

## 2017 Property Tax Instructions

- Please use the enclosed envelope **until January 31, 2018** and mail to: **Town of Trenton, PO Box 259, Newburg, WI 53060**. If mailing **after January 31, 2018**, please mail to: **Washington County Treasurer, 432 E Washington St, West Bend, WI 53095-7986**.
- Please **do not staple** check to bill stub.
- Please **endorse escrow checks** - **ALL** persons listed on the check need to endorse the back of the check. To avoid late penalties, check now with your mortgage company to make sure that they have the correct mailing address below.
- Please indicate any **address changes** on payment stub.
- A **receipt** will be mailed for all payments made by mail or drop box. Please call 262-675-6009 if you have not received your receipt by January 31, 2018.
- **Refund checks** will be mailed within 15 days after the receipt of your payment. Refunds of less than \$1 will not be made.
- All checks returned due to **Non-Sufficient Funds** will be charged a \$25 processing fee. You will then need to pay with a money order, cashier's check or cash.
- **Dog owners**, please fill out the enclosed form completely. Only exact cash payments if paying in person please.
- If you have any questions, please contact **Monica Diaz, Treasurer** at 262-675-6009 or [treasurer@townoftrenton.info](mailto:treasurer@townoftrenton.info).

**PREFERRED METHOHD - PAY BY MAIL:** Use the enclosed return envelope. **WE WILL MAIL YOU A RECEIPT.**

**DROP BOX:** Payments can be placed 24 hours a day in the secure drop box located under the bulletin board at the Town Hall, 1071 Hwy 33 E, West Bend, WI 53095.

**PAY IN PERSON:** Payments can be made on the following dates/times:

- **General Business hours Tuesdays 11:00 am – 2 pm and Thursdays 11:30 am - 2:30 pm**
- **Monday, December 18 2pm – 4pm**
- **Tuesday, December 26 10:00 am – 2:00 pm**
- **Friday, December 29 3:00 pm – 5:00 pm**

**STATE BANK OF NEWBURG:** Payments for taxes only can be made at the State Bank of Newburg, 300 Congress Dr, Newburg, during their normal business hours M-F 9-5 and Sat 8-noon (pay in the bank - no drive thru). Refunds will be mailed to you from the Town of Trenton. **\*Dog licenses cannot be purchased at the bank - please mail or drop off at the Town Hall.**

**CREDIT CARD OR E-CHECK:** You can pay your property taxes using a credit card over the internet at [www.officialpayments.com](http://www.officialpayments.com) or by telephone **800-272-9829**. You will need the Town of Trenton jurisdiction code **6707** along with your **Property Tax ID #**. Electronic checks are only accepted over the internet. Official Payments, the service provider charges a convenience fee of 2.8875% of the total transaction for credit cards, or \$2.90 for e-check under \$10,000. **Only use this option until January 31, 2018. After this date go to the County Treasurer page on the Washington County website ([www.co.washington.wi.us](http://www.co.washington.wi.us)) for credit card or echeck payments.**

Please turn over for **2018 Garbage and Recycling** collection schedule.