

**\*\* INFORMATION REGARDING YOUR SCHOOL TAX BILL 2025-2026 \*\***

**THIS IS NOT A BILL IF YOUR TAXES ARE PAID THROUGH YOUR MORTGAGE CO.**

Dear Orangetown Resident and Taxpayer,

We start collecting School Taxes September 1<sup>st</sup> through September 30<sup>th</sup>. Payment made October 1<sup>st</sup> through October 31<sup>st</sup> are LATE and will incur a 5% PENALTY. This is not a Tax Bill if you ESCROW your taxes through your Mortgage Company. Please make check payable to: Rosanna Sfraga, Town Clerk.  
**POST DATED CHECKS ARE NOT ACCEPTED AND WILL BE RETURNED.**

● **PAY BY MAIL, IN-PERSON or ONLINE.**

Mail payment to Town Hall or to our Processing Center in Binghamton, NY (return envelope provided), and **MUST** include the Receiver's Stub (bottom of the tax bill). WRITE YOUR PHONE NO. and TAX MAP NO. on your check

Envelope **MUST BE USPS POSTMARKED** by the **DUE DATE, SEPTEMBER 30, 2025 TO AVOID PENALTY.**

● **PAY ONLINE** through either website using ECHECK (electronic check), DEBIT CARD OR CREDIT CARD.

\*A convenience fee will be added to your payment by the online provider, NOT the Town of Orangetown. (See **ALL RATES** below).

**WEBSITE:** <https://egov.basgov.com/orangetown/>  
or  
[www.orangetown.com](http://www.orangetown.com)

● **SECURED DROP BOX** is located inside TOWN HALL (west entrance foyer) for your convenience. **NO CASH PAYMENT.**

**USING YOUR BANK'S BILL PAY SERVICE:**

Allow ample time for processing and mailing. **DO NOT MAIL TO THE BINGHAMTON, NY ADDRESS.** They cannot process payment without the Receiver's Stub.

● Tell your Bank to mail your check directly to us at Town Hall - Town of Orangetown, Rosanna Sfraga-Town Clerk, 26 W. Orangeburg Road, Orangeburg, NY 10962.

● In the **MEMO FIELD**, put your Phone number and **Tax Map #** for us to apply the payment to. If there is an issue with the payment, we need to contact you immediately.

Payments for Multiple properties, please mail check directly to the Town Hall address above. **DO NOT MAIL TO BINGHAMTON, NY.** If you have any questions, call the Town Clerk's office at: 845-359-5100 ex 5004.

**PAYMENT RETURNED FOR ANY REASON WILL BE VOIDED AND INCUR A \$20.00 PENALTY FEE.**

\* **LATE PAYMENT** made OCTOBER 1<sup>st</sup> – 31<sup>ST</sup> will incur a **5% PENALTY FEE.** Mail payment directly to Town Hall at: Town of Orangetown, Rosanna Sfraga-Town Clerk, 26 W. Orangeburg Rd, Orangeburg, NY 10962 – **DO NOT MAIL LATE PAYMENT TO THE BINGHAMTON ADDRESS.**

● **CASH PAYMENT at the Town Clerk's Window** **MUST be the EXACT AMOUNT (we cannot make change).**

\***CREDIT CARD PAYMENT:** a Convenience Fee will be added to your debit/credit card payment (see rates below).

**\*CONVENIENCE FEE RATES APPLY FOR PAYING ONLINE or at the TOWN CLERK'S OFFICE**

- A) Pay with **CHECKING ACCOUNT ONLINE** (Electronic check known as ECHECK) – \$0.75 FLAT FEE\* added to your payment. You can pay your taxes online using your Bank Routing Number and Checking Account Number. **NO FEE** for check mailed or dropped off at the Town Clerk's Office.
- 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.

\*\*\*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 **YOU MUST INCLUDE YOUR PHONE NUMBER.** If there is an issue with your check, we cannot guarantee that your payment will be processed in the timely manner.

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 to request a receipt by mail.

CLERK/TAX Office Tel. (845) 359-5100 x 5004 ● HOURS: Monday through Friday 9:00 am – 5:00 pm

The Office will be Closed: Monday, September 1<sup>st</sup> - Labor Day Holiday and Monday, October 13<sup>th</sup> – Columbus Day Holiday