

## Covid-19/ Tax Payment Information

At the time of preparation of the 2020 summer tax bills, the Governor is still recommending transacting business remotely if possible. In preparation for the summer tax collection season we are offering the following suggestions to keep yourself contact free while paying taxes.

1. Mail in your taxes with ample mailing time for the payment to be received at our office by the due date. We do not accept postmarks for tax payments and mail delivery varies greatly between cities. If you did not allow for ample mailing time, we suggest overnight or guaranteed delivery options to avoid penalties and interest charges.
2. Make payments using bill pay through your bank or credit union. This processing also involves processing and mailing checks so leave a lot of time for us to receive it.
3. Drop off your payment in our secure night box located just west of our office on Shawnee Road. Payments are processed and posted each day. We do not recommend making cash payments in the drop box due to the inability to provide a receipt. Please pay inside if you must pay with cash.
4. Pay online using E check or credit cards (some fees apply). Access to the payment site can be found on our website ([www.lake-township.org](http://www.lake-township.org)). We have recently enhanced the payment process and it is easy, secure and fast. You will receive a payment confirmation and can print a receipt. You can now even schedule payment for a future date!

If you would like a receipt for drop box or mailed payments, please include the whole tax bill and a stamped, self-addressed envelop and we will return the top portion to you stamped as paid.

Even if the office is open to the public, please use alternative payment options if possible. Access restrictions to the office are likely as we phase into full re-opening. Please follow those restrictions that are in place. Your cooperation and patience are appreciated.

**SUMMER TAXES ARE DUE September 14<sup>th</sup>, 2020 at 5:00 P.M. Postmark IS NOT accepted as the payment date!  
Please call for the amount due if paying after the 14<sup>th</sup>.**

**Checks.** Do not combine utility bills and taxes, they must be **separate checks**. Please review your check before mailing to make sure both the number and written amounts are the same. A phone number on the check is helpful incase we need to contact you regarding it. Post dated checks are not accepted, please date your check for the day it is written.

**Deferment of summer taxes.** If you are a senior citizen (62 year of age and older), a Paraplegic, Hemiplegic, Quadriplegic, eligible Serviceperson, eligible Veteran, eligible Widow or Widower, blind, or totally and permanently disabled, with a household income of \$ 40,000 or less, you may defer your tax payment until February 15<sup>th</sup>, 2021, without penalty or interest. Property that is classified or used as agricultural property may qualify if the gross receipts of the farming operation are not less than the household income of the owner. Persons applying for a deferral must certify that they qualify for the deferment on a form available at the Township Office or on line at our web site under the Treasurers page. This form must be completed and filed by the summer tax due date with our office **each year** in order to have taxes deferred without penalty or interest in any given year.

**Partial payments.** It is possible to make partial payments towards your tax bill, however, the entire amount due must be paid in full by the September 14th due date to avoid interest and penalty charges (unless a deferment has been applied for and granted). Please include a copy of the lower part of your statement when paying by mail.

**On line information.** For your convenience we have added easy access on line for copies of tax bills, payment history and other tax information. Please visit our web site at [www.lake-township.org](http://www.lake-township.org) and click on the Berrien County tax information link on the home page. Follow the instructions provided. There is no fee for this service when you are viewing your own property tax information. Fees apply for viewing other parcels.

**Credit/ Debit card payments.** We do accept credit/ debit cards for tax payments. The tax payment will have a 3% fee associated with it that we are required to pay our processor. You may also pay by electronic check for a \$ 3.00 flat charge up to \$ 10,000 paid. See the website/ Treasurers page for more information.

**Drop box payments.** Payments for taxes can be made anytime of the day or night with our convenient red drop box located to the west of the Township offices near the road. Payments **must be received in the drop box by 5:00 p.m. on Monday, September 14<sup>th</sup>** to avoid interest penalties.

**Address changes.** Please verify that your name and address are correct. If not, please fill out the correct information inside the box on the lower portion of the notice and return with your payment.

**Paid receipts.** If you wish to have a paid receipt when mailing in your bill please enclose the entire bill and a **self-addressed, stamped envelope** with your payment. The top portion will be stamped paid and returned to you. When paying in person, bring in the entire bill and the top portion will be stamped paid as your receipt.