



TAX PAYMENT INSTRUCTIONS

*****Restricted Access to the Town Hall due to COVID – 19*****

Please use the return envelope provided herewith in when making payment **PRIOR TO JANUARY 31, 2021**. 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. DO NOT SEND CASH. You may also utilize our secure drop box located outside the front door of the Town Hall to drop off tax payments. This box is checked multiple times during the day.

FIRST TAX PAYMENT:

Due and payable on or before 1/31/2021 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 7/31/2021 to:
Treasurer – Washington County
Post Office Box 1986
West Bend, WI 53095

All payments after 1/31/2021 must be paid directly to the Washington County Treasurer

PAYMENT DATE: If making payment via mail, the postmark date on the envelope containing your payment will be used as the date of payment. If utilizing the drop box for payment, the date you drop it in the box will be used as date of 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 2020 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 2020 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.



DOG LICENSE/TAGS: All dogs in the Town must be licensed. If you own a dog(s), please fill out the enclosed application and return it along with a **SEPARATE form of payment from your Tax payment** 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, 2021. If you no longer have a **previously licensed dog**, please fill out the reverse side of the application and return it to us so that we can update our records.

LEAF AND YARD WASTE: New 2021 Leaf and Yard Waste Permit stickers will be available in December 2020. We have enclosed a Permit application in this mailing. If you plan to use the Leaf and Yard Waste throughout 2021 you will need to have a new permit sticker. You drop it off in our drop box outside the front door of the Town Hall, or mail it back with your Tax payment along with the \$5.00 fee (**SEPARATE form of payment from your Tax payment**) and proof of residency to obtain your sticker (your tax bill can be used as proof of residency).

2021 LEAF AND YARD WASTE DATES

Saturday - Hours 8:00am – 12:00pm

May 1, 8, 15, 22, 29

June 5, 19

July 3, 17

Aug 7, 21

Sept 4, 18

Oct 2, 9, 16, 23, 30

Nov 6, 13, 20

LAST DAY FOR 2021 IS NOVEMBER 20

ATV/UTV ORDINANCE: An ATV/UTV ordinance was adopted in June 2020 allowing the use of these vehicles on Town roads that are marked with signs. See Ordinance 2020-03 for details (available on our website). There is no permit sticker needed from the Town for ATV/UTV as these should be registered through the Wisconsin DNR.

GOLF CART ORDINANCE: A Golf Cart Ordinance was adopted in June 2020 allowing the use of these vehicles on Town roads. In order to use your Golf Cart on Town roads you will need to obtain a yearly Golf Cart permit sticker available at the Town Hall office during normal business hours. The cost of the permit sticker is \$20.00. You will need to display a Slow Moving Vehicle sign on the back of your Golf Cart and the permit sticker must be displayed on this sign. You will need the following information to obtain a Golf Cart permit sticker: Serial #, Make/Model, year, color. See Ordinance 2020-04 for details (available on our website).

****ALL THE ABOVE CAN BE MAILED BACK WITH YOUR TAX PAYMENT TO THE TOWN OF WEST BEND, BUT PLEASE MAKE SURE TO ENCLOSE A SEPARATE FORM OF PAYMENT FOR EACH.**

****DO NOT ADD ANY OF THESE FEES TO YOUR TAX PAYMENT CHECK**

BURNING: *A friendly reminder when burning - The Town is in a Department of Natural Resources Air Quality Controlled Area. The Town of West Bend does not issue burning permits. **IF** you are burning within the Town of West Bend, you **MUST** contact the Washington County Sheriff's Department and the Fire Department **BEFORE** you burn and inform them of the type of materials being burned, place of the burn, and time of your burn. Please be respectful of your neighbors, as well, when burning (ex. wind direction etc.)

IMPORTANT PHONE NUMBERS

Town Hall 262-338-3417
DPW 262-338-1795
Website www.townofwestbend.com

Washington County Sheriff Non-Emergency 262-335-4378
West Bend Fire Dept Non-Emergency 262-335-5054
Allenton Fire Dept Non – Emergency 262-629-5413
Slinger Fire Dept Non – Emergency 262-644-5331

Thank you,

Bob

Bob Burgardt/Treasurer

2020taxletterinstructions