

TOWN OF PHELPS, VILAS COUNTY, WI
SHERYL WARD, CLERK/TREASURER, 4495 TOWN HALL RD., PO BOX 91, PHELPS, WI 54554
Email: townclerk@phelpswi.gov 715-545-2270
For 2025 Property Tax due in 2026

Walk-in Tax Collection Hours: Monday through Thursday 9am–3pm, closed 12pm-1pm daily.

Saturday Tax Collection Date/Hours: 12/27/2025; 9am-12pm. 01/31/2026; 9am to 12pm.

After Hours: Use the secure drop box on the entrance door of the Town Hall for tax payments made after the office has closed. For a copy of the receipt, please include a self-addressed stamped envelope.

View Your Tax Statements Online: To view your current tax statement, view prior tax statements, or change the mailing address on your tax statement, please go to: <https://ascent.vilascountywi.gov/LandRecords/>

Due Dates for Tax Payments:

Payments in Full and First Installments are payable to: **Town of Phelps, PO Box 91, Phelps, WI 54554** and due by 1/31/25. One check for payment of multiple parcels is acceptable. The Postmark Date is the receipt date should the payment arrive after 1/31/25.

Second Installments are payable to: **Vilas County Treasurer, 330 Court St., Eagle River WI 54521** and due by 7/31/25. The Postmark Date is the receipt date should the payment arrive after 7/31/2025.

Payment Types Accepted by the Town: You may pay by Personal Check, Cashier's Check, Money Order, Cash (Exact amount! We do not keep cash in the office), Credit/Debit Card or Online payments are accepted.

- Credit card payments to the Town: A fee of **2.95%** of the total amount paid will be added to your credit card payment. This is a credit card fee and not a charge by the Town. A credit/debit card remittance form is available on the back of this letter.
- Online payments to the Town: See the back of this letter for the website or QR code information.

Remember to:

- **Include your tax bill stub with your payment**
- **Hold on to the second installment stub for payments due to the Vilas County Treasurer in July**
- **Enclose a self-addressed stamped envelope, if you would like receipt of payment**

Refund of Overpayment: The Town Clerk/Treasurer will issue a refund for all overpayments more than five dollars (\$5.00). Refunds of less than five dollars (\$5.00) will be issued only at the written request of the payor.

Underpayment: Underpayments of first installments of more than .50 cents must be received by January 31, 2026, or the entire tax bill will be considered delinquent and will incur late penalty fees by the County Treasurer.

Lottery & Gaming Credit: To qualify for the lottery credit on your tax bill, you must own a home in Phelps, WI and you must have occupied that home as your primary residence on January 1, 2024. Only one primary residence may be claimed! Forms are available online at <https://revenue.wi.gov/pages/form/lottery-home.aspx> or in the Town Clerk's Office.

Note: The Wisconsin Department of Revenue (WDOR) will audit all claims of lottery & gaming credits.

Room Tax (if applicable): If you currently rent, or plan to rent your home on a short-term basis (less than 30 consecutive days), please contact the Town Office at 715-545-2270 to get information on our Room Tax requirements or visit our website for the Room Tax Application and Quarterly Report forms. Room Tax rate for 2026 will be 4.5%.

Please visit to the Town Website for Helpful/Useful Information at: <https://phelpswi.gov>. to stay informed on Town business including Meeting Agendas and Minutes, News & Notices, Forms and Permit Applications, and Town Board Contact information.

DOG LICENSING

Vilas County Dog License Tax Application 2026 Town of Phelps – PO Box 91 – Phelps WI 54554

WI State Law requires that dogs 5 months of age or older be licensed annually. The license year is a calendar year from January 1 through December 31.

Owner's name: _____ Phone or Cell: _____

Owner's physical address: _____

Mailing address, if different from above: _____

| Dogs Name | Sex M/F | Neutered/Spayed Y/N | Color | Breed | Microchip Y/N |
|-----------|------------|------------------------|-------|-------|------------------|
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Submit the following:

- Five dollars (\$5.00) per dog if neutered/spayed
- Ten dollars (\$10.00) per dog if **not** neutered/spayed
- A copy of your dog(s) **current rabies vaccination certificate** must be included
- Self-addressed stamped envelope to mail you the receipt and dog tag(s)

For multiple dog licenses and tags of more than seven (7) dogs, please contact the Town Clerk for the required fee.

Please submit a separate check made payable to the Town of Phelps for the Dog License fee. Do Not include the dog license fee with your tax payment fee.

Note: A late fee of \$5 is due if submitted after April 1st with the exception of puppies or new dogs purchased after April 1st. There is a \$25.00 penalty fee for noncompliance if you do not license your dog.

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To Pay Property Taxes with a Credit Card: Please Completely fill out this form and send along with tax bill stub(s).

Full Name: _____ Parcel Number(s): _____

Email Address: _____ Phone Number: _____

Billing Address on Credit Card: _____

Total Amount Paying this Transaction: _____ *

Card Type: _____ Visa _____ MasterCard _____ Discover _____ Other _____

Card Number: _____ Expiration Date: _____ 3-digit CVC Code: _____

*NOTE: A Fee of 2.95% on the total amount paying will be added to your Credit Card Payment.

Signature of Card Holder to Authorize Payment: _____

To Pay Property Taxes Online: (to the Town of Phelps) go to:

<https://allpaid.com/plc/4345> or scan this QR code

