

**TOWN OF WEST BEND, WISCONSIN
TAX PAYMENT INSTRUCTIONS**

Please use the return envelope provided herewith when making payment **prior to January 31, 2019**. Your payment should include: One of the perforated coupons from the bottom of your tax bill and your check for the amount of tax due. **DO NOT STAPLE CHECK TO COUPON.**

FIRST TAX PAYMENT:

**Due and payable on or before 1/31/2019 to:
Treasurer - Town of West Bend.
6355 Highway Z
West Bend, Wisconsin 53095**

IF PAYING BY INSTALLMENT

SECOND INSTALLMENT

**Due and payable on or before 7/31/2019 to:
Treasurer - Washington County.
Post Office Box 1986
West Bend, Wisconsin 53095**

All payments after 1/31/2019 must be paid directly to the Washington County Treasurer.

PAYMENT DATE: The postmark date of the envelope containing your payment will be used as the date of your payment.

RECEIPT: Receipts are available at the Washington County Treasurer WEB site at: <http://www.co.washington.wi.us/departments.iml?mdl=departments.mdl&ID=TRE> Simply click on "tax information" for further instructions. If you desire a paper receipt please provide a self-addressed, stamped envelope for that purpose.

ESCROW AGENTS, BANKS, ETC.: Checks issued by escrow agents, and / or banks must be endorsed by all named payees prior to submitting to the treasurer.

REFUND CHECKS: If an overpayment in excess of \$1.00 is received, a refund check will be issued to the property owner within 30 days of the payment process date.

RETURNED CHECKS: Any check not honored by makers' bank upon first presentation, will incur a \$25.00 handling fee, and require replacement by money order or cashier's check. Cash or personal checks will not be acceptable.

DOG LICENSE TAGS: All dogs must be licensed. **Complete the enclosed application and return it along with a separate check to pay for the dog tag(s).** Please include a self-addressed stamped envelope with your payment for return of your dog tag(s). A \$5.00 late fee will be assessed for any dog license paid after April 1, 2019. If you no longer have a dog, please complete the reverse side of the application and return it to us so we can revise our records.

LEAF AND YARD WASTE: New this year, effective January 2, 2019 the use of the Town provided leaf yard waste facility requires an authorization sticker to be permanently affixed to the lower left corner of the rear window of a vehicle delivering said waste to the facility. Stickers at \$5.00 each along with evidence of residency, must be purchased in advance at the town hall during regular hours of Monday through Thursday 8:00 A.M. to 2:30 P.M.

SHORT-TERM RENTALS: Look for a Town Short-Term Rental Ordinance in 2019 on the Town web site at www.townofwestbend.com.

Thank you

Bob

Robert C. Burgardt,
Treasurer, Town of West Bend, Wisconsin
262-338-3417

2018taxletterinstructions

TOWN OF WEST BEND, WISCONSIN

NOTICE TO RESIDENTS

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