

## PAYMENT INSTRUCTIONS

- Write tax account number on check when making payment.
- After February 10, interest accrues at the rate of 1.5% per month; 18% per year.
- If due date falls on a weekend or holiday, payment is accepted on the first business day after the weekend or holiday.

**Payment by mail:** Payment with a U.S. postmark dated on or before the payment due date will be accepted. Payments postmarked after the payment due date, as stated in the instructions below, will be returned to you for the additional interest due.

**Payment by Credit Card:** Credit card payments are accepted only via internet; a 3% fee is charged. For credit card payments, go to website [www.monroecounty.gov](http://www.monroecounty.gov), select "view taxes online." Then follow the prompts to retrieve your account information and make payment.

**Payment by electronic check:** Available via internet at [www.monroecounty.gov](http://www.monroecounty.gov). A sliding scale fee charged based on amount of payment.

### For suburban town properties:

- **January 1 to May 31** – make payment to Town Tax Receiver named on the front of the bill. (See front of bill for address and phone numbers.)
- **After May 31** – make payment to Monroe County Treasurer  
**By Mail:** P.O. Box 14420, Rochester, NY 14614  
**In Person:** 39 W. Main St., Room B-2, Rochester, NY 14614. Call 753-1200 for amount due; Monday-Friday, 9 a.m.-5 p.m.

### For city properties: make payment to Monroe County Treasurer

**By Mail:** P.O. Box 14420, Rochester, NY 14614

**In Person:** 39 W. Main St., Room B-2, Rochester, NY 14614. Call 753-1200 for amount due; Monday-Friday, 9 a.m.-5 p.m.

## FULL PAYMENT INSTRUCTIONS

*To pay entire amount billed, follow the instructions in this section.*

<b>PAYMENT DUE DATES FOR FULL PAYMENT:</b> <i>bill must be paid in full, plus interest if applicable.</i>			
Jan 1- Feb 10:	No interest due	June 1-30:	7.5% interest, plus \$1.00 notice fee
Feb 11- Feb 28:	1.5% interest	July 1-31:	9% interest, plus \$1.00 notice fee
March 1-31:	3% interest	Aug. 1-20:	10.5% interest, plus \$1.00 notice fee, plus advertising charge (contact County Treasury for amount of advertising charge)
April 1-30	4.5% interest	After Aug 20:	Contact County Treasury for amount due.
May 1-10	6% interest		
May 11-31	6% interest, plus \$1.00 notice fee		

## INSTALLMENT PAYMENT INSTRUCTIONS:

*To use installment payment plan, follow the instructions below.*

Total bill must exceed \$100 to use this option. The 1<sup>st</sup> installment must be paid by Feb 10. If the 1<sup>st</sup> installment is *not* paid by Feb 10, the total bill plus interest is due. See Full Payment instructions above. Any payment paid on or before Feb 10 is interest-free.

<b>SCHEDULE FOR INSTALLMENT PAYMENTS:</b> <i>bill must be paid per installment payment instructions below:</i>			
Jan 1-Feb 10:	1 <sup>st</sup> installment due. No interest is due	May 11-31:	6% interest on remaining installment balance, plus \$1.00 notice fee.
Feb 11-Feb 28:	2 <sup>nd</sup> installment due with 1.5% interest. After Feb 28, both the 2 <sup>nd</sup> and 3 <sup>rd</sup> installments due plus accrued interest	June 1-30:	7.5% interest on remaining installment balance, plus \$1.00 notice fee.
March 1-31:	3 <sup>rd</sup> installment due with 3% interest. If 2 <sup>nd</sup> installment was not paid by February 28, both 2 <sup>nd</sup> and 3 <sup>rd</sup> installments shall be paid as one unit with 3% interest.	July 1-31:	9% interest on remaining installment balance, plus \$1.00 notice fee.
April 1-30:	4 <sup>th</sup> installment due with 4.5% interest on remaining installment balance. If prior installments are not paid by respective due dates, all installments shall be paid as one unit with 4.5% interest.	Aug 1-20:	10.5% interest, plus \$1.00 notice fee, plus advertising charge. (Contact County Treasury for amount of advertising charge)
May 1-10:	6% interest on remaining installment balance.	After Aug 20:	Contact County Treasury for amount due.

**\*\*For information about other payment options, please contact your Town Tax Receiver, the Monroe County Treasury or visit the County website at [www.monroecounty.gov](http://www.monroecounty.gov).\*\***

**NOTE TO CITY TAXPAYERS:** From Jan 1 – Feb 15, payments can be made at City Hall, 30 Church St., Rochester, NY 14614 – (Cash, Check or Money Order)

### NOTICE TO SENIOR CITIZENS AND DISABLED PERSONS – Third Party Designation:

- 1) If you are 65 or over or disabled and you own and occupy a 1, 2 or 3 family residential property, you can designate an adult third party to receive a duplicate of you Town/County tax bill and all required notices. You and the person you designate must both sign the application.
- 2) To obtain an application, contact your Town Tax Receiver/Collector or the County Treasury. If you wish to receive an application by mail, send a self-addressed, stamped envelope with your request to either the Town Tax Receiver/Collector or the County Treasury.
- 3) Your application must be filed with the Town Tax Receiver/Collector or the County Treasury by November 1.

**AGED EXEMPTIONS:** If you are age 65 or older or will be 65 by December 31, you may be eligible for an aged exemption which will reduce future tax bills. Contact your City Assessor before February 1 or Town Assessor before March 1 for further information. If you feel your assessment is too high, you have the right to seek a reduction in the future. For further information, please ask you Assessor for the booklet "How to File a Complaint on Your Assessment." Contact your City Assessor before Feb. 1 or Your Town Assessor before March 1 for further information.