

TOWN OF JACKSON
2020/2021

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 2020 property tax or full payment for Personal Property Tax **must be postmarked** by January 31, 2021. Payments made to the Town of Jackson postmarked after this date are considered delinquent. Any payment made after January 31, 2021 **MUST** be made payable to “Washington County Treasurer” and mailed to the Washington County Treasurer. **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, 2021 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, 2021. Make second installment payments payable to “Washington County Treasurer” and mail to: Washington County Treasurer, 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, 2021 will be subject to interest and penalty **retroactive** to February 1, 2021 until the date payment is received.
- 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.

PLEASE SEE THE REVERSE SIDE FOR PAYMENT OPTIONS

**DUE TO THE CURRENT PANDEMIC CONDITIONS PAYMENT
VIA MAIL OR THE DROP BOX IS STRONGLY ENCOURAGED**

Payment Receipts – A self-addressed stamped envelope **must** be included with your payment if you want a payment receipt.

*****Tax Payments MUST be a separate check from any other payments.***Include a self-addressed stamped envelope for return of receipt. Contact the Town Hall office if you have any questions.**

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

DUE TO THE CURRENT PANDEMIC CONDITIONS PAYMENT VIA MAIL OR THE DROP BOX IS STRONGLY ENCOURAGED

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.
- **Drop Boxes** – For payments outside of normal office hours, there are locked drop boxes located at the Town Hall, one located at the edge of the parking lot (used for the November election) and one at the office door to the left of the oak tree growing through the roof. The drop boxes will be emptied regularly. Also, the drop boxes will be emptied at midnight December 31, 2020; payments in the box at that time will be considered paid in 2020.
- If necessary, in person payment may be made during Town Hall office hours:
Monday – Thursday 9:00AM – 4:30PM
The Town Hall Office is CLOSED on Fridays
The office will be **closed** for the Holidays on December 24th, 25th, 31st and January 1st.
- **Credit Card** – 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 credit card tax payments, Point & Pay charges a convenience fee of 2.39% of the tax payment amount (with a minimum charge of \$1.50).

For eCheck (direct debit) payments, Point & Pay charges a \$1.50 convenience fee.

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

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.

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