

CITY OF GREENFIELD 2018 TAX BILL AND PET LICENSING INFORMATION

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.

INSTALLMENT PAYMENTS (for Real Estate Taxes only) If you choose to use the installment payment method for Real Estate Taxes, the due dates are: **JANUARY 31, APRIL 30 and JUNE 30.** Payments must be received by the Treasurer's Office by 5 pm on the fifth business day after the due date. If an installment payment is late or short, the installment plan is no longer available and entire unpaid balance becomes due with interest and penalties of 1.5% PER MONTH beginning with February 1st, 2019. **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.

RECEIPTS: Receipts for FULL payments will NOT be mailed unless a self-addressed stamped envelope is included with the payment. A receipt for payments can also be printed off our website, www.greenfieldwi.us. From the home page scroll down to "Helpful Links", select "Tax Data". Follow the prompts and use the "Print Tax Details" button to bring a printable screen up of your tax and payment information.

PAYMENT OPTIONS – mail, drop box, in person, at specific bank locations, online, or by phone

Mail Mail in your check with a contact phone number 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 2018.

Mail Payments to: City of Greenfield
P.O. Box 20739
Greenfield, WI 53220-0739

Drop Box The deposit box is located at the south entrance to City Hall, 7325 W. Forest Home Ave., off of 72nd Street. Please enclose your check with a contact phone number and payment coupon. *Payments in the box before midnight December 31st will be reflected as paid in 2018.

In Person At City Hall

7325 W. Forest Home Ave., Room 103
TREASURER'S OFFICE HOURS FOR DECEMBER 2018 AND JANUARY 2019

Weekdays, December 1 st to 21 st	8AM – 5PM
Monday, Dec. 24 th and Tuesday, Dec. 25 th	CLOSED
Wednesday, Dec. 26 th – Friday, Dec. 28 th	8AM – 5PM
Monday, Dec. 31 st	9AM – 12PM
Tuesday, January 1 st , 2019	CLOSED
Weekdays, January 2 nd – to 31 st	8AM – 5PM

***Credit/debit card and e-check payments made in person will be charged the same service fees as online or phone payments and increase in person processing time.

Bank Locations

These are the only two bank locations that will collect property tax payments for us only during DECEMBER.

- 1) 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
Holiday Hours: December 24th 10am – 2pm December 25th: Closed December 31st 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) 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 Sundays: Closed
Holiday Hours: December 24th 9am – 2 pm December 25th Closed December 31st 9am – 6 pm

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.

Online or by phone

- **SERVICE FEES DO APPLY for all credit card, debit card and e-check payments.** Credit card or Master Card debit payments are charged an additional 2.39% of what is charged, with a minimum \$ 1.50. A Visa Debit Card payment is charged a flat fee of \$ 3.95 and E-checks are charged a flat fee of \$ 1.50 up to a \$10,000.00 payment. The fees are collected by the credit card processor, not the City of Greenfield.
- **Online:** Go to Greenfield's website, www.greenfieldwi.us: I want to Pay: Taxes, click for the tax portal, search for and select your account and follow the prompts to make the payment. (Hint: typing only your address number and street number to search works well.)
- **By phone: (866) 526-8385.** Real Estate Property Tax is Prompt 1, only use Prompt 2 for a business' Personal Property 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 issued 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.

REFUNDS

A refund occurs when your escrow check is higher than your tax payment. Tri City Bank will refund any amount and Associated Bank will refund up to \$100 immediately. Both banks issue cashier's checks for the overpayment amount that can be cashed on the spot with a valid ID as long as all payees are present. NO immediate refund will be issued upon payment at City Hall. A refund check from City Hall will be mailed to the taxpayer within 15 BUSINESS DAYS.

VIEWING PROPERTY TAX INFORMATION 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 and payment information. Use the “Print Tax Details” button to get a receipt for your tax payments.

TRASH AND RECYCLING FEE

The City trash and recycling fee is \$186.66 per single family home for 2019. 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 January 31, 2019 to file an application with our office, not the County Treasurer, to receive the credit on the 2018 tax bill. You may request an application by calling us at: 414-329-5259 or through the State of Wisconsin's website, www.revenue.wi.gov/pages/Form/lottery-home.aspx.

Eligibility requirements:

- 1) You must have been the owner of this property on January 1, 2018 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, 2018 date, you must attest that to the best of your knowledge the previous owner owned and used the home as their primary residence as of January 1, 2018.

**If your Greenfield property is not eligible for the 2018 Lottery and Gaming Credit you may also request the removal form from our office or print one from the State of Wisconsin's website, www.revenue.wi.gov/pages/Form/lottery-home.aspx. Our office, not the County Treasurer, will need to receive the completed form by January 31, 2019, and will need to collect the lottery credit amount from you for the 2018 Real Estate Taxes.

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



Pet License renewals will be issued at Greenfield City Hall starting in JANUARY 2019

- You may also mail a copy of 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 to the City of Greenfield, PO Box 20739, Greenfield, WI, 53220-0739. Your tag and receipt will be mailed to you.
- **NOTE: Late fees are charged after March 31, 2019.**
- Please visit www.madacc.com or call (414) 649-8640 for further information regarding pet licensing.