



OFFICE OF THE PURCHASING AGENT

TOWN OF ARLINGTON

730 Massachusetts Avenue

Arlington, MA 02476

Telephone (781) 316-3003

Fax (781) 316-3019

DATE: February 12, 2015

TO ALL BIDDERS

BID NO. 14-51

SUBJECT: RFP - Banking Services/Town of Arlington

**ADDENDUM NO. 1**

TO WHOM IT MAY CONCERN:

With reference to the bid request relative to the above subject, please note the following:

**Bid Deadline date has been changed from March 9, 2015, 4:00 P.M. to**

**March 12, 2015, 4:00 P.M.**

**SEE ATTACHED**

**BIDDER MUST ACKNOWLEDGE ADDENDUM WITH SUBMISSION**

All other terms, conditions and specifications remain unchanged.

Very truly yours,

Town of Arlington

Domenic R. Lanzillotti

Purchasing Officer



*Office of the Treasurer & Collector of Taxes*

*Town of Arlington, Massachusetts  
730 Massachusetts Avenue  
Arlington, MA 02476*

*Telephone Number: 781-316-3031  
Facsimile Telephone: 781-316-3039*

**Stephen J. Gilligan  
Treasurer & Collector of Taxes**

**Responses to Banking RFP Questions**

**Re: Armored Car Courier-**

Who does the Town of Arlington currently use for Armored Courier services?

**Dunbar Armored Car Service.**

Does the Town of Arlington have a contract with the Armored Courier or is the contract with your current bank?

**Contract is with our current bank.**

Please provide both the average amount of cash deposited and largest amount of cash deposited by Town Hall throughout the year.

**Largest billing due dates are quarterly Real Estate Tax (Feb. 1st, May 1<sup>st</sup>, Aug. 1<sup>st</sup>, and Nov. 1<sup>st</sup>); quarterly, Water & sewer (Feb. 17<sup>th</sup>, May 17<sup>th</sup>, Aug. 17<sup>th</sup>, Nov. 17<sup>th</sup>); and Motor Vehicle Excise Commitment #1 due between Feb 15<sup>th</sup> and March 1<sup>st</sup>). Each Real Estate Tax due date comprises ~\$30,000 in cash currency deposits (no checks included in this figure). Water & Sewer due dates are ~\$25,000 to ~\$30,000 cash/currency (max.). MV Excise in Feb. is also ~\$25,000 to ~\$30,000 cash/currency (max.).**

Please describe in detail the process for picking up coin and currency from the Town of Arlington parking meters including what steps, if any are performed by the Town and what steps are performed by the Armored Carrier.

**Coin/Currency collected weekly by armored car.**

How is the parking meter coin bagged (mixed or by denomination)?

**Mixed.**

How many Town of Arlington bags of coin are picked up weekly from each parking meter?

**1 bag per meter per week**

**Re: Lockbox Services**

Does the Town of Arlington maintain its own PO Box for collecting tax payments for lockbox purposes? If so, how many PO Boxes are used?

**No.**

Please provide the Town of Arlington remittance volumes for each of the tax types as well as the frequency each type is billed.

**Water is billed quarterly. Real Estate is billed quarterly. Excise has around 10 mailings a year, all of various size.**

Please provide examples of each of the Town of Arlington current bills.

**See attached pdf file containing 5 bill-types.**

Please provide a file layout specifications for the Town of Arlington electronic upload to the ICS system.

**We use two different kinds, fixed position and delimited files.**

Does the Town of Arlington receive separate daily transmission files for each tax type or are they all consolidated on the same file?

**We receive one file by day of mixed bill types.**

How do the Town of Arlington taxpayers indicate that they want a return receipt? How many of these requests are made annually?

**Indicate on the bill with a self-addressed stamped envelope. The number of requests is not available.**

How does the Town of Arlington current lockbox processor handle checks received without a remittance document?

**Returned to Town unprocessed.**

Does the Town of Arlington have any other special handling requirements not previously addressed in responses to these questions?

**Rejected payments to be delivered to the Treasurer next business day.**

Does the Town of Arlington currently have online access to view your processed remittances, checks and daily lockbox reports?

