

****IMPORTANT INFORMATION REGARDING YOUR SCHOOL TAX 2022-2023 BILL****
THIS IS NOT A BILL, IF YOUR TAXES ARE PAID THROUGH YOUR MORTGAGE COMPANY.

Dear Orangetown Resident and Taxpayer,
Due to the New Town Hall construction, for your convenience we strongly urge paying your taxes by Mail or On-line (see details below). They have closed off the "Green Entrance" doors to Town Hall (which is where the Town Clerk's Office is located). The only Entrance is through the "Old Building" (facing Orangeburg Road). There are concrete steps to manage and an outdoor Handicap Lift (with no roof) available for the disabled (see photo).

We have re-located our Secured Drop Box inside this entrance.



• PAY BY MAIL: PERSONAL CHECK, MONEY ORDER OR BANK CHECK made payable to: Rosanna Sfraga, Town Clerk. When mailing your payment to us, we

have enclosed a return envelope to send payment to our Processing Center in Binghamton, NY. Please make sure to include your Receiver's Stub (bottom of the bill) which the address will show through the window. Write your **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). Also add your **PHONE NO.** on your check in case we have an issue with your payment. **WE WILL NOT ACCEPT POST DATED CHECKS and PAYMENT MUST BE USPS POSTMARKED BY THE DUE DATE: SEPTEMBER 30, 2022 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 paying the correct property. *The added Convenience Fees are collected by the online payment provider, NOT the Town of Orangetown.

- A) Pay with Checking Account (e-check) – there is a \$.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 – there is a \$3.95 Flat fee* added to your payment.
- C) Pay with ALL other Debit Cards – there is a 1.50% fee* added to your payment.
- D) Pay with American Express, Discover, Mastercard or Visa credit cards – there is a 2.45% fee* added to your payment.

• CASH PAYMENT - must be EXACT CHANGE and/or CREDIT CARD will be accepted at the Town Clerk's Office.

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

****Payment made October 1st - October 31st are 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.

• DO NOT USE YOUR BANK'S BILL PAY SERVICES TO PAY YOUR TAXES. The Receiver's Stub must accompany your check for payment. Payments returned for any reason will incur a Fee and be treated as a Delinquent payment.

CLERK/TAX OFFICE HOURS:

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

The Office will be Closed: Monday, September 5th – Labor Day Holiday and Monday, October 10th – Columbus Day Holiday

Tel. (845) 359-5100 x 5004