

Government Education Solutions, LLC

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TAX COLLECTION REVIEW: NJ CTC STATE EXAM PREP CLASSES FALL 2025

CLASS DATES:

SECTION 1- Billing, Reporting, Collection (8 Hours)

Wednesday, October 22nd 5:00p – 9:00p & Saturday, October 25th 9:00a – 1:00p

SECTION 2- Enforcement (8 Hours)

Wednesday, November 5th 5:00p – 9:00p & Saturday, November 8th 9:00a – 1:00p

REGISTRATION FEE: \$250.00 Per Section - ALL CLASSES CONDUCTED VIRTUALLY VIA WEBEX

Instructor – Jeanette M Larrison, BA, CMFO, QPA, CTC, RMC

This series of classes provides a comprehensive review of statutes and procedures outlined in NJSA 54:4 and NJSA 54:5 and aspects of NJAC. It is designed to prepare students for successful completion of the NJ Certified Tax Collector State Exam.

General Course Outline:

Billing, Collections & Reporting (Section 1)

Billing - Regular, Estimated, Added/Omitted

Appeals – County Tax Board/State Tax Court

Collections – Interest Calculations, YEP Review, Installment Plans

Reporting – Monthly, Quarterly, Annual

Deductions – Approvals, Disallowances, Chargebacks and Annual reporting

Various Other Responsibilities – Including State Fiscal Year

Enforcement (Section 2)

Bankruptcy – Common Types, Terminology and Responsibilities

Liens- From List Creation to Tax Sale (Both Online and in Person)

Redemptions – Municipal & Third Party

Foreclosures – In Rem & Strict

Assignments – Municipal & 3rd Party

Various Other Responsibilities

Computer with access to internet is required. Camera & microphone recommended but not required.

A 12 digit calculator is necessary for calculation review. Workbook containing practice sheets will be provided.

Additional study tools using SOCRATIVE.com will be made available for independent study.