**Yes, we do have that online capability.**

Does the Town of Arlington receive a monthly CD/DVD of your daily lockbox work for archival purposes?

**Yes, we receive two CD's monthly.**

What is the process for warrants at this time? Please consider:

**For warrants, we consider that to mean all of the expense checks or all of the payroll checks. For the payroll/vendor checks, it is blank stock printed without MICR lines.**

Please describe parking meter coin collection process.

**Four meters are picked up once a week by our armored car service and then immediately brought to the bank for deposit.**

You mention 3 and 2 star Green Veribanc Ratings as Highly Advantageous and Advantageous in question 5.

What rating is a Green/ 1 star Veribanc rating?

**Not advantageous.**

“Provide 5 municipal references”, Are you requesting 5 written references or contact information for references?

**Contact information.**

INTERNET PAYMENTS: Optional-For Non-Treasury Departments “The Town requires the ability to process water, real estate, motor excise and parking payments on-line through our website. The transaction fee must be passed directly to the customer. The transaction fee and/or service charge shall be charged as a separate transaction from the tax or bill being so paid. Additional payment-types may be added from the above.” Is this service currently provided by your bank or a separate provider?

**Currently provided by a separate on-line payments service provider. As the Town of Arlington adds other departments (School Dept., Town Clerk, Inspections, etc.) to an on-line payment process, the Town will consider utilizing the respondents service instead of the current provider.**

Based on your question “Does the bank have the ability to report on account activity, place stop payments, make investments, and wire funds to other institutions using a secure internet connection?”, What reporting does the town typically pull request through online banking

**Daily Account Activity, stop payments, voids, wires, manual issues, ACH transactions, returns, NOC.**

The request communicates the balances can range as high as \$45,000,000.00

Can you please provide average deposit balances for the past 6 months?

<b>AHS:</b>	<b>\$ 61,685.97</b>
<b>Depository:</b>	<b>\$16,182,840.47</b>
<b>Lockbox:</b>	<b>\$ 1,783,873.67</b>
<b>Rehabilitation:</b>	<b>\$ 78,467.55</b>
<b>Retirement Expense:</b>	<b>\$ 97,401.52</b>
<b>Retirement Payroll:</b>	<b>\$ 252,534.69</b>
<b>Symmes Project:</b>	<b>\$ 109,219.72</b>

What is the address for the parking meters the armored car service will collect at?

**Water St. Lot: Between Mass. Ave and Water Street (Rear). Russell Common Lot: At Chestnut St. and Mystic St.**

In the RFP the Town of Arlington states, “The Town requires full collateral for its deposits over \$250,000. Please describe the bank’s ability to respond to such a requirement, including type of securities and percentage of market value that will be used, the location of the pledged securities (e.g. third-party safekeeping), and the effect that collateral will have on interest rates. Please provide the average monthly interest rate, for each month in calendar year 2013 and 2014 that your bank provided to its municipal customers”. Will the town accept DIF insurance in lieu of Collateralization?

**Yes. The Town of Arlington will accept 100% insurance coverage of all deposits instead of collateralization.**

For the question “What is the Banks Return on Average Assets”, the RFP states that an unacceptable range for ROAA is less than .5%. Would a bank with an ROAA less than .5% still qualify for the RFP?

**Yes, the bank would still qualify.**

For the question “What is the banks return on Average Equity”, the RFP states that an unacceptable range for ROAE is less than 7.5%. Would you accept a capital ratio in lieu of ROAE?

**No, we are solely asking for the return on Average Equity. A respondent may provide additional information to ROAE describing any particular strength or advantage.**

What is the Town of Arlington desired commencement date?

**September 1, 2015**

Which accounts require the "First Fax" reporting?

**Depository and Retirement Expense Account**

What Accounting system is the town using? i.e Munis, Softwrite etc.

**Munis**

Does the Town currently integrate deposit recon data in the Accounting system? If so, is this done manually or electronically?

