

IMPORTANT INFORMATION ABOUT YOUR TAX BILL

GENERAL INFORMATION

Property taxes are due in two installments, but this is the only notice you will receive. Separate bills are not mailed for the second installment. Failure to receive your bill, or receiving it late for any reason, does not relieve the taxpayer of penalties if taxes are not paid by the due dates. If a mortgage company pays your real estate taxes, please forward this bill to them. If you are not the present owner of this property please forward this bill to the owner. If you are due a refund, please contact the Treasurer's Office for instructions. Refunds are not automatic and need to be verified and documented. If you have additional questions, please do not hesitate to call one of the telephone numbers below.

HOW DO YOU PAY YOUR TAXES?

Examine your bill carefully. Verify that the description covers your property and is for the current year. You may pay each installment separately or both at the time of the first installment. CASH, PERSONAL CHECK, CASHIER'S CHECK OR MONEY ORDERS are acceptable. The detachable coupon from the tax bill must accompany all payments. Please write your parcel number on the front of your check. If paying by mail, retain the top portion of the bill for your records. If paying in person, bring the entire bill with you. Tax payments are delinquent if they are not received (or postmarked) by the due date FOR ANY REASON. The collector is not liable for erroneous payments. There is a 1.5% per month interest charge on all late payments. Interest is calculated by the month, not by the day. NONPAYMENT of your property tax will result in accruing interest, additional fees, reduced payment options, publication in the newspaper and taxes sold or forfeited by court order. Call the Treasurer's Office for more information on these procedures.

Your cancelled check is your receipt. All checks will be deposited when received, including post-dated checks. We do not accept third-party checks. Payment is void if not honored by your bank. A \$25 charge will be assessed for all returned checks. Checks will not be deposited a second time and taxes will remain unpaid until valid payment is made. If a check is returned for insufficient funds and remains unpaid for 10 days, it will be referred to the States Attorney's Office for collection.

WHERE DO YOU PAY YOUR TAXES?

Tax payments for the FIRST INSTALLMENT must be made to your Township Collector. See reverse side for Town Collector mailing instructions or office hours. Tax payments for the SECOND INSTALLMENT can be made as follows: BY MAIL to the address listed on the detachable coupon. DO NOT SEND CASH IN THE MAIL. Tax payments can be made in person at Room 102, Sangamon County Complex, 200 S. 9th St., Springfield, Illinois during regular business hours (Monday thru Friday, 8:30 am- 5:00pm). Public parking is available in the lot directly across 9th Street.

Taxes may be paid by DRIVE-THRU FACILITY for a period of five business days prior to each installment due date at the Sangamo Chapter Credit Union, 310 South Grand Avenue East, Springfield, Illinois during their normal business hours. INTERNET CREDIT CARD PAYMENTS, Log on to www.illinoisepay.com and follow the prompts. A convenience fee will be charged based on your tax amount. The county receives no portion of this fee. Call the Treasurer's Office for current non-internet credit card payment options. The availability of credit card payments is subject to change without notice.

TAXPAYER QUESTIONS

The **PROPERTY TAX INFORMATION LINE (217-747- 5180)** can assist in connecting you to the appropriate county office to address your inquiry.

The **COUNTY TREASURER (217/ 753-6800)** has information pertaining to the actual bill and tax paying procedures and the Senior Citizen's Tax Deferral Program.

The **COUNTY CLERK (217/ 753-6700)** can answer questions about the various tax rates, levies and delinquent taxes.

The **SUPERVISOR OF ASSESSMENTS (217/ 753-6805)** can answer questions about assessments, property descriptions, and exemptions, including the Senior Citizens Homestead Exemption and the Senior Citizens Assessment Freeze.

The **ILLINOIS DEPARTMENT ON AGING (1-800-624-2459)** can offer information on the "Illinois Cares RX and Circuit Breaker" program. You may be eligible for the Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance.

<p>CHANGES TO THE BILLING ADDRESS are processed in the Supervisor of Assessments Office, Room 210, Sangamon County Complex, 200 S. 9th St., Springfield, Illinois 62701. Please call 217/753-6805 for more information.</p>
