

## Consolidated Motor Vehicle Abstract

MVAbstract2007.xls

Instructions for filing PV98-AB-01 revised 6/2007

Send to PVD as soon as the last distribution is made on or before January 20.

The following message will appear upon opening the Excel abstract file: *'MVAbstractRevised07.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 Checklist Instructions

1. \_\_\_ Enter the calendar year of collection. 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. Then tab to enter your 10 digit county telephone number.
2. \_\_\_ Use the tab key to enter the certified six digit motor vehicle county average levy used for the collection of motor vehicle property tax in the calendar year reported on the abstract. Enter the levy as a decimal number, not in mills. For example, enter .123456, not 123.456. Notice that when you tab again, the cursor will move directly to Section 1 - State MV tax distribution.
3. \_\_\_ Sections 1 and 2: Enter the state tax and the county valuation and tax.
4. \_\_\_ Sections 3 and 4: List all cities and townships and the associated motor vehicle valuation, and distributed tax for each motor vehicle tax type. When the data entry is complete you will notice the following: (a) the city and township totals have been combined and compared to the county valuation on line 2. The number found below the Check Value Difference box should be 0 (zero) when all valuation for cities and townships has been entered correctly. When tax is collected in a third class city tax unit and there is a township levied fund in the tax unit, the value in the tax unit stays with the city and the township funded tax is reported with the township tax on the abstract.
5. \_\_\_ Section 5: Schools. (a) Community College; (b) Municipal University; and (c) Unified School Districts. The sum of the valuation entered for motor vehicle is compared to the county valuation entered in Line 2. The Check Value Difference should be 0 (zero).
6. \_\_\_ Section 6: Enter the combined tax distribution for each district type as noted by the description for each line. E.g. Cemetery 1, Cemetery 2, Cemetery 3 tax distribution would be combined and entered on the Cemetery line. There are two additional lines in this section to identify a district type that is not otherwise listed in section 6.
7. \_\_\_ The **Grand Total Tax** is calculated at the end of the report for motor vehicle, recreational vehicle, and M.V. rental excise tax. The motor vehicle total tax is used to calculate the information found directly under the MV Avg. Levy entered at the top of page one. The Check Value Difference should be minimal.
8. \_\_\_ Enter the date and sign the abstract by entering the county official name(s) as indicated.
9. \_\_\_ Save: When taking the option to save your file, you will receive a message. *'(File name)' is read-only. To save a copy, click OK, then give the workbook a new name in the Save As dialog box.* The File Name portion of the dialogue box will be highlighted. Type in the file name as follows: 3 digit county number, 2 letter county identifier and 2 digit calendar year reporting on abstract, followed by mv (motor vehicle). Example: Barber County = 004BA07mv.xls  
Seward County = 088SW07mv.xls
10. \_\_\_ Attach the saved file to an e-mail and send your attached file to :  
Peggy\_Huard@kdor.state.ks.us.