

## PRE-PAY INSTRUCTIONS FOR 2023 TOWN & COUNTY TAXES

- I. Residents may call 585-248-6215 on December 30 before 1:00 PM (**Town Hall will be closing at 1:00 PM on the 30th and closed on the 31st**) for amount & instructions or you may visit the Monroe County website and follow the instructions below to obtain your bill.
- [www.monroecounty.gov](http://www.monroecounty.gov)
  - Click on the Pay Property Taxes/Research Property button (top row 3<sup>rd</sup> icon)
  - I agree after reading disclaimer (if you wish to proceed)
  - Enter address (avoid using street, lane, road, etc.)
  - Click Search
  - Select Pay Property Taxes in upper right corner (green button)
  - Across the top click School Tax bill or Combined Town and County Tax Bill for copy of bill, or Current School Transaction Summary or Combined Town and County Transaction Summary for paid receipt.
  - Options -> you may have to click trust document for page to fill in.
  - Bill will appear
  - For tax purposes - to obtain total amount paid for a previous year click on payment history tab at bottom of page. You may click on individual years on the left in blue for School/Town & County breakdown.
- II. Once you have the exact amount of your 2023 Town & County tax:
1. Make your check payable to “Renee McQuillen, Receiver of Taxes”
  2. Write tax property address on check & a current phone number
  3. Address a mailing envelope & write PREPAYMENT on front envelope:  
Renee McQuillen, Receiver  
11 South Main Street  
Pittsford, NY 14534
  4. If you can print the bill, send the entire bill (2 pages) in the envelope with your check (this helps us process your payment faster)
  5. Take payment envelope into a U.S. Post Office, take to the counter, and **have the envelope postmarked December 31**. (We will return the original envelope to you with your receipt for proof of pre-payment).
- III. Note: We cannot accept the prepayment in person, over the counter. Your envelope that we return to you is your proof of pre-payment, as the tax system only posts payments after January 1 (so your receipt will say 1/1/2023).
- IV. Also note that, although you are making a prepayment, you will receive the original bill in the mail the first week of January, as they are produced and mailed from the printer and we cannot intercept them.