

Questions and Answers
RFP No. 2021-32
Posted October 25, 2021

Question #1: Could the City provide examples of remittance document for tax bills?

Answer #1: Please see the attached Exhibit "A" to this Addendum, which includes a sample tax bill and a sample tax receipt.

Question #2: The RFP states that the City requires the ability to capture and transmit billing / application data. Does the City utilize an OCR scanline on the remittance documents for the bank to capture and transmit data? If an OCR scanline is not provided, does the City require data elements be captured from remittance documents? If so, what fields need to be captured and many characters are in each data field?

Answer #1: Please see the attached Exhibit "B" to this Addendum, which is a sample bill from the City's Department of General Services (DGS).

Exhibit “A”

CITY OF ALBANY - 2021 PROPERTY TAXES

FISCAL YEAR: 1/1/2021 to 12/31/2021 WARRANT 12/31/2020 ESTIMATED COUNTY STATE AID: \$96,037,904

MAKE CHECKS PAYABLE TO:

CITY OF ALBANY
CITY HALL, RM. 110
24 EAGLE ST.
ALBANY, NY 12207

TO PAY IN PERSON:

City Hall Room 109
24 Eagle Street
Albany, NY 12207
(518) 434-5035

PROPERTY INFORMATION:

ACCOUNT #: [REDACTED]
DIMENSION: [REDACTED]
ROLL SECTION: [REDACTED]
LOCATION: [REDACTED]
SCHOOL: [REDACTED]
FULL MARKET VALUE: As of 3/1/20 [REDACTED]
UNIFORM % OF VALUE: [REDACTED]
LAND ASSESSMENT: [REDACTED]
TOTAL ASSESSMENT: [REDACTED]

PROPERTY OWNER:

[REDACTED]

EXEMPTION	VALU	FULL VALU	TAX PURPOSE
VETWAR CTS	22,800	24,411	C/T/S
VETDIS CTS	76,000	81,370	C/T/S

PROPERTY TAX PAYERS BILL OF RIGHT:

If you feel the assessment on your property is too high, you have the right to file a grievance to lower it for future tax bills. For information, please contact your assessor for the booklet "How to File a Complaint on Your Assessment" and to inquire about exemptions. Any reduction in assessment will NOT be reflected on this bill. The filing date for this assessment has passed.

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR LEVY	TAXABLE VALUE OR UNITS	RATE	TAX AMOUNT
HOMESTEAD PARCEL					
COUNTY TAX	18,495,623	4.6	53,200.00	3.76799500	200.46
CITY TAX	59,850,000	1.7	53,200.00	11.01844400	586.18
2021 WASTE COLL	0	0.0	90.00	1.00000000	90.00
2020 WASTE COLL	0	0.0	90.00	1.00000000	90.00

TOTAL TAXES/FEES DUE BY: MAY 31, 2021: \$966.64

Full Payment Options

PAY BY	TAX AMOUNT	INTEREST	TOTAL DUE
10/31/2021	966.64	77.33	1,043.97
11/30/2021	966.64	87.00	1,053.64
12/31/2021	966.64	96.66	1,063.30

The Treasurer's office may now accept installment payments for this bill as shown above. This may be a change from any prior bills. For more information, see the reverse.

Note: Please refer to reverse side for important information.

RECEIVER'S STUB MUST BE RETURNED. FOR A RECEIPT OF PAYMENT, RETURN THIS ENTIRE BILL.

**CITY OF ALBANY - 2021 PROPERTY TAXES
RECEIVER'S STUB**

CITY OF: ALBANY
PROPERTY ADDRESS: [REDACTED]

SCHOOL: ALBANY

ACCOUNT #:
BILL NUMBER:
Tax Map #:
BANK CODE:

[REDACTED]

	Tax Amount	Interest	Total Due	TOTAL INSTALLMENT #1
10/31/2021	966.64	77.33	1,043.97	OR TO PAY IN FULL \$1,043.97
11/30/2021	966.64	87.00	1,053.64	
12/31/2021	966.64	96.66	1,063.30	

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CITY OF ALBANY - CITY 2021

FISCAL YEAR: 1/1/2021 to 12/31/2021	WARRANT DATE: 12/31/2020	STATE AID: CNTY 96,037,904
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MAKE CHECKS PAYABLE TO: _____

BANK	BILL	TAX MAP NUMBER

CITY HALL, RM. 110
24 EAGLE ST.
ALBANY, NY 12207

TO PAY IN PERSON:

City Hall Room 109
24 Eagle Street
Albany, NY 12207
(518) 434-5035

PROPERTY INFORMATION:

ACCOUNT#: [REDACTED]
DIMENSION: [REDACTED]
ROLL SECTION: [REDACTED]
LOCATION: [REDACTED]
MUNICIPALITY: [REDACTED]
SCHOOL: [REDACTED]
FULL MARKET VALUE: [REDACTED]
UNIFORM % OF VALUE: [REDACTED]
LAND ASSESSMENT: [REDACTED]
TOTAL ASSESSMENT: [REDACTED]

PROPERTY OWNER:

[REDACTED]

EXEMPTION	VALUE	FULL VALUE	TAX PURPOSE
VETWAR CTS	22,800	24,411	C/T/S
VETDIS CTS	76.000	81.370	C/T/S

LEVY DESCRIPTION	TOTAL TAX LEVY	% CHANGE FROM PRIOR YEAR LEVY	TAXABLE VALUE OR UNITS	RATE	TAX AMOUNT
----HOMESTEAD					
COUNTY TAX	18,495,623	4.6	53,200.00	3.76799500	200.46
CITY TAX	59,850,000	1.7	53,200.00	11.01844400	586.18
----NON-CLASSIFIED					
2021 WASTE COLL	0	0.0	90.00	1.00000000	90.00
2020 WASTE COLL	0	0.0	90.00	1.00000000	90.00

RECEIPT:

Received: 05/18/2021

Full Tax Payment	Individual	Receipt #: [REDACTED]	via Mail from: [REDACTED]
Tax Amount	\$966.64	Check # [REDACTED]	\$966.64
Total Paid:	\$966.64		

PAID IN FULL

Exhibit “B”



INVOICE
 City of Albany
 Department of General Services

CUSTOMER #	BILLING DATE	PAST DUE	INVOICE #	TOTAL INVOICE
	03/01/2021	03/31/2021		\$199.87

Pay this Amount → **\$199.87**

Remit to:

Office of the Treasurer
 Attn: Accounts Receivable-DGS
 24 Eagle St, Room 109
 Albany, NY 12207

DETACH AND RETURN TOP PORTION WITH YOUR PAYMENT

PLEASE RETAIN BOTTOM PORTION FOR YOUR RECORDS

If there are any questions, please contact the Department of General Services at (518) 434-2489.
 PLEASE NOTE YOUR PAYMENT IS DUE UPON RECEIPT OF THIS INVOICE.

Description	Qty	Unit Price	Total Price
DGS Fine	1	\$100.0000	\$100.00
DGS Service	1	\$99.8700	\$99.87

Total Invoice
\$199.87

CUSTOMER #	BILLING DATE	PAST DUE	INVOICE #	CHARGES
25110	03/01/2021	03/31/2021		\$199.87
Balance →				\$199.87

Make all checks payable to: City of Albany

CASH WILL NOT BE ACCEPTED BY MAIL & THE CITY CANNOT ACCEPT PARTIAL PAYMENT.
 PAYMENT IN FULL IS DUE AND PAYABLE ON RECEIPT OF THIS INVOICE.

Department of General Services
 (518) 434-2489
 Billing Inquiries