

NOTICE TO MORRISTOWN PROPERTY TAXPAYERS

Tax Year: July 1, 2017-June 30, 2018

INSTALLMENT DATES:

Due dates, deadlines to pay, interest and penalty fees are all voted on at the Annual Town Meeting. ONE BILL will be sent at least 30 days prior to the first due date. **This is the only bill you will receive** and also includes applicable Village taxes. You will **NOT** receive a notice of payment due for the final installment. This bill includes two installment coupons attached to the bottom and you may pay it in full or in installments as follows:

- **FIRST installment due and payable at the Town Office by 4:00 PM on November 15, 2017**
- **FINAL installment due and payable at the Town Office by 4:00 PM on May 15, 2018**

Any installment not paid on or before the close of business at 4:00 PM on the due date will be subject to interest on the unpaid principal at the rate of 1% per month for the first three months and 1.5% thereafter per 32 V.S.A. §4873. An 8% penalty on the unpaid principal will be charged if payment is not received in full on or before the close of business at 4:00 PM on the final installment due date as provided by 32 V.S.A. §5136.

You can pay property taxes more frequently than the two installments. Our system is capable of receiving tax payments weekly, monthly, quarterly or whatever way accommodates your budget, as long as the taxes are paid in full by the due dates.

PAYMENTS:

Postdated checks or other checks not meeting the requirements will be returned and penalties will be added if applicable. All checks returned by the bank for any reason will cause the payment and receipt to be voided and delinquent penalties will be added.

The Town of Morristown offers various options for paying your property tax bill:

- **In person:** Personally pay your property taxes during office hours* or in the night deposit box located at the right of the front door. Payments left in the night deposit box after 4:00 PM on the due date are considered late and interest and/or penalty will be applied.
- **Mail:** Mail currently dated checks or money orders, made payable to the Town of Morristown, to PO Box 748, Morrisville, VT 05661-0748. Payments mailed from foreign countries may be paid by check but must be payable in US dollars. **Only official U.S.P.S. cancellation marks will be considered timely.** For receipts you must send the installment coupon of the tax bill and a self-addressed, stamped envelope.
- **Direct debit:** Complete the enclosed agreement form to have your tax payment automatically debited from your checking or savings account and return it to the Treasurer's office no later than two weeks prior to the installment date for your payment to be automatically deducted for your tax installment. A new agreement is not needed every year; it will be valid until cancelled by you in writing.
- **Credit/debit card:** For your convenience you can pay your property tax bill by credit or debit card; however additional convenience fees will be applied by the card company. Contact the Treasurer's office at 888-6370 for more information.

OVER

- **Electronically:** Electronic bank checks and ACH deposits must be received in the office by 4:00 PM on the due date. Electronic checks dated for the due date, but received after the due date will not be considered a timely payment. Please check with your bank for availability and payment schedules.

PROPERTY OWNER'S RESPONSIBILITIES:

- By law, taxes are levied on property as it exists for the owner of record on April 1st prior to the start of the tax year. Tax bills are mailed to the April 1st owner of record to the address on file with the Lister's Office.
- If your property is sold after April 1st it your responsibility to forward the tax bill to the new owner and the new owner's responsibility to take notice of the due dates. This office does not know what arrangements have been made regarding who is to pay the taxes at the time of transfer.
- If your property is subdivided after April 1st your bill contains taxes due on the entire parcel. It is your responsibility to make sure the entire tax bill is paid in full for the year. You must contact your attorney for prorated taxes or funds being held in escrow on the sale and division of the property.
- If your taxes are held in escrow by a mortgage company you are responsible for providing your escrow company with all the current information included on your property tax bill.
- You must notify the Town of any mailing address changes at 888-6370 or mfleming@morristownvt.org.
- **FAILURE TO RECEIVE A TAX BILL DOES NOT RELIEVE THE TAXPAYER OF RESPONSIBILITY TO PAY THE TAXES WHEN DUE NOR DOES IT RELIEVE THE ADDITION OF PENALTIES AND INTEREST.**
- Property owners who qualify and have timely filed their annual Homestead Declaration with the Vermont Department of Taxes may see a property tax adjustment in the form of a credit on their tax bill. The Town is required to apply the credit equally to each installment for the current year and cannot be used for delinquent taxes.

OVERPAYMENTS:

- *First installment:* over payments of any amount will be applied to the next property tax installment unless a refund is requested in writing by the property owner or the source of the original funds (Bank or Mortgage Company).
- *Final installment:* over payments less than \$10.00 will be credited towards the next installment of the next tax year; overpayments over \$10.00 will be returned to whom we received the overpayment unless directed differently in writing by the property owner.

See the notice printed on the back of your tax bill for more important information provided by the Vermont Department of Taxes

*Note our new office hours are: Monday-Thursday 8:00-4:00 and Friday 8:00-1:00.