

## 16/20M VEHICLE DISTRIBUTION CERTIFICATION

16and20M Vehicle Abstract 2018.xls

Instructions for filing form PV-AD-76 – 8/2018

Send electronically to PVD on or before November 1 each year.

The following message will appear upon opening the Excel abstract file: '*16-20mabstractform.xls*' *should be opened as read-only unless you need to save changes to it. Open as read-only?* Select the "Yes" button. The worksheet has various locked cells and is protected from inadvertently entering information in cells where calculations are occurring.

### ***DATA ENTRY CHECK LIST INSTRUCTIONS***

1. \_\_\_ Enter the November billing year. Note that the billing year entry will transfer to the Abstract Year and the MV Avg. Levy Year. Also the expenditure year (budget year) will be filled automatically.
2. \_\_\_ Use the tab key to go to the county number and name box and select your county number and name using the drop down list.
3. \_\_\_ Tab to enter the county phone number.
4. \_\_\_ Place the cursor in the MV Avg Levy entry cell and enter the levy used to bill the tax on the 16/20M tax statements. This is also the same levy shown on the November 16/20M abstract. Enter the levy as a decimal number, not in mills. For example, enter .123456, not 123.456.
5. \_\_\_ Enter the state tax and the county taxable value and tax including the penalty. Continue entry of the value and tax distribution for each city, township, and USD. Enter the combined tax for each miscellaneous district type listed on the abstract. Include the penalty in all entries. **Compare MV Avg. Levy, County value, and Grand Total Tax to the 16/20M Summary Abstract (November Heavy Truck Signoff) and Detail report.** The MV Avg. Levy and the County value should match the 16/20 Summary Abstract exactly; the Grand Total Tax should be close.
6. \_\_\_ Enter the date and sign the abstract by entering the County Clerk's name as indicated.
7. \_\_\_ Save: Take the option to 'Save As' when you have all data entry complete. Use the following file naming format: 3-digit county number, two letter county identifier, calendar year of abstract, and name of abstract. Example for the Riley County named file for year 2018: 081RL18Nov16-20M.xls
8. \_\_\_ Attach the saved file to an e-mail and send your attached file to : [veronica.dean@ks.gov](mailto:veronica.dean@ks.gov)