**INSTRUCTIONS FOR USING THE PD-65.10 and VE-WVE-1 (EXCEL VERSION)**

**PD-65.10**

* Line1: Enter value on col(1a, 2a, 3a); col(1b, 2b, 3b)
* Line2: Enter value on col(1a, 2a, 3a); col(1b, 2b, 3b)
* Line3: Enter value on col(1a, 2a, 3a); col(1b, 2b, 3b)
* Line4 : Col(1a, 2a, 3a); col(1b, 2b, 3b), will auto calculate from line 4 worksheets
* Line5 : Col(1a, 2a, 3a); col(1b, 2b, 3b), will auto calculate from line 5 worksheets
* Line6 : Col(1a, 2a, 3a); col(1b, 2b, 3b), will auto calculate Sub Total
* Line 7: Enter value on col (4b) if negative enter a negative amount, if positive enter a positive

 amount.

* Line8 : Auto calculates the actual amount from line 8 worksheet
* Line9 : Auto calculates the total net amount

**Back up documentation - (Supplemental Forms)**

There are: 6 sheets (each sheet has 25 entries) of Line 4

 4 sheets (each sheet has 25 entries) of Line 5

 1 sheet (each sheet has 25 entries) of Line 8

* Line 8: enter deduction and amount: if negative, enter a negative amount, if positive, enter a

 positive amount.

**VE-WVE-1**

* Line1: Enter value on col 1A; col 1B will auto calculate
* Line2: Enter value on col 2A; col 2B will auto calculate
* Line3: Enter value on col 3A; col 3B will auto calculate
* Line4 : Col 4B will auto calculate from Line 4 worksheet of the VE-WVE-1 Adjustments
* Line5 : Col(5A, 5B); will auto calculate

**Back up documentation - (Supplemental Forms)**

* VE-WVE-1 Adjustments: enter Adjustment due to Municipal Audit/Error, State Audit (If negative, enter a negative amount, if positive, enter a positive amount).

**INSTRUCTIONS FOR USING THE PD-65.15 PART 1&2 AND VE-WVE-2 PART 1&2 (EXCEL VERSION)**

PD-65.15 Part 1

* Enter Taxing Districts
* Enter value on col(1a, 1b); col(2a, 2b, 2c, 2d); col(3a, 3b, 3c, 3d), col(4b)
* Values on col(5a, 5b) will auto calculate
* Values on TOTAL ROW, will auto calculate

PD-65.15 Part 2

* Values on col (1a, 1b); col (2a, 2b, 2c, 2d); col (3a, 3b, 3c, 3d), col (4b) col (5a, 5b) will auto populate from Part 1.

VE-WVE-2 Part 1

* Enter Taxing Districts
* Enter value on col(1a, 1b); col(2a, 2b); col(3a, 3b), col(4b)
* Values on col(5a, 5b) will auto calculate
* Values on TOTAL ROW, will auto calculate

VE-WVE-2 Part 2

* Values on col (1a, 1b); col (2a, 2b, 2c, 2d); col (3a, 3b, 3c, 3d), col (4b) col (5a, 5b) will auto populate fromVE-WVE-2 Part 1.