

## Bulletin #2023-07

### MUNICIPAL RELATIONS

#### Important Notice to Chief Administrative Officers

### Municipal Tax Statement Production

Municipal Relations will prioritize the preparation of municipal tax statements based on early payment discount date and tax due date as reported by the municipality in the Property Tax Request Form.

To begin the tax statement production process, municipalities must submit all required documents on Manitoba Municipalities Online (MMO).

1. Municipal Logo (only required if municipal logos are being added/changed)
2. Financial Plan (signed, after 3<sup>rd</sup> reading)
3. Tax Levy By-law (signed, after 3<sup>rd</sup> reading)
4. Arrears and Credits using templates provided on MMO
5. By-Law Maintenance – Add, Change or Update using templates provided on MMO
6. Property Tax Request Form (completed fully, including any discount date)

The Property Tax Mill Rates worksheet provides accurate levy and assessment information. Municipalities are encouraged to use this worksheet when completing their financial plans.

Once all required documents have been submitted on MMO, the tax statement production process typically takes 4 to 6 weeks. Processing the municipal information typically takes department staff 10-15 business days, with several municipalities active at one time:

- 4-6 days for data entry and generating verification reports
- 4-6 days for data validation and calculating tax statements
- 4-6 days for printing and mailing

This estimated processing timeframe does not include delays when more information or corrections are needed from a municipality. Addressing these matters quickly will accelerate processing time. Municipalities will be notified:

- if there are errors identified in the Financial Plan,
- if there are errors identified in the Arrears and Credits Listing, and
- to review and confirm the office copy of tax statements for accuracy.

The *Tax Statement Production Instructions* provides guidance on when and how to complete required reporting templates. This guidebook is available on MMO under “Manitoba Municipalities Online Documents”.

If you have any questions about the tax statement production process please contact a Municipal Services Officer, by email at [mrmaas@gov.mb.ca](mailto:mrmaas@gov.mb.ca), or phone 204-945-2572.