

**Tax due dates.** 2021 Winter Tax bills are due by 5:00 P.M. Friday, February 14<sup>th</sup>, 2022. Please submit the bottom portion of your bill with your payment to assure proper credit. **Postmarks are not accepted.** When making payments by mail please allow ample mail time to avoid additional interest penalties being applied. Sorry, no exceptions.

**Deferment of summer taxes.** If you filed a summer tax deferment prior to September 14<sup>th</sup>, 2021, the amount due for your summer taxes is due February 14<sup>th</sup> along with your winter taxes to avoid penalties.

**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 February 14<sup>th</sup> due date to avoid interest and penalty charges. Please include a copy of the lower part of your statement when paying by mail.

**Credit/ Debit card payments- E Check payments.** We will accept credit/ debit cards for tax payments either at our office, by phone or on line. The tax payment will have a **3% fee** associated with it that we are required to pay our processor. We are continuing to work on an on line option. All transactions will be treated as a credit transaction. We have added an option to make tax payments by E check. E checks are withdrawn directly from the checking account that you specify. The cost is a **flat fee of \$ 3.00 per payment** for payments less than \$ 10,000 and \$ 10.00 for payments over \$ 10,000. Be sure to select E check from the drop-down menu. Please refer to our website or contact the office for more information or directions.

**Drop box payments.** Payments for taxes can be made anytime of the day or night with our convenient blue drop box located to the west of the Township offices near the road or by the front door. Payments must be received in the drop box by 5:00 on Monday, February 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. Failure to receive a tax statement by mail does not relieve the taxpayer of the responsibility for payment and penalties if not paid by the due date.

**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.

**Checks.** Do not combine water/ sewer payments with tax payments. They must be **separate checks.** Please verify your check is dated with the current date (post-dated checks are not accepted), that the written amount and numerical amounts on the check are both the same as the payment amount, and your check is signed. A phone number on the check is helpful in the event we need to contact you. Improperly completed checks will be returned and may cause interest and penalties to apply if a corrected check is not received by the due date.

**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 link below water/ sewer and tax payments on the home page to right side. 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.