

PLEASE READ CAREFULLY: IMPORTANT INFORMATION ABOUT YOUR PROPERTY TAX PAYMENT

WINTER TAXES ARE DUE BY 5:00 P.M. ON THURSDAY, FEBRUARY 14, 2019

We're available by phone: 906-475-7460 or in office, Monday - Friday from 8:00 a.m. to 4:00 p.m. to help you.

- **POSTMARKS are accepted as payment date, if received within 7 days of original due date. *Note: POSTMARKS are NOT accepted on Winter Taxes.*** Payments *must be received by our office* no later than 5:00 p.m. on the due date to avoid late fees. **PLEASE ALLOW 7-10 DAYS FOR DELIVERY.**
- **PAYMENTS MAY BE LEFT IN OUR AFTER-HOURS DROP BOX ON OR BEFORE THURSDAY, FEBRUARY 14, 2019,** located on the wall at right of front entrance to Township Hall. Please do not leave cash.
- **IF YOUR FINANCES ARE TIGHT,** *start making payments as soon as you receive your tax bills. We can accept partial payments, so pay what you can, when you can, starting on July 1st, (or December 1st for the winter taxes).*
Late fees still apply if not paid in full by due date for each tax season.
- **IF YOU ARE A SENIOR CITIZEN (62 years of age),** or a paraplegic, quadriplegic, eligible serviceperson, veteran or eligible widow, blind person, or a permanently disabled person, with an annual 2017 total household income of \$40,000 or less, you may file to have your SUMMER taxes deferred until **February 14. DEFERMENTS MUST BE FILED BY SEPTEMBER 14.**
Please remember: *This is only a deferral that moves back the due date, and not an exemption from taxes. Deferments must be re-filed each year.* Supporting documentation (State Income Tax filing of previous year) may be requested.
- **WE ACCEPT PAYMENTS BY CASH, CREDIT CARD OR CHECK.** At this time credit card payments are only accepted over the phone or in person. Cash or credit card payments may take longer to process, please be patient when paying in person.
- **PAYMENTS MAY BE RETURNED FOR SEVERAL REASONS:** We make every effort to contact taxpayers if there is an issue with their payment. However, with so many people discontinuing "land lines", it is becoming more difficult. ***BANKS DO NOT ACCEPT POST-DATED ("future"-dated) CHECKS. Sorry but we cannot hold a check for you. PLEASE!! Take a good look at your check before mailing it. Is the date right? Are the numbers right? Did you write out the numbers on the second line (the "legal" line) correctly and not drop a word like "hundred"? Is it signed? And: IS IT LEGIBLE?*** Any of these problems could result in a payment being returned, and, on last-minute payments, you could incur late fees.
- **PROPERTY TAX BILLS ARE NOT FORWARDED.** *Please make sure to update your mailing address.* By law, failure to receive a tax bill does not relieve you of the obligation to pay on time. Changing voter registration information does not update tax records.
- **IF YOU RECEIVE A TAX BILL FOR A PROPERTY THAT YOU NO LONGER OWN,** PLEASE LET US KNOW so that we can send out a copy to the new owner. We print and mail tax bills to the owner-of-record on the deed at the time of printing. It may be several weeks before a deed is recorded, so transactions completed in the weeks just prior to the bills being printed may not be updated in the tax file in time to show a new property owner.
- **RECEIPTS:** **When paying at the office,** please bring your entire tax bill with you, just as you received it. We will stamp and return the top portion to you as your receipt. You may stop by our office to pick up a receipt, send us a self-addressed-stamped-envelope with a request to provide a receipt, or go online to obtain tax payment information.
- **You have free access to your property tax information online at: <https://www.is.bsasoftware.com>** Click on "Sign Up", complete USER NAME, PASSWORD/CONFIRM PASSWORD, EMAIL ADDRESS/CONFIRM EMAIL ADDRESS, "How did you learn... ", verify the code and click "Register". Follow the directions given. If you have questions please contact our office.
- **PLEASE KEEP ALL PROPERTY TAX PAPERWORK EVEN IF A MORTGAGE COMPANY PAYS YOUR TAXES VIA ESCROW! *You will need this information in order to file your State Income Taxes.*** Extra copies to replace lost paperwork can be obtained by visiting the Township Hall, or by going online.
- **TAXES ESCROWED?** **If you receive a tax bill,** it means that no mortgage company or escrow agent has requested information for your property. You must contact them for more information and provide them with a copy of your bill. Your mortgage company must submit an official (signed) request to our office to receive all future tax bills. **KEEP YOUR COPY!! You will need it for income taxes next year.**
- **NOTE: THE TOWNSHIP HALL WILL BE OPEN UNTIL 5:00PM ON FRIDAY, DECEMBER 28, 2018 TO RECEIPT TAX PAYMENTS BEFORE END OF THE YEAR.**

The Township Hall will be **CLOSED** for the following legal holidays:

December 24 & 25, 2018 and January 1, 2019