

CITY OF GREENFIELD 2016 TAX BILL INFORMATION AND PET LICENSING

TAX BILL: Along with your property tax bill are three pre-printed perforated payment coupons; one for the full payment OR first installment, one for the second and third installment payments, and a pre-addressed return envelope. Please use the payment coupon when making a payment. Keep the tax bill for your records.

CONTACT INFORMATION REGARDING YOUR PROPERTY TAXES

The enclosed bill includes taxes for all taxing districts. The City of Greenfield only controls the "City" portion of your tax bill but is responsible to collect taxes for the other taxing districts. Listed below are contact numbers.

<u>Tax District</u>	<u>Telephone Number</u>
City of Greenfield Treasurer's Office	414-329-5259
Milwaukee Metropolitan Sewerage District	414-272-5100
Milwaukee Area Technical College	414-297-6282
Milwaukee County	414-278-4033
West Allis/West Milwaukee School District	414-604-3000
Whitnall School District	414-525-8400
Greenfield School District	414-855-2050

TAX PORTAL ON OUR WEBSITE: www.greenfieldwi.us

From the home page scroll down to "Helpful Links", select "Tax Data". The tax portal has information available to view or print property tax bills. Once a payment is made, it will be updated showing the date, amount and receipt number.

INSTALLMENT PAYMENTS

If you choose to use the installment payment method for Real Estate (Personal Property does not apply), the due dates are: **JANUARY 31, APRIL 30 and JUNE 30.** Payments must be received by the Treasurer within 5 working days after the due date. Once an installment payment is delinquent, the entire unpaid balance becomes due and is subject to interest and penalty of 1.5% PER MONTH beginning February 1st, 2017. **The City of Greenfield does not send out reminders regarding installments or for remaining unpaid balances due.** For each installment, please include your tax payment coupon with your check. Your payment will be posted promptly and a receipt will be mailed to you with a return envelope if another installment is due.

RECEIPTS

Receipts for FULL payments will NOT be mailed unless a self-addressed stamped envelope is included with the payment. If your mortgage company made the payment directly to us, the tax portal will show payment.

ESCROW CHECKS (checks from mortgage companies)

- Mortgage companies may send escrow checks directly to the homeowner or to the city. Some mortgage companies send escrow checks to a third party tax service before mailing to the City. In this case, your mortgage company may tell you the check was cut early in December but we may not receive it until late December. To see when your escrow was received and obtain a receipt of payment, please refer to our website (www.GreenfieldWI.US) for paid tax bill information.
- Escrow Checks issued to two taxpayers whose names are separated by "and" require the signatures of both. Names separated by "or" require only one signature.
- The full amount of the escrow check must be applied; you may not pay just the first installment and receive a refund.

TRASH AND RECYCLING FEE

The City trash and recycling fee is \$178.96 per single family home for 2017. This fee is listed as a separate line item on the tax bill under the net tax amount. It is figured into the "Total Due for Full Payment Amount" box.

LOTTERY & GAMING CREDIT (Located in the middle of your tax bill)

If you did not receive a Lottery & Gaming credit on this tax bill and you are eligible (see requirements below), you have until February 1, 2017 to file an application with our office. You may request an application by calling us at: 414-329-5259.

Eligibility requirements:

- 1) You must have been the owner of this property on January 1, 2016 and you must have used this property as your primary residence. Primary residence is where you live most of the time. When you are away, it is the home to which you intend to return to. You can only have one primary residence.
- 2) If you purchased the home after the January 1, 2016 date, the new owner must attest that to the best of their knowledge the previous owner owned and used the home as their primary residence as of January 1.

PAYMENT OPTIONS

Please make checks payable to: **City of Greenfield** (make sure check is signed and escrow check is endorsed)

MAIL OR DEPOSIT BOX

- Mail in your check along with the payment coupon. (Please do NOT mail your entire tax bill to us.) Envelopes postmarked on or before December 31st will be reflected as paid in 2016. Postmarks on or before a due date are also posted as "on time" payments.
Mail Payments to:
City of Greenfield
P.O. Box 20739
Greenfield, WI 53220-0739
- The **Deposit Box** is located at the south entrance to City Hall, off of 72nd Street. Please enclose your check and payment coupon.
**Payments in the box before midnight December 31st will be reflected as paid in 2016.*

IN PERSON AT CITY HALL

GREENFIELD CITY HALL is located at: 7325 W. Forest Home Ave.	
TREASURER'S OFFICE HOURS FOR DECEMBER 2016	
Weekdays, December 1st to 22nd	8AM – 5PM
Friday, Dec. 23rd AND Monday, Dec. 26th	CLOSED
Tuesday Dec. 27th – Thursday Dec. 29th	8AM – 5PM
Friday, December 30th:	9AM – 3PM
Saturday, December 31st	CLOSED

CREDIT CARD Administered by Point and Pay (Online, by phone or in Treasurer's Office)

- SERVICE FEES DO APPLY.** Credit Card is 2.39%, minimum \$ 1.50. E-checks-flat fee of \$ 1.50 up to \$10,000.00.
- Online: **Our website: www.greenfieldwi.us** : Helpful Links: Tax Data: Select your account and follow prompts.
- By phone: (866) 526-8385.** Real Estate Property Tax is Prompt 1, only use Prompt 2 for a business' Personal Property
- At the counter in Treasurer's Office at City Hall (**service fees still do apply in person.*)

REFUNDS

A refund occurs when your escrow check is higher than your tax payment. Please note, **NO immediate refund will be issued upon payment at City Hall.** A refund check will be mailed to the taxpayer within **15 BUSINESS DAYS.** **However, see below for alternate bank payment locations that would offer refunds sooner – even if you are not a customer of that particular bank.**

ALTERNATE PAYMENT BANK LOCATIONS AND REFUND INFORMATION

These are the **only two bank locations** that will collect property tax payments for us **only through DECEMBER 31ST, 2016.**

- 1) The TRI CITY National Bank, located in the Pick N Save store at 4279 S. 76th Street, (414-328-1810) is open as follows:

Month of December : Monday-Friday 10am - 7pm Sat & Sun: 10am-4pm
December 24th Hours: 10am – 2pm December 25th: Closed December 31st Hours: 10am – 4pm

At TRI CITY, **an immediate refund of ANY amount** and confirmation of an overpayment will be provided. Cashier's checks will be issued to all payees listed on the escrow check for the refund for both customers AND non-customers. Refunds may be cashed there immediately with a valid ID as long as all payees are present.

- 2) The Associated Bank (lobby only), 4811 S. 76th Street, (414-281-2500) is open as follows:

Month of December : Monday-Friday 9am - 6pm Saturdays : 9am-1pm
December 24th Hours: 9am – 1pm December 25th: Closed December 31st Hours: 9am – 1pm

At Associated Bank, **refunds are limited up to \$100.00** and confirmation of an overpayment will be provided. Cashier's checks will be issued to all payees listed on the escrow check for the refund for both customers AND non-customers. Refunds may be cashed there immediately with a valid ID as long as all payees are present.

Pet License renewals will be issued at Greenfield City Hall starting in JANUARY 2017



- You may also mail the rabies vaccination certificate showing the tag number and expiration date, along with the MADACC postcard, and your payment of \$12.00 if your pet is spayed or neutered, or \$24.00 if it is not. Your tag and receipt will be mailed to you.
- NOTE: Renewal of pet licenses are due by April 1st, 2017.**
- Please visit www.madacc.com or call (414)649-8640 for further information regarding pet licensing.