

Instructions for Prepayment of your 2018 Town & County Property Taxes

On December 29, 2017:

- 1) Log onto the Monroe County website at: www.monroecounty.gov
- 2) Click on [Monroe County, NY](#)
- 3) **See: How do I**
- 4) **View/pay Taxes**
- 5) **I agree after reading disclaimer (if you wish to proceed)**
- 6) **Enter address (avoid using street, lane, road, etc.)**
- 7) **Click Search**
- 8) **Pay Property Taxes – upper right corner – green tab**
- 9) **At the approximate center of this page, you will see a gray set of columns that look similar to what you see below. Your tax amount due is under the column titled: Total Due – location is indicated by the asterisks below:**

Tax Due Summary - Town / County

Tax Year	Original Tax	Tax Sale Lien Sold	Penalties and Interest	Fees	Total Due	Delinquent	Bankruptcy	Foreclosure	3RD Party Lien

For details on your Town/County Tax please click the 'Tax History' Button.

Once you have received the **EXACT** (Total Due) amount:

- 1) Write check for the EXACT amount payable to: (it must be the exact amount)
Linda M. Dillon, Receiver
- 2) In Memo field on your check, write the words “**Prepay**” AND your Property Tax ID#. Your Property Tax ID can be found in the upper left corner of the page, under “Account No.” Example: 137.20-2-35
- 3) Place in envelope and address to:
Linda M. Dillon, Receiver
Town of Pittsford
11 South Main Street
Pittsford, NY 14534
- 4) **IMPORTANT STEP:** Take to U.S. Post Office and take inside – MAKE CERTAIN THAT THE ENVELOPE RECEIVES A U.S. POSTMARK (of December 28, 29 or 30, 2017) – mail payment.
- 5) We will return your postmarked envelope to you upon receipt and processing of your check, together with a receipt of payment.
- 6) Please Note: The payment receipt will be stamped January 1, 2018 – as we are required to post the payment to your account on or after January 1, 2018. You will use your post-marked envelope as proof of pre-payment in 2017.