

CITY OF MUSKEGO - 2011 TAX INFORMATIONwww.ci.muskego.wi.us.

(262) 679-4100

**PLEASE NOTE SPECIAL INSTRUCTIONS AND INFORMATION
REGARDING TAXES AND DOG LICENSING**

- 1) In order to serve our customers more efficiently, please be courteous when paying taxes in person, and have your check completed before stepping up to the window. If you are not ready, we will ask you to step aside, in order to assist others that are ready. Please pay taxes with a separate check if also paying another bill.
- 2) Please **DO NOT PAY** your taxes if your mortgage company is paying them directly, as this creates unnecessary work and confusion. While the City of Muskego does not provide income tax advice, it is our belief that your deduction is valid when you give up control of your funds. Please check with your tax advisor regarding this. Example of giving up control would be your mortgage escrow statement showing the amount and date removed from your escrow account. The City will not endorse escrow checks over to the taxpayer.
- 3) To check the amount of your tax bill or to check if payments have been made, you can access that information at <http://Tax.waukeshacounty.gov>

If you need to contact City Hall for tax payment information, call (262) 679-4103. Your call will be sent to a voice mailbox. Please leave your name, address of the property, tax key number, if available, and a daytime phone number. Calls will be returned in the afternoon, when all payments received by mail have been processed for the day. This number will be active from December 15th through January 15th. Please call (262) 679-4100 after January 15th for information.

- 4) **Dog licenses** will not be issued at the Clerk-Treasurer's office from December 10 through February 15, 2012. The enclosed form should be completed, along with proof of rabies vaccination and returned to City Hall for processing. Or, to renew a current dog license on line: the rabies vaccination must be current, and on file at City Hall, then go to www.ci.muskego.wi.us, click on payments (no service charge applies). The 2012 license and metal tag will be mailed to you after February 15, 2012.
- 5) Breakdown of tax dollars shown in a Pie Chart format will be available at the Clerk-Treasurer's office and on the City of Muskego website at www.ci.muskego.wi.us click on Taxes

TAX PAYMENT DUE DATES – FOR REAL ESTATE TAXES ONLY

Payment in full or 1 st Installment due:	January 31, 2012
Second Installment due:	April 30, 2012
Third Installment due:	July 31, 2012

NOTE: If any installment is not paid by the due date, the installment option is lost and the entire unpaid balance is delinquent and subject to interest and penalty of 1.5% per month from February 1, 2012.

PROPERTY OWNERS MUST FORWARD THEIR OWN TAX BILLS TO THEIR LENDERS**Payment Information:**

- Make check payable to the CITY OF MUSKEGO (include Tax Key No. on check).
- Return **TOP** portion of tax bill with bar code, and mail with your payment in envelope provided.
- To obtain a receipt, a stamped, self-addressed envelope must be provided.
- Any refund due will be mailed within three weeks of receipt of payment.
- Escrow checks made payable to the property owner must be endorsed by all parties.

Payment Options

TO MAIL PAYMENT: CITY OF MUSKEGO
P.O. BOX 749
MUSKEGO WI 53150-0749

ELECTRONIC PAYMENTS: Pay from a checking or savings account; visit www.ci.muskego.wi.us Click on Electronic Payments (no service charge applies).

Pay with a credit card, visit www.officialpayments.com or call 1-800-2PAY TAX (Use Jurisdiction Code 5861) (service charge applies). Credit cards will not be accepted at City Hall.

DROP BOX PAYMENT: Drop boxes are located outside both City Hall and Library entrances.

PAY IN PERSON: Clerk-Treasurer's Office – Located in City Hall
W182 S8200 Racine Avenue

Office Hours Monday - Friday 8:00 am - 4:30 pm

The office will be closed on December 23, 24, 25, 26, 30, 31 and January 1 & 2

OFFSITE TAX COLLECTION – through December 31, 2011

PAYMENTS ACCEPTED AT BANKS IN DECEMBER ONLY (In-lobby service only - no drive-through)

- The **Banks** will not issue receipts or process refunds.
- The **City** will mail a receipt ONLY if a stamped self-addressed envelope is submitted.
- The **City** will mail all refund checks within three weeks of receipt of payment.

CITIZENS BANK OF MUKWONAGO
S74W17001 Janesville Road

NORTH SHORE BANK
S74W17095 Janesville Road

HARRIS BANK
S63W13510 Janesville Road

U.S. BANK
S75W17125 Janesville Road

M&I BANK
S69W15563 Janesville Road

WAUKESHA STATE BANK
S69W15273 Janesville Road

LOTTERY AND GAMING CREDIT

If you are entitled to a lottery credit and it is not shown on your tax bill, you can obtain an application for the credit at City Hall. Application is due by January 31, 2012.