**Yes, the Town of Arlington does integrate recon data into MUNIS. We have a specific MICR based on our current bank's requirement, so that location information shows up on First Fax and monthly reports. It is done electronically.**

Employee Check Cashing – Can the Town please provide an average number of employees that receive checks as opposed to Direct Deposit? Please include stipend checks as well.

**~350.**

Account Reconciliation Plan (ARP) & Check Storage Retrieval – In both instances the Town is looking for CD-ROM with check images. Does the Town currently employ a system that electronically updates from its current CD-ROM services directly into its financial system? Or, does the Town update its Receivables manually? If the Town does not utilize an electronic update would online data retrieval of check images be acceptable as an alternative to CD-ROM?

**a. No. b. Yes. c. No, unless ALL previous check images can be viewed.**

E-Payables Account – Will the Town of Arlington be looking to replace this service as part of the RFP process? If so, could you please provide the monthly or annual spend so that a rebate schedule can be established.

**The Town is open to whatever option(s) act in the best interest of the Town. \$1.5mm was spent in 2014.**

Payroll Tax Deposits – The Town currently utilizes an electronic payment process through an Internet Money manager Website. Please detail the Town's process that it goes through to pay its Payroll tax Deposits. Does the town sign-in to the website and schedule a direct debit from its payroll account? Please describe.

**We do not do direct debits from its payroll account. We set up ACH payments for all Payroll Tax Deposits and ICMA Contributions.**

In Appendix A: Fee Schedule

a. ACH Origination Services; Please define " TX-TDR ACH Trans Rptd".

**This is a transaction confirmation report.**

b. Automatic Investment; please provide more detail –"Auto Invest Transaction Fee".

**This was an investment tool utilized for a sweep account. We no longer employ this strategy. (This would come under consideration should the Town wish to utilize a "Sweep Account".)**

c. Branch Services; what are the Branch Cash deposits made up of?( estimated amount of Cash, and estimated amount coin).

**Largest billing due dates are quarterly Real Estate Tax (Feb. 1st, May 1<sup>st</sup>, Aug. 1<sup>st</sup>, and Nov. 1<sup>st</sup>); quarterly, Water & sewer (Feb. 17<sup>th</sup>, May 17<sup>th</sup>, Aug. 17<sup>th</sup>, Nov. 17<sup>th</sup>); and Motor Vehicle Excise Commitment #1 due between Feb 15<sup>th</sup> and March 1<sup>st</sup>). Each Real Estate Tax due date comprises ~ \$30,000 in cash currency deposits (no checks included in this figure). Water & Sewer due dates are ~\$25,000 to ~\$30,000 cash/currency (max.). MV Excise in Feb. is also ~\$25,000 to ~\$30,000 cash/currency (max.).**

d. Funds Transfer Services; Please explain what Linecode storage refers to.

**This may or may not be a requirement. To be determined at a later date.**

**Re: Merchant Services**

Will the Town provide a Merchant Services monthly statement showing volumes for the Recreation, School and treasurer Department?

**That information is not available.**

Does the Town utilize mag swipe readers in the Recreation, School and treasurer's Office or are transactions keyed on a pc? Estimated volume of transactions? Avg amount of transaction?

**Transactions are both keyed in on computer and through a mag swipe reader.**

**Re: Courier Service**

Will the Town provide a recent copy of the monthly Courier statement?

**That information is not available.**

Address of the pick-up site:

- A. Town Hall – 730 Massachusetts Avenue Arlington MA
- B. Russell Common Municipal Lot – At intersection of Mystic St. and Chestnut St.
- C. Water St. Municipal Lot – Between Water St. and Mass. Ave (Rear).

