### WHEN IS MY TAX BILL DUE?

Due date is January 31, 2018. An installment option is available. There is no need to sign up, but payments must be made timely. Installment payments of taxes and special assessments are due as follows:

- 1<sup>st</sup> Installment due by January 31<sup>st</sup> (all delinquent accounts due)
- 2<sup>nd</sup> Installment due by March 31<sup>st</sup>
- Final Installment due by May 31<sup>st</sup>

### **HOW DO I MAKE A PAYMENT?**

During 2018, Village Services are temporarily relocated to the Department of Public Works. Due to the limited parking and space at the temporary location, we are asking residents to pay their tax bill one of the following ways this year.

- By Mail (Preferred)
  - Make check payable to the Village of Whitefish Bay
  - o Send check to Village of Whitefish Bay, PO Box 8411, Carol Stream, IL 60197-8411
  - Use enclosed envelope for fast processing
- On the Village Website, www.wfbvillage.org
  - Select "Pay Property Taxes" option
  - Enter payment type (real or personal property), Name and Address, and Card information
  - User Fees Do Apply:
    - Credit Cards 2.39% per Transaction, \$1.50 minimum
    - Electronic Check \$1.50 for payments up to \$10,000, \$5.00 over \$10,000
- 24-Hour Night Depository
  - Located at the entrance of Department of Public Works at 155 W Fairmount
  - 24 Hour Night Depository located outside front door at Associated Bank Whitefish Bay Branch only
  - Deposits made prior to midnight will be processed using that day's date
- In Person
  - Associated Bank (Whitefish Bay Location Only) 430 E Silver Spring Drive, Suite 100.
    - Lobby Hours Monday Friday 9 am 6 pm, Saturday 9 am 1 pm, Sunday Closed.
    - Closed on Sunday Dec 24, Monday Dec 25, Sunday Dec 31 and Monday Jan 1

### **HOW DO I OBTAIN A RECEIPT?**

Receipts can be obtained in one of three ways:

- 1. Use the Village website, www.wfbvillage.org
  - Tax payments are processed daily, and receipts may be printed at your convenience
- 2. Include a self-addressed stamped envelope with payment sent via mail or night deposit box
- 3. Receive receipt at time of payment in person at **Associated Bank**.

## WHAT HAPPENS IF I DO NOT PAY ON TIME?

For any property tax bill where payment is not made timely, the bill is considered delinquent and the remaining balance is subject to interest and penalty. Pursuant to Wisconsin State Statutes and Village of Whitefish Bay Municipal Code, delinquent property tax bills are charged 1.5% interest and penalty per month (in the calculation of interest and penalty, a partial month is considered a full month). Interest and penalty are charged retroactive to February 1, 2018.

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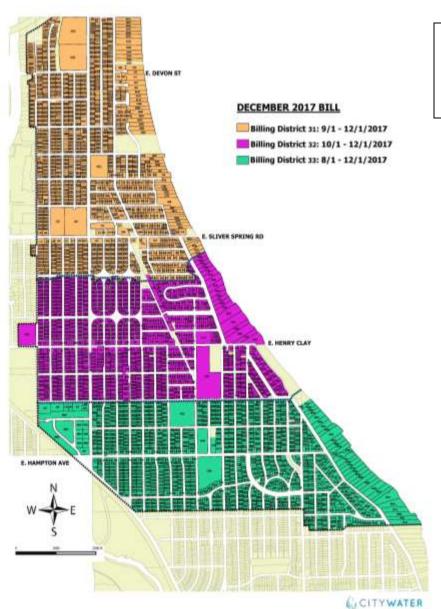
## **2018 UTILITY BILLING CHANGES**

The Whitefish Bay Utility will switch from a rolling tri-annual billing schedule to a Village wide quarterly utility bill beginning in 2018. As of January 1st, every utility customer will receive a pro-rated bill for 2017 usage (see map below). Beginning in 2018, all customers will transition to a quarterly billing schedule, with the first quarter bill mailed April 1st.

# **Benefits of Quarterly Billing:**

- Will Provide efficiency and cost savings to the Village customers
- Shorter billing periods will allow the Village to catch leaks faster and reduce the un-intended use by customers
- Customers will see lower bills based on a shorter billing periods which makes it easier for budgeting

Please refer to the map below to identify your prorating schedule:



Look at your bill to find the district

ACCT NUMBER: SERVICE ADDRESS: PERIOD COVERED: 31-00000000-001 101 N Whitefish Bay 09/01/2017 – 12/01/2017