

Property Taxes Frequently Asked Questions

Real Estate and Personal Property collection time is almost upon us.

We strongly encourage our property owners to pay their taxes via mail, town door drop slot, or on-line.

What hours will the Town Hall be open for Tax Collection?

- The Town Treasurer will collect taxes and issue receipts during **Public Town Hall hours of Tuesday 2:30PM to 6:00PM. Thursday 7:30AM to NOON.**

The Town Hall will be

CLOSED
DECEMBER 26 and January 2 for the holidays. The last week of December we will be open on Tuesday 27th 2:30pm to 6:00pm, and Wednesday 28th 7:30 am to noon and Thursday 29th 7:30am to noon.

When are my real estate property taxes due?

- The first installment of your real estate property taxes are due by January 31, 2023. You may pay your taxes in full by January 31 in lieu of making two installments.

The second installment, if paid after January 31, is due to the **Washington County Treasurer** by July 31, 2023. **When are my personal property taxes due?**

Personal Property taxes are due in full by January 31, 2023

How do I pay my taxes?

- You can mail your tax payment to the Town of Polk (First installment or payment in full)
- Make payment in person during open Town office hours.
- After office hours, you can place your payment in the front door slot at the Town Hall.
- Second installment payments, if paid after January 31, are made to the **Washington County**

Treasurer. Contact the County Treasurer's office for payment options at 262-335-4324.. The second half can NOT be paid at the Town of Polk.

- Pay on-line. See below.

Does the Town of Polk accept credit cards for tax payment?

- Yes. The Town of Polk does accept credit cards on <https://client.pointandpay.net/web/TownofPolk>. A convenience will be charged of 2.39% with minimum of \$1.50. They will accept Echeck with a fee of \$1.50 up to \$10,000 or \$10 over \$10,000

My mortgage company escrow distribution check is more than my tax bill. How do I get a refund of the difference from the Town?

The Town will refund overpayments in excess of \$5.00. Please allow 10 business days for processing.

Can the Treasurer endorse my escrow distribution check back to me?

The Treasurer cannot endorse an escrow distribution check back to the mortgagee

How can I obtain a receipt for my tax payment?

- If you pay your taxes to the Treasurer during office hours, a receipt will be issued to you immediately.
- If you mail your payment, or drop off payment in the Town Hall door slot after hours, please include a self-addressed, stamped envelope. A receipt will be mailed to you.
- You may pick up a copy of your receipt at the Town Hall during office hours.

My mortgage company mailed my real estate property tax payment directly to the Town. How will I know that the payment was received by the Town?

- The Town will not notify you that payment has been received. Contact the Town Treasurer to verify payment.

- You may pick up a receipt at the Town Hall or provide a self-addressed stamped envelope and the receipt will be mailed to you.
- Access Washington County Ascent Land Records program. <https://www.washcowisco.gov/LandRecords/PropertyListing/RealEstateTaxParcel#/Search>. Payments appear in real time when posted.

In what calendar year will my tax payment be receipted?

- Payment received at the Town Hall, or post marked by December 31, 2022 will be receipted in 2022.
- Payments post marked **after** December 31, 2022 will be receipted in 2023
- Payment made in person or dropped off in the front door slot **after** December 31, 2022 will be receipted in 2023.

I can't find my tax bill. How do I get a copy?

- You can print a copy of your tax bill from the Washington County Website. Web address : <http://www.washcowisco.gov> Click TAXES/ASSESSMENT INFORMATION
- Or contact the Town Treasurer to obtain a copy of your tax bill.

Questions about your tax bill or how to pay? Contact the Town Treasurer, Lynette Bartlett during regular Town Hall hours at 262-677-2123 Ext. 5.

Town of Polk

December, 2022