

PAYMENT INSTRUCTIONS

- *Write tax account number on check when making payment.*
- *After February 10, interest accrues at the rate of 1.5% per month; 18% per year.*
- *If due date falls on a weekend or holiday, payment is accepted on the first business day after the weekend or holiday.*

Payment by mail: The date of the US Postmark on the payment envelope will be used to determine the date of payment and the amount of interest due with that payment.

Payment by Credit Card: Credit card payments are accepted only via internet; a 3% fee is charged. For credit card payments, go to website www.monroecounty.gov, select “view taxes online.” Then follow the prompts to retrieve your account information and make payment.

Payment by electronic check: Available via internet at www.monroecounty.gov . A sliding scale fee charged based on amount of payment.

For suburban town properties:

- **January 1 to May 31** – make payment to Town Tax Receiver named on the front of the bill. (See front of bill for address and phone numbers.)
- **After May 31** – make payment to Monroe County Treasurer
By Mail: P.O. Box 14420, Rochester, NY 14614
In Person: 39 W. Main St., Room B-2, Rochester, NY 14614. Call 753-1200 for amount due; Monday-Friday, 9 a.m.-5 p.m.

For city properties: make all payments to Monroe County Treasurer

By Mail: P.O. Box 14420, Rochester, NY 14614
In Person: 39 W. Main St., Room B-2, Rochester, NY 14614. Call 753-1200 for amount due; Monday-Friday, 9 a.m.-5 p.m.

FULL PAYMENT INSTRUCTIONS

To pay entire amount billed, follow the instructions in this section.

PAYMENT DUE DATES FOR FULL PAYMENT: <i>bill must be paid in full, plus interest if applicable.</i>			
Jan 1- Feb 10:	No interest due	June 1-30:	7.5% interest, plus \$2.00 notice fee
Feb11- Feb 28:	1.5% interest	July 1-31:	9% interest, plus \$2.00 notice fee
March 1-31:	3% interest	Aug. 1-20:	10.5% interest, plus \$2.00 notice fee, plus advertising charge (contact County Treasury for amount of advertising charge)
April 1-30	4.5% interest	After Aug 20:	Contact County Treasury for amount due.
May 1-5	6% interest		
May 6-31	6% interest, plus \$2.00 notice fee		

INSTALLMENT PAYMENT INSTRUCTIONS:

To use installment payment plan, follow the instructions below.

Total bill must exceed \$100 to use this option. The 1st installment must be paid by Feb 10. If the 1st installment is *not* paid by Feb 10, the total bill plus interest is due. See Full Payment instructions above. Any payment paid on or before Feb 10 is interest-free.

SCHEDULE FOR INSTALLMENT PAYMENTS: <i>bill must be paid per installment payment instructions below:</i>			
Jan 1-Feb 10:	1 st installment due. No interest is due	May 6-31:	6% interest on remaining installment balance, plus \$2.00 notice fee.
Feb 11-Feb 28:	2 nd installment due with 1.5% interest. After Feb 28, both the 2 nd and 3 rd installments due plus accrued interest	June 1-30:	7.5% interest on remaining installment balance, plus \$2.00 notice fee.
March 1-31:	3 rd installment due with 3% interest. If 2 nd installment was not paid by February 28, both 2 nd and 3 rd installments shall be paid as one unit with 3% interest.	July 1-31:	balance, plus \$2.00 notice fee.
April 1-30:	4 th installment due with 4.5% interest on remaining installment balance. If prior installments are not paid by respective due dates, all installments shall be paid as one unit with 4.5% interest.	Aug 1-20:	10.5% interest, plus \$2.00 notice fee, plus advertising charge. (Contact County Treasury for amount of advertising charge)
May 1-5:	6% interest on remaining installment balance.	After Aug 20:	Contact County Treasury for amount due.

NOTE TO CITY TAXPAYERS: From Jan 1 – Feb 15, payments can be made at City Hall, 30 Church St., Rochester, NY 14614 – (Cash, Check or Money Order)

NOTICE TO SENIOR CITIZENS AND DISABLED PERSONS – Third Party Designation:

- 1) If you are 65 or over or disabled and you own and occupy a 1, 2 or 3 family residential property, you can designate an adult third party to receive a duplicate of you Town/County tax bill and all required notices. You and the person you designate must both sign the application.
- 2) To obtain an application, contact your Town Tax Receiver/Collector or the County Treasury. If you wish to receive an application by mail, send a self-addressed, stamped envelope with your request to either the Town Tax Receiver/Collector or the County Treasury.
- 3) Your application must be filed with the Town Tax Receiver/Collector or the County Treasury by November 1.

AGED EXEMPTIONS: If you are age 65 or older or will be 65 by December 31, you may be eligible for an aged exemption which will reduce future tax bills. Contact your City Assessor before February 1 or Town Assessor before March 1 for further information. If you feel your assessment is too high, you have the right to seek a reduction in the future. For further information, please ask you Assessor for the booklet "How to File a Complaint on Your Assessment." Contact your City Assessor before Feb. 1 or your Town Assessor before March 1 for further information.

PARTIAL PAYMENT INSTRUCTIONS:

Beginning in January, 2010, Taxpayers have a third option to satisfy their property tax obligations. Partial payments can be made to the Town Tax Receiver named on the front of the bill (until May 31) or the County Treasury (after May 31) in the following manner:

- 1) An **initial payment** of at least 25% of the taxes due plus any accrued interest can be made at any time between January 1st and August 20th. Any payment paid on or before Feb 10 is interest-free. An interest charge will be calculated and deducted from any payment made after February 10 according to the schedule below.
- 2) Any number of **subsequent payments** of at least \$100 can be made any time between the initial payment and August 20th. Any payment paid on or before Feb 10 is interest-free. An interest charge will be calculated and deducted from any payment made after February 10 according to the schedule below.

SCHEDULE OF INTEREST ON PARTIAL PAYMENTS:

Jan 1- Feb 10:	No interest due	June 1-30:	7.5% interest, plus \$2.00 notice fee
Feb11- Feb 28:	1.5% interest	July 1-31:	9% interest, plus \$2.00 notice fee
March 1-31:	3% interest	Aug. 1-20:	10.5% interest, plus \$2.00 notice fee, plus advertising charge (contact County Treasury for amount of advertising charge)
April 1-30	4.5% interest	After Aug 20:	Contact County Treasury for amount due.
May 1-5	6% interest		
May 6-31	6% interest, plus \$2.00 notice fee		

Partial payments must be made at the Town Tax Receivers Office From January 1 to May 31 and at the Monroe County Treasury after May 31.

Partial payments can be made by cash or check or money order but CANNOT be made via credit card or electronic check.

If you have any questions, please contact the Tax Receiver named on the front of the bill or The Monroe County Treasury at 753-1200.