Service window restrictions, if any –

**None – Daily Pickup/Dropoff for cash, coin and check.**

What is being picked up daily? (Town Hall)

- a. Coins (How many bags?) (What is the value?) – **Depends on collection period/varies from day to day.**
- b. Currency (How many bags?) (What is the value?) – **Depends on collection period/varies from day to day.**
- c. Checks (How many bags?) (What is the value?) – **Depends on collection period/varies from day to day.**

What is being picked up weekly? (Parking meters at the lots)

- a. Coins (How many bags?) (What is the value?) – **For the multi-space meters there is 1 bag at each location so 4 bags in all. Value varies daily.**
- b. Currency (How many bags?) (What is the value?) – **For the multi-space meters there is 1 bag at each location so 4 bags in all. Value varies daily.**

What are the Town's Average Balances? (previous 6 months)

<b>AHS:</b>	<b>\$ 61,685.97</b>
<b>Depository:</b>	<b>\$16,182,840.47</b>
<b>Lockbox:</b>	<b>\$ 1,783,873.67</b>
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<b>Symmes Project:</b>	<b>\$ 109,219.72</b>

What are the Town's expectations for Fees vs Services?

**The Town is open to whatever option(s) act in the best interest of the Town.**

Will the Town of Arlington please forward the latest copy of its Account Analysis statement?

**That information is not available.**

Will the Town of Arlington accept our holding company's financial ratios in addition to the bank's ratios?

**Yes.**

Will the Town of Arlington please supply the average available balance total for the 8 accounts listed in the RFP?

<b>AHS:</b>	<b>\$ 61,685.97</b>
<b>Depository:</b>	<b>\$16,182,840.47</b>
<b>Lockbox:</b>	<b>\$ 1,783,873.67</b>
<b>Rehabilitation:</b>	<b>\$ 78,467.55</b>

**Retirement Expense:\$ 97,401.52**

**Retirement Payroll: \$ 252,534.69**

**Symmes Project: \$ 109,219.72**

**\*E-Payables acts as a holding account, used solely to fund payments to vendors.**

Regarding item 10 Employee Check Cashing, is it a requirement for the winning bank to have a Branch location in the Town or surrounding community?

**Branch can be in a surrounding community.**

Will the Town of Arlington please explain what you mean by check safekeeping. If the bank does not have this service due to all checks being imaged is this a problem?

**All checks being imaged is an adequate replacement for check safekeeping.**

What does the Town of Arlington mean by a check fine sort? If the bank does not have this service due to all checks being imaged is this a problem?

**All checks being imaged is an adequate replacement for check safekeeping.**

Will the Town of Arlington please forward merchant credit card statements?

**That information is not available.**

How many electronic credits does the Town of Arlington receive each month?

**That information is not available.**

How many electronic debits do you receive each month?

**That information is not available.**

How many accounts use the Zero Balance service?

**We currently utilize the Zero Balance service on five accounts.**

Will the Town of Arlington please describe the auto invest service?

**This was an investment tool utilized for a sweep account. We no longer employ this strategy.**

Will the Town of Arlington please tell us how much in currency and coin is deposited each month.

**Largest billing due dates are quarterly Real Estate Tax (Feb. 1st, May 1<sup>st</sup>, Aug. 1<sup>st</sup>, and Nov. 1<sup>st</sup>.); quarterly, Water & sewer (Feb. 17<sup>th</sup>, May 17<sup>th</sup>, Aug. 17<sup>th</sup>, Nov. 17<sup>th</sup>); and Motor Vehicle Excise Commitment #1 due between Feb 15<sup>th</sup> and March 1<sup>st</sup>). Each Real Estate Tax due date comprises ~ \$30,000 in cash currency deposits (no checks included in this figure). Water & Sewer due dates are ~\$25,000 to ~\$30,000 cash/currency (max.). MV Excise in Feb. is also ~\$25,000 to ~\$30,000 cash/currency (max.).**

Please describe in detail the Town of Arlington Lockbox service. Do you use coupons? If so please send a sample.

Do you receive a transmission if so how often? Do you get image information on the web? Out of the 5000 items how many matched items?

**Yes, we do use coupons. We receive daily transmissions. Yes, we do obtain information on the web.**

**The number of matched items varies month to month depending on collection period.**

The RFP indicates that Remote Deposit is used? By how many locations? How many scanners are needed? How many deposits per month? How many items per month? What type of item is to be scanned consumer or corporate?

**Remote Deposit is not currently utilized but is something the Town of Arlington would consider in the future.**

Appendix B section 5q Collateralization – How are the Town’s funds currently collateralized? What type of collateral is acceptable to the Town?

