

PLEASE READ CAREFULLY: IMPORTANT INFORMATION ABOUT YOUR PROPERTY TAX PAYMENT

SUMMER TAXES ARE DUE BY 5:00 P.M. ON TUESDAY, SEPTEMBER 14, 2021.

Questions? Our office is now open to the public. We are also available by phone: 906-475-7460, Monday - Friday from 8:00 a.m. to 4:00 p.m.

WE ARE NOW ACCEPTING ALL METHODS OF PAYMENT IN PERSON.

- **WE ACCEPT PAYMENTS BY CASH, CREDIT CARD OR CHECK.** We strongly encourage payments by check or credit card. Check payments may be left in the drop box located on the wall at right of front entrance to Township Hall. Please do not leave cash. Credit card payments may be made online on our website (www.NegauneeTownship.org) by phone, or in person.
- **ONLY US POSTMARKS are accepted as payment date (metered postmarks are not accepted), 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 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. **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.
- **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. We will no longer be mailing receipts unless requested by the taxpayer.
NOTE: PLEASE KEEP YOUR RECEIPT. IT IS YOUR RESPONSIBILITY TO KEEP RECORD OF YOUR PAYMENT.
- **You have free access to your property tax information (including payment) 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". If you have questions please contact our office.
- **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 2020 total household income of \$40,000 or less*, you may file to have your SUMMER taxes deferred until **February 15. DEFERMENTS MUST BE FILED BY SEPTEMBER 14.**
Please remember: *This is only a deferment 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.
- **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 recorded in time.
- **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.
- **TAXES ESCROWED?** If you receive a copy of your bill with an **ESCROW watermark across it this means that the bill was sent to your mortgage company or escrow agent.** If it does not have a watermark 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.
NOTE: THE TOWNSHIP OFFICE WILL BE OPEN ON MONDAY, SEPTEMBER 14TH, TO RECEIPT PAYMENTS UNTIL 5PM. THE TOWNSHIP OFFICE WILL BE CLOSED JULY 5TH AND SEPTEMBER 6TH IN OBSERVANCE OF FEDERAL HOLIDAYS.