

TOWN OF JACKSON  
2016/2017

**PLEASE READ THE TAX COLLECTION INSTRUCTIONS COMPLETELY**

- **Make your check or money order payable to: Town of Jackson**
- **The full or first installment payment** for the 2016 property tax and the full amount payment for personal property taxes **must be postmarked** by January 31, 2017. Payments made after January 31, 2017 (postmarked), to the Town of Jackson are considered delinquent. **The Town of Jackson cannot accept late payments.** These payments will **be returned to the sender** and will be subject to interest and penalty from February 1, 2017 until the date of payment.
- **Second installment** tax payments are to be paid **directly** to the Washington County Treasurer and are due by July 31, 2017. Make second installment payments payable to “Washington County Treasurer” and mail to the Treasurer at 432 E. Washington St., P. O. Box 1986, West Bend, WI 53095. Any second installment payments not received by the County Treasurer by July 31, 2017 will be subject to interest and penalty **retroactive** to February 1, 2017 until the date payment is received. Late payments must be made to the County Treasurer.
- If you receive a tax bill for property you no longer own, please forward the tax bill to the new owner or return the tax bill with the new owner’s name and address to the Town Treasurer.
- If you are paying with a mortgage company escrow check, **it must be properly endorsed by all parties listed as payee.**
- Please be aware that it is your responsibility to notify your mortgage company of your tax bill amount. Tax bills are sent to the property owner, not the lender.
- Refunds for escrow amounts in excess of the tax bill will be returned to the taxpayer via mail.
- Returned checks due to non-sufficient funds will be subject to a NSF charge. A cashier’s or bank check will be required as a replacement; the payment will not be considered received until the check clears. The Town of Jackson is not responsible for lost or misdirected payments. For security purposes we prefer that payments are not made in cash.

**Payment options are as follows:**

- **By mail** – Include the correct payment stub, not the entire tax bill with your payment. Mailed payments are considered timely IF POSTMARKED ON OR BEFORE THE DUE DATE.
- **In Person** – Payment may be made during Town Hall office hours:  
Monday – Thursday 9:00AM – 4:30PM  
Friday 9:00AM – 3:00PM

The office will be **closed** for the Holidays on December 23<sup>rd</sup>, 26<sup>th</sup>, 30<sup>th</sup> and January 2<sup>nd</sup>.

- **Drop Box** – For payments outside of normal office hours, there is a locked drop box located at the Town Hall, to the left of the oak tree growing through the roof. The drop box will be emptied daily. Also, the drop box will be emptied at midnight December 31, 2016; payments in the box at that time will be considered paid in 2016.
- **Credit Card** – Please see reverse side for instructions. **Only** property tax and personal property tax payments may be made by credit card. Transfer Station and/or dog License payments **cannot** be made by credit card

**Payment Receipts** – If making payment by mail or via the drop box a self-addressed stamped envelope **must** be included with your payment if you want a payment receipt. If paying in person, a receipt will be given to you.

**\*\*\*Tax Payments MUST be a separate check from any other payments.\*\*\*Payments for Dog License and Transfer Station Permit may be a combined check.\*\*\*Include a self-addressed stamped envelope for return of receipt. Contact the Town Hall office if you have any questions.**

## **PAYMENTS BY CREDIT CARD**

The Town of Jackson taxpayers are able to pay their Property Tax or Personal Property Tax by credit card online or at the Town Hall. Transfer Station and/or dog License payments cannot be made by credit card.

- Property Tax and Personal Property Tax – Each parcel number will be needed to complete this transaction. Payment will be applied to your tax account when the payment is deposited into the Town's bank account.

Payments by credit card are processed through Point & Pay.

<https://client.pointandpay.net/web/TownOfJacksonWI>

For the tax payments, Point & Pay charges a convenience fee of 2.39% of the tax payment amount (with a minimum charge of \$1.50).

These fees are paid directly to Point & Pay and the Town does not receive any portion of these fees. This fee is charged whether you pay by credit card on the internet or by credit card in person at the Town Hall.

The link for online payment can be found above or on the Town of Jackson Website:  
[www.town-jackson.com](http://www.town-jackson.com)

Once linked to Point and Pay follow the prompts provided.

### **PRINT A CONFIRMATION PAGE FOR YOUR RECORDS.**

As always, please feel free to contact Town Clerk Julia Oliver or Town Treasurer Paul Eilbes if you have any questions or need assistance.

**Included with your tax bill will be applications for Transfer Station Permit and Dog License.**

**Per Town ordinance, a maximum of four (4) household pets may be kept per residence. Household pets include domestic dogs, cats and other small animals.  
The Town of Jackson does not license cats.**