**The Town is open to whatever option(s) act in the best interest of the Town. Each bid respondent must provide details on their type of collateralization and/or full 100% insurance on all Town deposits.**

**All Town deposits, regardless of account, or depository type must be 100% fully insured, or 100% fully collateralized. Instruments of 100% insurance, and/or 100% full collateralization must be disclosed within the bid response.**



CLASS	RESIDENTIAL	OPEN SPACE	COMMERCIAL	INDUSTRIAL	PERSONAL PROPERTY	Fiscal Year 2015	3039	THE COMMONWEALTH OF MASSACHUSETTS TOWN OF ARLINGTON - OFFICE OF THE COLLECTOR OF TAXES - BASED ON ASSESSMENTS AS OF JANUARY 1, 2014 YOUR REAL ESTATE TAX FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015 ON THE PARCEL OF REAL ESTATE DESCRIBED BELOW IS AS FOLLOWS:			NOTICE OF FIRST ACTUAL REAL ESTATE TAX TAX COLLECTOR COPY FISCAL YEAR ENDING JUNE 30, 2016		
TAX RATE PER \$1,000	13.55	13.55	13.55	13.55	13.55			STEPHEN J. GILLIGAN	BOOK 50142	PAGE 149	BILL NUMBER 86700		
REAL ESTATE						BETTERMENTS AND ASSESSMENTS							
AREA	DESCRIPTION	VALUE	TYPE	PRINCIPAL	INTEREST								
6061	LAND												
TOTAL REAL ESTATE VALUE		245,500											
ABATEMENT APPLICATIONS TO ASSESSORS DUE:		02/02/2015											
CLASS	RESIDENTIAL					TOTAL BETTERMENTS & ASSESSMENTS							
OWNER 1/1/14	STILES ANNE L/TRUSTEE					.00							
12998*34**50***0.536**1/1*****AUTO**3-DIGIT 018 STILES ANNE L/TRUSTEE C/O REGINA TOWNE BRAGDON 491 DUTTON ST UNIT 401 STILES INVESTMENT TRUST LOWELL MA 01854-4290						All payments must be made out to: TOWN OF ARLINGTON Mail to: Town of Arlington P. O. Box 981026 Boston, MA 02298-1026 Pay at the Collector's Office Town Hall hours are: Mon - Wed 9am - 4pm Thur 9am - 7pm, Fri 9am - 12noon CLOSED SATURDAY INTEREST AT THE RATE OF 14% PER ANNUM WILL ACCRUE ON OVERDUE PAYMENTS FROM THE DUE DATE UNTIL PAYMENT IS MADE.							
9. TAX BALANCE (3-4) FOR OFFICE USE ONLY 3032.11 10. FEB. 2, 2015 PAYMENT 1516.06 11. MAY 4, 2015 PAYMENT 1516.05 12. ABATEMENTS 0.00 13. TOTAL DUE BY 2/2/15 (6+7+8+10-12) 1516.06 14. Arlington Citizen's Scholarship Foundation (Tax Deductible Contribution) CONTRIBUTION \$ <input type="checkbox"/> \$1 <input type="checkbox"/> \$2 <input type="checkbox"/> \$5 <input type="checkbox"/> \$10 <input type="checkbox"/> OTHER						1. REAL ESTATE TAX 3326.53 2. BETTERMENTS & ASSESSMENTS 0.00 3. TOTAL TAXES & ASSESSMENTS 3326.53 4. PRELIMINARY TAX 294.42 5. TAX PAYMENTS TO DATE 294.42 6. 1ST OVERDUE PRELIMINARY 0.00 7. 2ND OVERDUE PRELIMINARY 0.00 8. INTEREST & OTHER 0.00							
LOCATION	LOT-43 COOLIDGE RD			BLOCK	SECTION	LOT							
							147.0-0004-0008.0						

