

Town of Jackson

2024 Property Tax Instructions

Please welcome our new Treasurer Jean Wills

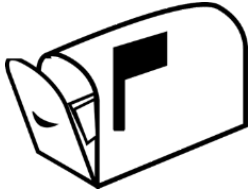




PLEASE READ ALL INSTRUCTIONS SINCE IN PERSON HOURS HAVE CHANGED

The Town of Jackson only collects the 1st Installment or Full Payments by **January 31, 2025**. **Make checks payable to Town of Jackson**. Any payments **after** this date, must be paid to the Washington County Treasurer, 432 E. Washington St. Room 2053, West Bend, WI 53095-7986.

Property Tax Information is also available on the Washington County Website (real time):
<https://landrecords.washcowisco.gov/LandRecords/PropertyListing/RealEstateTaxParcel#/Search> . You can print a copy of your tax bill, and a paid receipt once payment is posted.

2024 Tax Payment Options

For all payments options, **please do not** include your **dog license or transfer station payment** on your tax check – submit a separate check for these payments (can combine these together).

<p>By Mail - Preferred Method</p> <p>Town of Jackson Attn: Treasurer 3146 Division Road Jackson, WI 53037</p> 	<p>Please include the correct payment stub with your payment – DO NOT Staple stub to your check. Please indicate if you have a change of address on this stub. If you would like a printed receipt, you must include a self-addressed stamped envelope. If you are paying your dog and transfer station permits at this time, please include a separate check – SEE BACK.</p>
<p>Drop Box</p> <p>Located on the outside wall next to the Office entrance under the carport.</p> 	<p>Follow the same instructions as By Mail. Please make sure that your envelope is sealed prior to dropping your payment into a drop box. You may use the driveway to drop off after normal business hours.</p>
<p>In-Person</p> <p>**Only during scheduled times ** </p> <p>Town of Jackson Office 3146 Division Rd Jackson, WI 53037</p> 	<p>Payments by check, cash (exact change) and credit/debit will be accepted <u>ONLY</u> during the following dates/times:</p> <p>December 16 ,17 & 18: 12:30 pm – 3:30 pm December 23 12:30 pm – 3:30 pm December 27 12:30 pm – 6:30 pm December 30 12:30 pm – 3:30 pm January hours will be Monday thru Wednesday 12:30pm-3:30pm</p>
<p>Credit/Debit Card or eCheck</p> <p>Municipal Services Bureau (MSB) is the Town’s provider for credit card payments. There is a convenience fee that MSB collects: 2.39% for credit/debit cards and \$1.00 for eCheck payments.</p> 	<p>Please access online payment option at: https://landrecords.washcowisco.gov/LandRecords Pick Town of Jackson and look up using only one or two options – you do not need to enter in all info to find your tax bill. Follow prompts after clicking on Pay Taxes. Print a confirmation page. Taxes are paid once the payment is deposited into our bank account.</p>

*****Turn-over for more important instructions*****

Other Information:

<ul style="list-style-type: none">● Mortgage/Escrow Checks: Please have ALL parties listed on the check endorse the check. This will hold up your payment if the check is not endorsed properly. Please note that the Town does not send your mortgage company your tax bill. Bills are only sent to the homeowner, and it is your responsibility to forward the information to them.
<ul style="list-style-type: none">● Refunds: Refunds for overpayments will be made within 30 days. No refunds will be issued if less than \$5.
<ul style="list-style-type: none">● Returned NSF Check/eChecks and Chargebacks for Credit/Debit Cards : Any returned check/eCheck and any credit/debit chargebacks will be subject to a NSF fee of \$50 plus bank/MSB fees. The replacement payment must be a cashier's check.
<ul style="list-style-type: none">● Dog Licenses: Please follow the instructions on the enclosed form. <u>Per State statutes you must include a copy of your dog's rabies certificate every year.</u> By Mail, please include a self-addressed stamped envelope to receive your tag(s). See note below***
<ul style="list-style-type: none">● Transfer Station Permits: Please follow the instructions on the form. Incomplete forms will delay your permit. By Mail, please include a BUSINESS SIZED self-addressed stamped envelope to receive your placard since they are now larger than a small envelope. See note below***
<ul style="list-style-type: none">● Second Installments: Pay directly to the Washington County Treasurer only (432 E. Washington St. Room 2053, West Bend, WI 53095-7986) do not send to the Town of Jackson.

***If you are requesting a **Transfer Station Permit** returned to you by **mail**, please include **one business sized (must be at least 7 inches long) self-addressed stamped envelope**. Please note that the transfer station permit is now 7" long, which is the reason why you need to send the larger envelope. **We only need one envelope for everything; you do not need to send multiple envelopes if you are requesting a tax receipt, along with a transfer station permit and/or dog license(s).**

If you have any questions, please contact Jean Wills, Treasurer, at 262-677-4048 or treasurer@townofjacksonwi.gov.