



**NOTICE TO PROPERTY OWNERS  
DECEMBER 2009**

**When are my taxes due?**

Taxes must be paid in full or through the installment plan using the due date schedule below. Payments made by mail must be **postmarked by the Post Office on or before the due date to be considered paid on time**. If you do not pay by the installment due dates, the entire remaining balance becomes immediately due and payable and is subject to interest and penalties (1.5% per month), *retroactive to February 1, 2010*.

	<b>Payment in full due on or before</b>	<b>Installment payment due on or before</b>
Real estate taxes	January 31, 2010	1 <sup>st</sup> – January 31, 2010 2 <sup>nd</sup> – April 30, 2010 3 <sup>rd</sup> – July 31, 2010
Personal property taxes	January 31, 2010	Installment Plan Not Available

**Where do I pay my taxes?**

1. **Online:** The City now accepts online payment via credit card or automatic withdrawal from your checking account. See the other tax bill insert for more details. Note: A convenience fee does apply.
2. **Mail:** City of Oconomowoc; Attn: Property Tax Payments; PO Box 27; Oconomowoc, WI 53066
3. **Drop Box:** A 24-hour drop box is located next to the main Police Department entrance on the east side of City Hall
4. **In Person:** The Treasurer's office (first floor of City Hall) is open for tax collection from 8:00 a.m. to 5:00 p.m., Monday through Friday (except holidays). The office hours for December and January are:

December 1 thru 23	Open 8:00 am – 5:00 pm Monday thru Friday
December 24, 25, 26, 27	<b>CLOSED</b>
December 28, 29, 30	Open 8:00 am – 5:00 pm
December 31	Open 8:30 am – 12:00 pm ( <b>tax collection only</b> ) Please use St. Paul Street entrance
January 1, 2, 3	<b>CLOSED</b>
January 4 thru 31	Open 8:00 am – 5:00 pm Monday thru Friday

**How can I pay my taxes?**

1. **Credit Card/Automatic Withdrawal:** This type of payment is only accepted through online payments. See the other tax bill insert for more details. Note: A convenience fee does apply.
2. **Escrow Checks:** Please remember to endorse any escrow checks. Escrow checks made payable to the City must be applied to the entire outstanding balance. If you have an escrow check that exceeds the amount due, you will be issued a refund check within two weeks for the overpayment.
3. **Check:** Address to the *City of Oconomowoc Treasurer*
4. **Cash:** If you wish to pay in cash, we recommend that you do NOT use the drop box or mail.

**How do I get a receipt of my payment?**

1. **Online:** If you pay online, you can print a receipt at the time of payment. If you pay by any other means, a receipt will be available on the Waukesha County website after approximately two weeks. Simply go to [www.waukeshacounty.gov](http://www.waukeshacounty.gov) and click on the 'Tax Listing' button. Search for your property by property address or tax key number (as shown on your property tax bill). If searching by the tax key number be sure to type the entire tax key number with no spaces between the digits (example: ococ0563251). Click on 'View Tax Bill' at the top of the screen to see or print tax bill with payment detail.
2. **Self Addressed Stamped Envelope:** If you pay by mail or drop box and would like a printed receipt at the time of payment, you must include a self addressed stamped envelope.

**Additional Information**

Additional information on property taxes and the lottery credit is available on the City's website at [www.oconomowocusa.com](http://www.oconomowocusa.com) and click on 'Finance' in the Department listing. You may also call the Treasurer's Office at (262) 569-2170.