not be mixed in** with collections of regular payments. These should be mailed directly to :

  Chris Slusser
  Madison County Treasurer
  P.O. Box 729
  Edwardsville, IL 62025

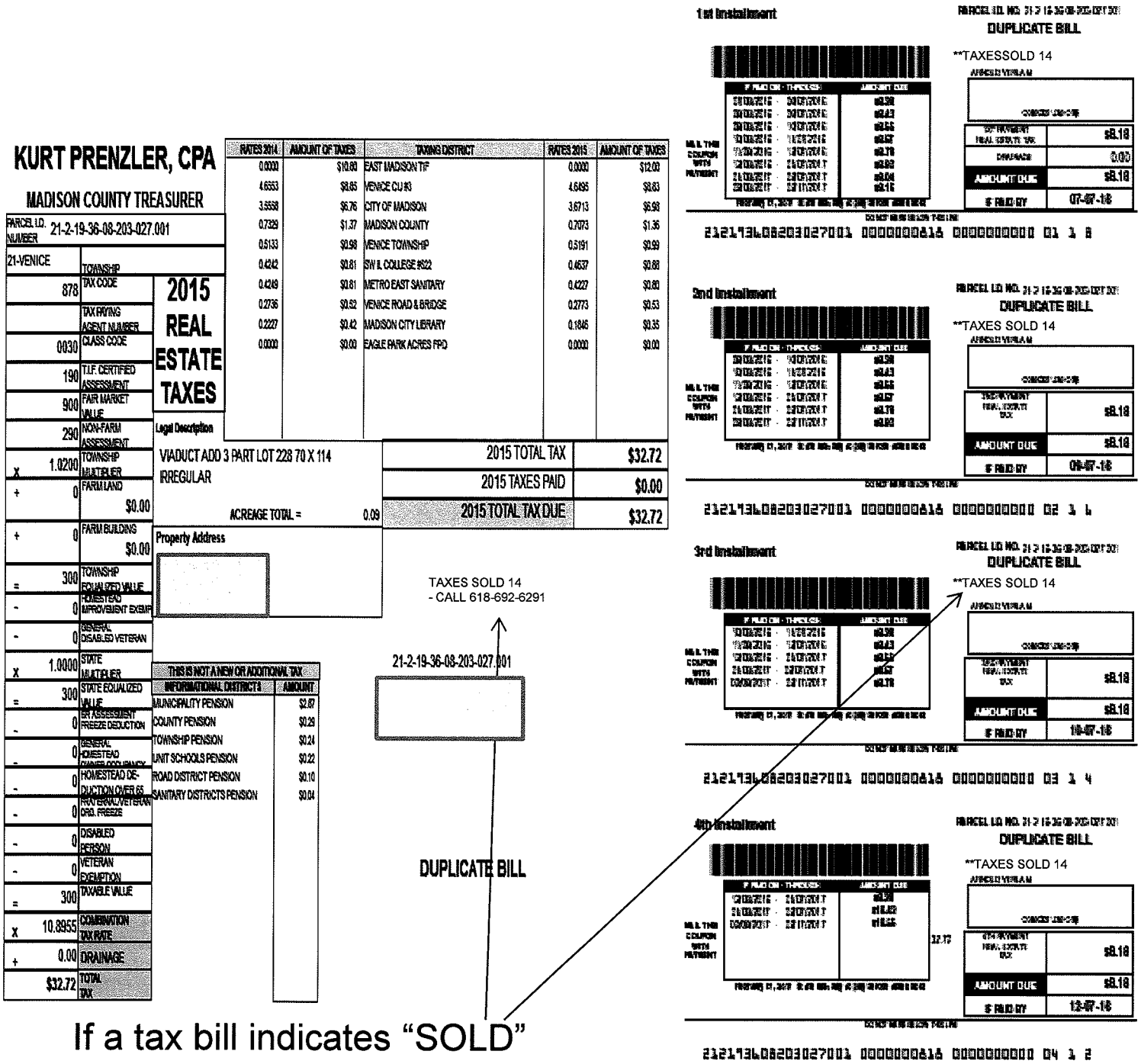
- If you see a **"SOLD"** message on the coupons, tell your customer they need to check with the Madison County Clerk's office (618-292-6291) about back taxes. **They can still pay their current taxes at your location.** See Exhibit "F".

