

****IMPORTANT INFORMATION REGARDING YOUR SCHOOL TAX BILL 2023-2024****
THIS IS NOT A BILL, IF YOUR TAXES ARE PAID THROUGH YOUR MORTGAGE COMPANY.

Dear Orangetown Resident and Taxpayer,
We start collecting School Taxes September 1st through September 30th. This is not a Tax Bill if you pay your taxes through your Mortgage Company. Payment made October 1st through October 31st will incur a 5% Penalty.

Please make payment payable to: Rosanna Sfraga, Town Clerk

Be sure to include the Receiver's Stub (bottom of the tax bill). Write your TAX MAP NO (example: 392489 **74.03-1-2**. NOT the first six digits of the number and your PHONE NO. on your check in case we have an issue with your payment.

• **WE WILL NOT ACCEPT POST DATED CHECKS**

• **SECURED DROP BOX INSIDE TOWN HALL** - Be sure to include the Receiver's Stub along with your CHECK in a sealed envelope.

• **PAY BY MAIL: PERSONAL CHECK, MONEY ORDER OR BANK CHECK**

When mailing your payment to us at Town Hall or to our Processing Center in Binghamton, NY, the envelope **MUST BE USPS POSTMARKED BY THE DUE DATE: SEPTEMBER 30, 2023 TO AVOID PENALTIES.**

• **PAY ONLINE** through either website: <https://egov.basgov.com/orangetown/> (or) www.orangetown.com

Please use your property's TAX MAP NO. found on the front of this Tax Bill (example: 392489 **74.03-1-2** DO NOT USE the first six digits of this number) to ensure that you are entering the correct property. *There is a **CONVENIENCE FEE** added to your payment by the online payment provider, **NOT the Town of Orangetown.**

CONVENIENCE FEE AMOUNTS:

- A) Pay with **CHECKING ACCOUNT** (e-check) – \$.75 FLAT FEE* added to your payment. You can pay your taxes online using your Bank Routing Number and Checking Account Number.
- B) Pay with **VISA DEBIT CARD** only – \$3.95 FLAT FEE* added to your payment.
- C) Pay with **ALL OTHER DEBIT CARDS** – 1.50% FEE* added to your payment.
- D) Pay with **CREDIT CARD**; American Express, Discover, Mastercard or Visa Credit Card – 2.45% FEE* added to your payment.

• **CASH PAYMENT** - Must be the **EXACT AMOUNT** and/or **CREDIT CARD** will be Accepted at the Town Clerk's Office window. Convenience Fee will be added to your payment (see above rates).

****LATE PAYMENT** made October 1st - 31st is **DELINQUENT** and a 5% **PENALTY FEE** will be added to your Tax Bill. Please mail your payment to: Town of Orangetown, Rosanna Sfraga-Town Clerk, 26 W. Orangeburg Road, Orangeburg, NY 10962 and **NOT TO THE BINGHAMTON ADDRESS.**

*NOTE: Payment made between October 18th and October 31st, should be a **BANK CHECK, CREDIT CARD or CASH, NO PERSONAL CHECKS.** If we accept your personal check during this time and there is an issue, we cannot guarantee that your payment will be processed in the timely manner that is required.

RETURN CHECK POLICY: In the event that your check is returned by the Bank, you will have Five (5) Business Days to replace the Funds due with a Bank Check, (no personal checks) Cash, Credit Card or Money Order. **A \$20.00 RETURN CHECK FEE WILL BE COLLECTED SEPARATELY.**

• **IF YOU USE YOUR BANK'S BILL PAY SERVICES, UPDATE THE ADDRESS TO THE TOWN OF ORANGETOWN'S MAILING ADDRESS. PAYMENT RETURNED FOR ANY REASON WILL BE TREATED AS DELINQUENT AND INCUR A PENALTY.**

Your cashed check is your receipt. You can print a "Paid Receipt" within 36-72 hours from our website. If you do not have access to a computer, call our office and request a receipt by mail.

CLERK/TAX OFFICE HOURS:

Monday through Friday 9:00 am – 5:00 pm

The Office will be Closed: Monday, September 4th – Labor Day Holiday and Monday, October 9th – Columbus Day Holiday

Tel. (845) 359-5100 x 5004