0120150300009670002021500001516064

CLASS	RESIDENTIAL	OPEN SPACE	COMMERCIAL	INDUSTRIAL	PERSONAL PROPERTY	Fiscal Year	41		THE COMMONWEALTH OF MASSACHUSETTS NOTICE OF FIRST ACTUAL PERSONAL PROPERTY TAX		
TAX RATE PER \$1,000	13.55	13.55	13.55	13.55	13.55	2015	TOWN OF ARLINGTON - OFFICE OF THE COLLECTOR OF TAXES - BASED ON ASSESSMENTS AS OF JANUARY 1, 2014 YOUR PERSONAL PROPERTY TAX FOR THE FISCAL YEAR BEGINNING JULY 1, 2014 AND ENDING JUNE 30, 2015 ON THE PERSONAL PROPERTY DESCRIBED BELOW IS AS FOLLOWS:		TAX COLLECTOR COPY FISCAL YEAR ENDING JUNE 30, 2015		
PERSONAL PROPERTY						<p style="text-align: center; font-size: 2em; font-weight: bold;">PERSONAL PROPERTY</p>		<b>STEPHEN J. GILGIAN</b> COLLECTOR OF TAXES		BILL NUMBER	
DESCRIPTION		VALUE								136052	
OTHER		27,372,330									
TOTAL: PERSONAL PROPERTY VALUE						27,372,330		<b>1. PERSONAL PROPERTY TAX</b>		370895.07	
OWNER						BOSTON GAS CO.		<b>2. PRELIMINARY TAX</b>		177945.40	
						<b>3. TAX PAYMENTS TO DATE</b>		<b>4. 1ST OVERDUE PRELIMINARY</b>		177945.40	
						<b>5. 2ND OVERDUE PRELIMINARY</b>		<b>6. INTEREST &amp; OTHER</b>		0.00	
						<b>7. TAX BALANCE (1-2) FOR OFFICE USE ONLY</b>		<b>8. FEB. 2, 2015 PAYMENT</b>		192949.67	
						<b>9. MAY 4, 2015 PAYMENT</b>		<b>10. ABATEMENTS</b>		96474.84	
						<b>11. TOTAL DUE BY 2/2/15 (4+5+6+9-10)</b>		<b>12. Arlington Citizen's Scholarship Foundation (Tax Deductible Contribution)</b>		96474.84	
						<b>13. ADD ITEMS 11 AND 12 AND PAY THE TOTAL AMOUNT WITH THIS BILL</b>		AMOUNT OF CONTRIBUTION		0.00	
36*1**50***0.538**1/*****SNGLP BOSTON GAS COMPANY D/B/A NATIONAL GRID 40 SYLVAN RD PROPERTY TAX DEPT WALTHAM MA 02451-1120						All payments must be made out to: TOWN OF ARLINGTON Mail to: Town of Arlington P.O. Box 30 1028 Boston, MA 02298-1028 Pay at the Collector's Office Town Hall hours are: Mon - Wed 8am-4pm Thur 8am - 7pm, Fri 8am - 12noon CLOSED SATURDAY		<input type="checkbox"/> \$1 <input type="checkbox"/> \$2 <input type="checkbox"/> \$5 <input type="checkbox"/> \$10 <input type="checkbox"/> OTHER		INTEREST AT THE RATE OF 14% PER ANNUM WILL ACCRUE ON OVERDUE PAYMENTS FROM THE DUE DATE UNTIL PAYMENT IS MADE.	
LOCATION 730 MASS AVE						P04430					

0220150300013605202021500096474842

**COLLECTOR'S COPY**  
DO NOT MAIL CASH

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF ARLINGTON

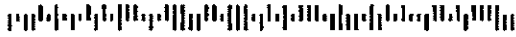
**EXCISE TAX BILL**

COLLECTOR OF TAXES  
**STEPHEN J. GILLIGAN**

Notice of Motor Vehicle and Trailer  
Excise Due and Payable in Full

REG NO.	REG EXP YR	TAX DATE	MODEL YR	MAKE	VALUATION
C64478	2015	11/01	2015	MISSI	800
STATE EXCISE RATE \$ 25.00 PER \$1000		VEHICLE IDENTIFICATION NO. 5WFBE1624FW047667		LICENSE NO S14304205	