- We have had some inquiry into publicizing the fact that the financial institution located in the County is participating in the collection process. If your institution wishes to include that fact in any advertising, the Treasurer's Office would find that acceptable. (We advertise to that effect on the back of every tax bill.)

- In order to ensure timely distributions, we will draw down from our account on a periodic basis through the ACH system as we have in the past.

THANK YOU FOR YOUR COOPERATION AND ASSISTANCE TO THE CITIZENS OF MADISON COUNTY!

EXHIBIT "F"

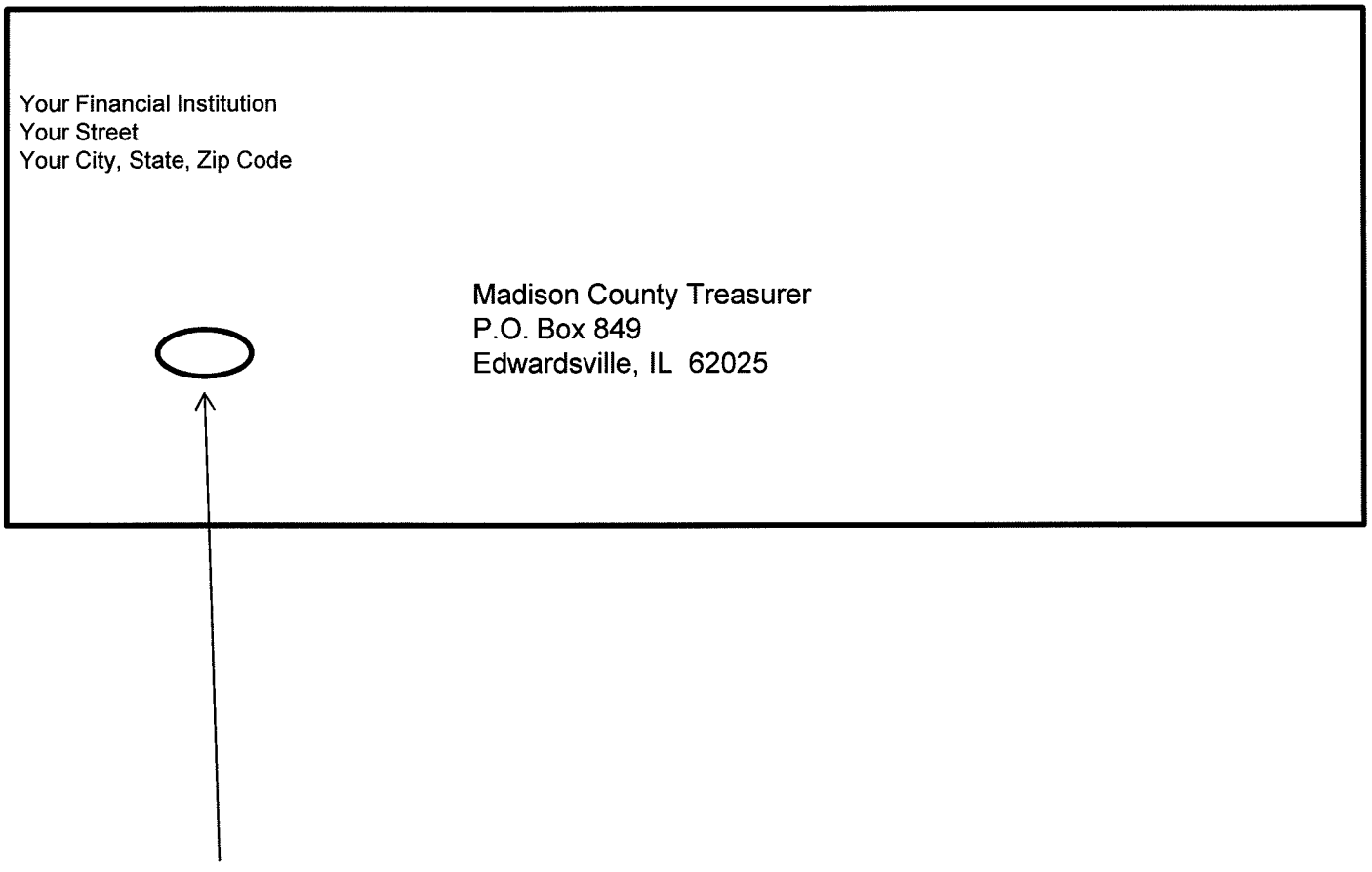


If a tax bill indicates "SOLD"

The taxpayer is urged to contact the County Clerk's office immediately to prevent loss of property. Please have them call phone #618-692-6291. ***The customer can still pay their current taxes at your location.***

EXHIBIT "G"

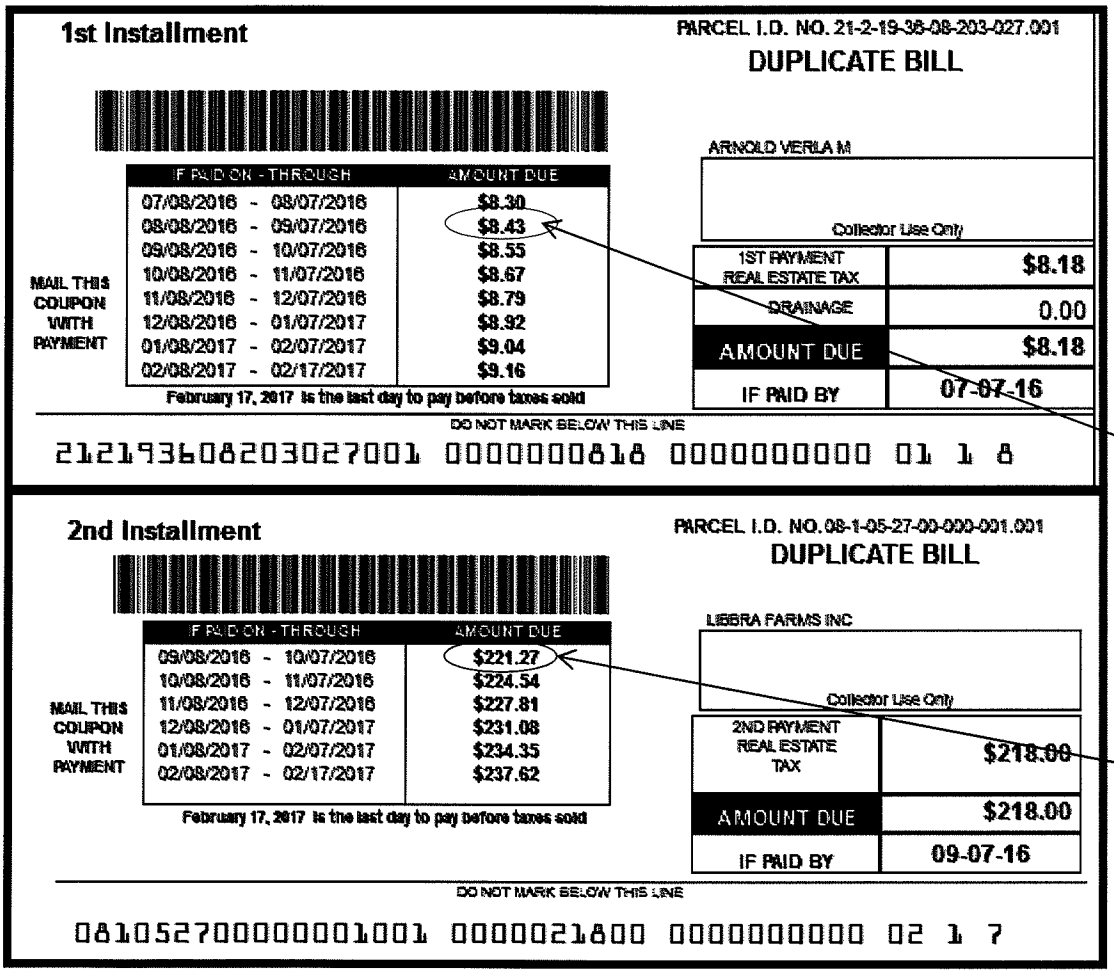
Example of Collector Envelope
with stamp in the correct position



