

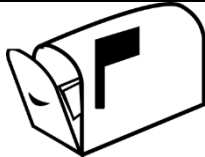



Town of Jackson
2023 Property Tax Instructions
PLEASE READ ALL INSTRUCTIONS

The Town of Jackson only collects the 1st Installment or Full Payments by **January 31, 2024**. **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.washcowisconsin.gov/LandRecords/PropertyListing/RealEstateTaxParcel#/Search> . You can print a copy of your tax bill, and a paid receipt once payment is posted.

2023 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</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>Town of Jackson 3146 Division Road Jackson, WI 53037.</p> <p>Office closed December 25 and January 1</p> 	<p>Payments by check and cash will be accepted. December: Monday thru Thursday 10:00 AM – 4:00 PM January: Monday, Tuesday, Thursday 10:00 AM – 4:00 PM Checks are preferred for safety reasons, but if you are paying in Cash, please bring exact change. If you are paying by credit or eCheck, payments must be made online not in-person. See below.</p>
<p>Credit Card or eCheck (for property and personal taxes only)</p> <p>Point and Pay is the Town’s provider for credit card payments. There is a convenience fee that Point and Pay collects: 2.39% for credit card and \$1.50 for eCheck payments.</p> 	<p>Please access Point and Pay online at: https://client.pointandpay.net/web/TownOfJacksonWI (Not available in-person at the Town Hall.) You will need your tax key number. Please follow the prompts on the website. Print a confirmation page. Taxes are paid once the payment is deposited into our bank account.</p>

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

*****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 Checks: Any returned check will be subject to a NSF fee of \$50 plus bank fees, and 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).
<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.
<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).

Please call if you have any questions.