DATE OF ISSUE	BILL YEAR	COMMITMENT
01/23/2015	2014	07
DUE DATE	BILL NUMBER	
02/23/2015	35975	
EXCISE DUE	5.00	
INTEREST		
DEMAND - \$30.00		
WARRANT - \$10.00		
NOTICE FEE - \$12.00		
SERVICE - \$17.00		
NON-RENEWAL - \$20.00		
ABATEMENT	0.00	



#35975  
QUINN PATRICK J  
223 MASS AVE  
ARLINGTON MA 02474-8401

<b>1. TOTAL EXCISE TAX DUE</b>	<b>5.00</b>
Make Check Payable to - TOWN OF ARLINGTON	
2. TOWN OF ARLINGTON SCHOLARSHIP FUND (TAX DEDUCTIBLE CONTRIBUTION)	CONTRIBUTION
<input type="checkbox"/> \$1 <input type="checkbox"/> \$2 <input type="checkbox"/> \$5 <input type="checkbox"/> \$10 <input type="checkbox"/> OTHER	\$
3. ADD ITEMS 1 AND 2 AND PAY THE TOTAL.	

FOR FURTHER INFORMATION REGARDING THIS NOTICE, INQUIRE AT BOARD OF ASSESSORS. IF NOT PAID WHEN DUE,  
SUBJECT TO PENALTIES OF INTEREST, DEMAND CHARGES AND FEES, INTEREST ACCURES ON ANY UNPAID  
BALANCE FROM THE DUE DATE UNTIL THE DATE OF PAYMENT AT A RATE OF 12% PER ANNUM

0320140700003597503091500000005006

**TAX COLLECTORS COPY**

**WATER & SEWER**

**MAILING INSTRUCTIONS:**

Mail payments using the enclosed envelope with the top portion of this bill. If you are NOT including the top portion with your payment, it is necessary to include your account # on your check and mail to:

Town of Arlington  
PO Box 210  
Arlington, MA 02476

11370\*28\*\*50\*\*0.536\*\*1/1\*\*\*\*\*AUTO\*\*3-DIGIT 018  
BLUMSACK CHARLES E/ETAL  
CANZANO RICHARD M TRUSTEES  
36 COMMERCE WAY  
WHITEACRE REALTY TRUST  
WOBURN MA 01801-8502



179

METER LOCATION: 661 MASSACHUSETTS AVENUE

ACCOUNT NUMBER	501027000
BILL DATE	01/16/2015
DUE DATE	02/17/2015
PREVIOUS BALANCE	0.00
INTEREST	0.00
CURRENT CHARGES	1094.67
<b>TOTAL DUE (1)</b>	<b>1094.67</b>

ARLINGTON CITIZENS SCHOLARSHIP FOUNDATION					Contribution
(This is a Tax Deductible Contribution)					
\$1	\$2	\$5	\$10	Other	(2) \$
Check box above & write amount in (2). Add (1) & (2), pay total amount in (3).					(3) \$

0420150050102700002171500001094670

**1ST NOTICE**

**NOTICE TO APPEAR FOR PARKING VIOLATION**

**PARKING CLERK'S COPY**

DETACH AND RETURN WITH PAYMENT

ARLINGTON

VEHICLE REGISTRATION - 939YB5

274

DATE - 01/22/15

TICKET NO.	ISSUE DATE	LOCATION	END TIME	FINE	PENALTY	AMOUNT DUE
A6003019	12/08/14	4 CLEVELAND STREET	12:28 P	25.00	10.00	35.00

MUST APPEAL BY : 01/29/15

**TOTAL DUE 35.00**

USB LEASING LT  
1850 OSBORN AVE  
OSHKOSH, WI 54902

TAX SERVICING  
JAN 26 2015

**DO NOT SEND CASH.**  
If you have already paid, you may ignore this notice.  
Telephone inquiries may be made to (781) 316-3035  
Mon, Tue, Wed - 8:00 am - 4:00 pm  
Thur - 8:00 am - 7:00 pm  
Fri - 8:00 am - 12:00 noon.

MAIL TO:  
TOWN OF ARLINGTON  
P.O. BOX 981026  
BOSTON, MA. 02298 - 1026

0520150000600301902221500000035008