

NOTICE TO CITY OF MAYVILLE TAX PAYERS

Tax payments for the 2015 Tax year payable in 2016 can be mailed to the City of Mayville, P O Box 273, Mayville WI 53050, dropped off in the Drop Box located in the parking lot at City Hall, or paid in person. Please enclose the proper payment portion off the bottom of your tax bill with your payment. **To avoid the possibility of waiting in line for your tax receipt, you may drop your payment in the Drop Box located in the parking lot at City Hall labeled "City Payments" or mail your payments to the City. Please include a self-addressed stamped envelope if you want a receipt mailed to you; there will be no receipt mailed without one.** If your payment is received directly from your escrow, a receipt will be mailed to you. All escrow tax refunds will be mailed to the taxpayer within 10 business days from receipt of the payment. **Please remember to sign your escrow check before mailing it to the City! Payments can be made Payable to the City of Mayville.**

City Hall will be closed on December 24, 25, 31, 2015 and January 1, 2016 to observe the holidays. **Wednesday, December 31, 2015 City Hall is closed for normal operations, but will be open from 8:00 am until Noon for those people wishing to pay their taxes.**

For those taxpayers wishing to have their tax bills marked paid by 12/31/15 for income tax purposes, please make arrangements that your tax bill is paid prior to 12/31/15. It is your responsibility to make sure that your payment is paid by 12/31/15 for income tax purposes! If you mail your payment, it will be dated on the date it is received at City Hall. If it is postmarked before 12/31/15, it will be noted on your tax receipt for income tax purposes. If you put your payment in the drop box, it must be there by 12:00 a.m. to be considered paid on 12/31/15. The drop box will be emptied at 12:00 a.m. by the Mayville Police Department.

First installment payments or payments in full are due by 1/31/16. To be considered a timely payment, your payment must be postmarked 1/31/16. **The second installment is due on or before 7/31/16 and is payable to the Dodge County Treasurer. Please send along a self-addressed stamped envelope to have a receipt sent to you.**

All people who have dogs and cats that live in the City of Mayville need to have their pets licensed. Proof of vaccination is required to receive your tag. Dog and Cat license fees are as follows: Dogs/Cats Spayed/Neutered \$10.00, **Dogs/Cats Un-spayed/Un-Neutered \$20.00.** Licenses for dogs and cats must be paid by 03/31/16. Payments after that date will be assessed an additional **\$10.00 late fee. All dogs and cats need to have a license.** You may add your Dog/Cat License fee to your check for your taxes.

If you wish to make your tax payment with your credit card, please go to <https://www.officialpayments.com/index.jsp>. Please be aware that Official Payments does charge a convenience fee. You can also contact City Hall and we can help you process your credit card payment.

If you do not currently have a lottery credit on your tax bill, contact the Treasurer. You are eligible for the credit if you lived in your home as your primary residence as of Jan. 1, 2015.

You may also have a first dollar credit on your tax bill. To qualify for the credit the parcel must be a taxable parcel and contain a real property improvement. This includes business, commercial and private property. The property does not have to be the primary resident of the owner. Property containing only personal property improvements (no real property improvements) will not qualify for this credit. This credit is applied (divided) equally over each installment and should be automatically applied to qualified parcels. If you did not receive this credit and feel you qualify please contact the Deputy Clerk, Christina Keller.

If you have any questions regarding your 2015 Tax Bill, please direct your inquires to Darlene Smith, City Clerk at 920-387-7900 ext. 1203.