This is the *ONLY* location to stamp your Collector Number provided by the Treasurer's Office.

EXHIBIT "H"

These two payments would never go in the same deposit.



1st Installment

PARCEL I.D. NO. 21-2-19-36-08-203-027.001

DUPLICATE BILL

ARNOLD VERLA M

Collector Use Only

IF PAID ON - THROUGH	AMOUNT DUE
07/08/2016 - 08/07/2016	$8.30
08/08/2016 - 09/07/2016	$8.43
09/08/2016 - 10/07/2016	$8.55
10/08/2016 - 11/07/2016	$8.67
11/08/2016 - 12/07/2016	$8.79
12/08/2016 - 01/07/2017	$8.92
01/08/2017 - 02/07/2017	$9.04
02/08/2017 - 02/17/2017	$9.16

MAIL THIS COUPON WITH PAYMENT

February 17, 2017 is the last day to pay before taxes sold

1ST PAYMENT REAL ESTATE TAX	$8.18
DRAINAGE	0.00
AMOUNT DUE	$8.18
IF PAID BY	07-07-16

DO NOT MARK BELOW THIS LINE

21219360820302700l 0000000818 0000000000 01 1 8

2nd Installment

PARCEL I.D. NO. 08-1-05-27-00-000-001.001

DUPLICATE BILL

LIBBRA FARMS INC

Collector Use Only

IF PAID ON - THROUGH	AMOUNT DUE
09/08/2016 - 10/07/2016	$221.27
10/08/2016 - 11/07/2016	$224.54
11/08/2016 - 12/07/2016	$227.81
12/08/2016 - 01/07/2017	$231.08
01/08/2017 - 02/07/2017	$234.35
02/08/2017 - 02/17/2017	$237.62

MAIL THIS COUPON WITH PAYMENT

February 17, 2017 is the last day to pay before taxes sold

2ND PAYMENT REAL ESTATE TAX	$218.00
AMOUNT DUE	$218.00
IF PAID BY	09-07-16

DO NOT MARK BELOW THIS LINE

0810527000000001001 0000021800 0000000000 02 1 7

One was collected for the 2nd penalty amount on Sept. 07, 2017, and the other was collected for the first penalty amount on Sept. 08, 2017.

Two separate deposits would be made for these payments.

Helpful Hints...

- Collect the exact amount for all installment payments. Do not collect partial payments. If the taxpayer insists on paying a different amount than what is on the tax bill, please have them contact the Treasurer's Office.
- Do not collect zero bills. If the taxpayer insists on giving you a zero bill, stamp their copy to keep as a receipt, but do not put it in with your work. Shred it.
- Circle the correct amount being paid on each coupon.
- Stamp each coupon in the designated area and deposit ticket (if not preprinted) with Collector stamp.
- Do not mark in OCR area.
- Please prepare deposits correctly: clearly print total, include 2 adding machine tapes (one for coupons, one for checks), make sure all coupons are facing the same direction.
- Complete a "dummy check" to include with each deposit, equal to the total of that deposit.
- Make only one deposit per day except on penalty dates OR when you have more than 100 coupons in a batch.
- Please trim bottom of installment stub, if uneven.
- Stamp all Collector Bank envelopes with your Collector Bank #.
- Mail batches to the correct address, P.O. Box 849