



TAX PAYMENT INSTRUCTIONS

Please use the return envelope provided herewith when making payment **PRIOR TO JANUARY 31, 2020**. 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 1/31/2020 to:
Treasurer – Town of West Bend
6355 Highway Z
West Bend, WI 53095

IF PAYING BY INSTALLMENT: **SECOND INSTALLMENT**

Due and payable on or before 7/31/2020 to:
Treasurer – Washington County
Post Office Box 1986
West Bend, WI 53095

All payments after 1/31/2020 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 Website: co.washington.wi.us. Once on the County website click the Taxes/Assessments Info on the left side.

Please follow these instructions (parcel number is on the tax bill) to print receipt of payment.

1. **To search by parcel/tax key**, click the dropdown arrow and choose the **Municipality (T13-Town of West Bend)**. Enter the remainder of the parcel/tax key (no dashes or spaces) in the **Parcel ID** box and click the **Find Now** button.
2. Results will appear below. Click on the **Parcel link in red** and you are brought to the **search results** screen. Under **Select Detail**, click the dropdown arrow and click **Taxes**.
3. **Scroll** down under Tax History and click on 2019 in red which will bring up payment history. In upper righthand corner click **Printer Friendly** then right click on the page and select print.

OR

1. **To search by address**, enter the house number in the **Street Number** field. Enter the street name (leave off "road, street, etc." as this limits the search) in the **Street Name** field and click the **Find Now** button.
2. Results will appear below. Click on the **Parcel link in red** and you are brought to the **search results** screen. Under **Select Detail**, click the dropdown arrow and click **Taxes**.
3. **Scroll** down under Tax History and click on 2019 in red which will bring up payment history. In upper righthand corner click **Printer Friendly** then right click on the page and select print.

*If you desire, please provide a self-addressed stamped envelope along with your payment and a receipt will be mailed to you.

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 \$5.00 is received, a refund check will be issued to the **property owner** within 30 days of the payment process date. Refunds less than \$5.00 will be refunded only upon request.

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

**NOTICE TO RESIDENTS
THE TOWN OF WEST BEND**

CURBSIDE GARBAGE & RECYCLING IS COMING JULY 1, 2020

Anyone that has attended the regularly scheduled meetings of the West Bend Town board, or been around the Town recycling center knows that a decision has been made to commence town wide curbside garbage and recycle pick up effective July 1, 2020. Therefore, any resident that is contracting with a private garbage/recycling collector will want to terminate those relationships as of June 30, 2020.

The town fee for these services be \$17.00 per month and it will provide garbage pick-up every week and recyclable pick up in alternate weeks. The charge for this service will appear as a special assessment on your 2020 tax bill that will be mailed out on or about December 15, 2020.

We have come to realize that providing this service town wide is fraught with complications. Those residents within the Big Cedar Lake PRD currently receive weekly garbage pick-up through a contractual arrangement between the PRD and Waste Management. So, the plan is to provide recyclable pick up to those homes in alternate weeks through the town wide contract. The cost of this service will be \$6.50 per month, and will be reflected on the real-estate tax bill as explained above.

Similarly, those residents within the Silver Lake Sanitary District currently receive weekly garbage pick-up through a contractual arrangement between the district and Advance Disposal Service. So, the plan is to provide recyclable pick up to those homes in alternate weeks through the town wide contract. The cost of this service will be \$6.50 per month, and will be reflected on the real-estate tax bill as explained above. The longer-term arrangements with regard to serving these residents is also impossible to predict at this time.

The one certainty through all of this is that due to the high cost of operating the recycle center combined with the reduced proceeds from the resale of recyclable materials, it is necessary to close the recycling center effective noon on Saturday June 27, 2020.

DOG LICENSE TAGS: All dogs must be licensed. If your dog was licensed last year in the Town of West Bend please fill out the enclosed application and return it (you can include this in the envelope with your tax payment) along with a **SEPARATE** check to pay for the dog tags(s). Please include a self-addressed stamped envelope with your payment for us to send your dog tag(s). A \$5.00 late fee will be assessed for any dog license paid after April 1, 2020. If you no longer have the previous licensed dog, please fill out the reverse side of the application and return it to us so that we can update our records. If your dog was not licensed last year or you have a new dog, please stop in at the Town Hall office during normal business hours to obtain an application and get your dog tag(s).

LEAF AND YARD WASTE: New 2020 Leaf and Yard Waste Permit stickers will be available in December 2019. We have enclosed a Permit application in this mailing. If you plan to use the Leaf and Yard Waste throughout 2020 you will need to have a new permit sticker. Please fill out the application and bring it into the Town Hall office, during normal business hours, along with the \$5.00 fee and proof of residency to obtain your sticker.

2020 dates are as follows....Leaf and Yard Waste hours 8:00am – 12:00pm

May 2, 9, 16, 23, 30	Aug 1, 15
June 6, 20	Sept 5, 19
July 11, 18	Oct 3, 10, 17, 24, 31
(closed for July 4 th Holiday)	Nov 7, 14, 21

ELECTIONS: We have multiple elections coming up in 2020 including the Presidential in November 2020. If you are new to the Town or have not yet registered in the Town of West Bend you are encouraged to do so **BEFORE** election day. Election day registration is allowed but very time consuming. Registrations can be completed easily online at myvote.wi.gov, or stop in at the Town Hall and fill out a voter registration in person.

Thank you,

Bob

Bob Burgardt/Treasurer