

2011 PROPERTY TAX PAYMENT INSTRUCTIONS

Through January 31, 2012

Payments should be made out to and mailed (please use envelope provided) to:

**Town of Trenton
PO Box 259
Newburg, WI 53060**

Payments **after** January 31, 2012 should be mailed to:

Washington County Treasurer
PO Box 1986
West Bend, WI 53095

Payment options

For all options – please do not staple check to stub.

Please indicate address changes on stub.

If you are enclosing an escrow check make sure to endorse it properly
(both husband and wife if applicable).

PAY BY MAIL: Please use the enclosed return envelope.

DROP BOX: There is a drop box for payments under the bulletin board on the outside of the Town Hall.

PAY IN PERSON: If you pay in cash please bring exact change – including dog license fees. You may pay in person at the Town Hall at 1071 Hwy 33 East during the following times:

<u>Date</u>	<u>Day of week</u>	<u>Time</u>
Dec. 17, 2011	Saturday	8:00 am –10:00 am
Dec. 19, 2011	Monday	11:00 am – 1:00 pm
Dec. 21, 2011	Wednesday	5:00 pm – 7:00 pm
Dec. 23, 2011	Friday	4:00 pm – 6:00 pm
Dec. 26, 2011	Monday	10:00 am –12:00 pm
Dec. 29, 2011	Thursday	4:00 pm – 6:00 pm
Dec. 31, 2011	Saturday	8:00 am –10:00 am
Jan. 31, 2012	Tuesday	4:00 pm – 6:00 pm

STATE BANK OF NEWBURG:

You may pay in person at the State Bank of Newburg located on the corner of Hwy 33 Congress in the Village of Newburg during their normal business hours (Mon-Thur 9-5, Fri 9-6, Sat 9-noon.) For questions please contact the bank at 262-675-2306.

Any refund will be mailed to you from the Town of Trenton. ***Dog licenses cannot be purchased at the Bank – please mail to (or drop off at) Town of Trenton.**

CREDIT CARD OR E CHECK:



As part of our commitment to providing citizens with efficient, convenient service, the Town of Trenton has partnered with Official Payments to offer payment of property taxes over the Internet at www.officialpayments.com and by telephone calling 1-800-2PAY-TAXSM (1-800-272-9829). **You will need the Town of Trenton Jurisdiction code 6707 to pay by phone, along with your property tax ID #.** Electronic checks are only accepted over the Internet. Official Payments, the Service provider charges a convenience fee for payment processing (2.75% of total transaction for credit cards or \$2.75 for electronic check)

- ESCROW:** It is the property owners' responsibility to make sure that their mortgagee is informed of the amount due. To avoid penalties for late payments, make sure your mortgagee has the correct address for payment (see reverse side). Some mortgage companies have home addresses for past treasurers. Please make sure that both the husband and wife endorse the check if both names are listed. This has been a problem in the past, and can delay the posting of your payment.
- RECEIPTS:** If you have not received a receipt before 1/31/2012, please call to make sure that payment has been received in order to avoid a late penalty.
- REFUNDS:** If you are due a refund for overpayment of your tax bill, your refund will be mailed to you within 15 days after receipt of your payment. Refunds of less than \$1.00 will not be made.
- NSF CHECKS:** All checks that are returned due to NSF(Non-Sufficient Funds) will be charged a \$25 processing fee.
- DOG OWNERS:** A 2012 dog license is required for every dog that resides in the Town of Trenton by April 1, 2012. Dog fees have increased to \$7 for spayed or neutered and \$12 for intact dogs. A fine of \$147.50 could be issued to any owner with an unlicensed dog. Applications are enclosed. Payments for dog licenses can only be made by mail, at the Town Hall or in the drop box. You do not have to issue a separate check for the license fee. ***** A current rabies tag number and expiration date must be on the application, or it will be sent back to you!!***
- QUESTIONS:** If you have questions regarding your tax bill please contact Monica Diaz, Treasurer, Monday – Friday between 9:00am – 5:00pm at 675-6009 (Town Hall) or 707-6721.

*******NEW RECYLCING GUIDELINES*******

See our website www.townoftrenton.info for complete list of guidelines.

- Plastics:** Plastics 1-7 are now recyclable through Veolia. Please no lids.
- Glass:** Bottles and jars only
- Aluminum:** Cans only
- Tin & Steel:** Food and Beverage cans only
- Paper:** Any paper that comes in the mail: business envelopes, business forms, file folders, copy/computer/fax paper, junk mail, telephone books can be recycled. Bundle together or place in paper bags.
- Cardboard:** Corrugated cardboard, cereal/cake mix/detergent/beverage boxes.