

## Multiple Filing/Aggregate Check Spreadsheets

### Sample Spreadsheet for Motions to Amend to add subsequent year assessment

When filing multiple motions with an aggregate check, the Tribunal requires the use of a spreadsheet indicating the Docket Number, Petitioner, Respondent, and the amount of money to be applied to each motion. This sample spreadsheet provides the Tribunal with the necessary information to properly allocate the remittance. The aggregate check may cover *no more than 30* motions per spreadsheet. **DO NOT COMMINGLE MOTIONS AND PETITIONS. Please check your math.**

Docket No.	Petitioner	Respondent	Motion Fee
(Up to 30 lines)			
<b>Total Aggregate Fee</b>			

### Sample Spreadsheet for New Petitions

When filing multiple new petitions with an aggregate check, the Tribunal requires the use of a spreadsheet indicating the Parcel ID Number, Petitioner, Respondent, and the amount of money to be applied to each petition. This sample spreadsheet provides the Tribunal with the necessary information to properly allocate the remittance. The aggregate check may cover *no more than 30* petitions per spreadsheet. *The Tribunal requires that, for ease of reference, the listed parcel ID number be displayed in the caption of the petition directly below the Docket Number line.* **DO NOT COMMINGLE MOTIONS AND PETITIONS. Please check your math.**

Parcel ID No.	Petitioner	Respondent	Motion Fee
(Up to 30 lines)			
<b>Total Aggregate Fee</b>			