

## 2018 Property Tax Instructions

**PREFERRED METHOD:** Please use the enclosed return envelope **until January 31, 2019**

**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:

- **Every Tuesday and Thursday in December from 9am-12pm**
- **Monday, December 17th: 2pm – 4pm**
- **Wednesday, December 26th: 3pm-5pm**
- **Monday, December 31st: 12pm-2pm**

**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. **\*Please Note: Dog licenses CAN NOT be purchased at the bank – please mail or drop off at the Town Hall**

**CREDIT CARD OR E-CHECK:** You can pay 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. **This option can only be used until January 31, 2019. After this date please visit the County Treasurer page on the Washington County website ([www.co.washington.wi.us](http://www.co.washington.wi.us)) for credit card or e-check payments.**

### **SPECIAL NOTES:**

- **After January 31, 2019, payment MUST be mailed 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 **MUST** endorse the back of the check. To avoid late penalties, check with your mortgage company that they have the correct mailing address.
- Please indicate any **address changes** on payment stub.
- Property tax **receipts will no longer be mailed** unless you supply a self-addressed stamped envelope. Receipts are available online as soon as your payment is posted. Visit the Property Taxes page at [www.townoftrenton.info](http://www.townoftrenton.info), and **Washington County Land Records – Search by Parcel ID** to view your tax bills and print receipts.
- **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. Payment will then need to be made 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. Or, include your dog license fee in your tax payment.

Contact Treasurer Jenny Princl at 262-675-6009 or [treasurer@townoftrenton.info](mailto:treasurer@townoftrenton.info) with questions.

Please turn over for **2019 Trash and Recycling Collection** schedule.