

# SCHOOL TAX PAYMENT INFORMATION

**PAYMENT BY MAIL:** The U.S. Postmark on the payment envelope will be used to determine the date of payment and the amount of interest or late payment charges due for that payment. School tax payments delivered by the U.S. Postal service after the due date that do not contain an official U.S. Postal Postmark but rather a “postage meter” mark are not considered timely. Payments with insufficient interest or late payment charges will be returned to you.

**ON-LINE BANK PAYMENTS:** Most banks discourage the use of on-line banking for tax payments because they cannot guarantee your payment will be delivered to our office by the due date. If you utilize on-line banking, you do so at your own risk.

**FULL PAYMENTS:** If your school district requires your taxes to be paid in one full payment, please follow these instructions.

- SEPT 1 – OCT 1: Pay 1<sup>st</sup> installment by September 15 to “Receiver of Taxes, Henrietta.”
- OCT 2 – OCT 31: Add 2% late payment charge to total tax due. Make checks payable to “Receiver of Taxes, Henrietta.”
- NOV 1 – NOV 18: Add 5% late payment charge to total tax due. Make checks payable to “Monroe County Treasurer,” P.O. Box 14420, Rochester, NY 14614 or pay in person at 39 W. Main St., Room B-2, Rochester.

**INSTALLMENT PAYMENTS:** You may pay by installment or in full. You elect to pay taxes by installment upon remittance of your first installment payment. The service charge must be paid with all installment payments. To pay by installment, follow the instructions below:

- 1<sup>ST</sup> INSTALLMENT: Pay 1<sup>st</sup> installment by **September 15** to “Receiver of Taxes, Henrietta.”
- SEPT 16-20: Add 1% to installment amount due.
- If the 1<sup>st</sup> installment is not paid by September 20, the installment plan is no longer available. The full amount of School tax must be paid. (See full payment instructions above)**
- 2<sup>ND</sup> INSTALLMENT: Pay 2<sup>nd</sup> installment by **October 15** to “Monroe County Treasurer.”\*
- OCT 16 – 31: Add 1% interest to 2<sup>nd</sup> installment amount due.
- NOV 1 – 18: Add 2% interest to 2<sup>nd</sup> installment amount due.
- 3<sup>RD</sup> INSTALLMENT: Pay 3<sup>rd</sup> installment by **November 15** to “Monroe County Treasurer.”\*
- NOV 16 – 18: Add 1% interest to 3<sup>rd</sup> installment amount due.

**\*2<sup>ND</sup> AND 3<sup>RD</sup> INSTALLMENTS ONLY:** Make check payable to “Monroe County Treasurer,” PO Box 14420, Rochester, NY 14614 or pay in person at 39 West Main St., Room B-2, Rochester. Call Treasury at 753-1200 if you have any questions on amount due.

## NO PAYMENTS WILL BE ACCEPTED AFTER NOVEMBER 18.

### THIRD PARTY NOTIFICATION – NOTICE TO SENIOR CITIZENS AND DISABLED PERSONS

- 1) NYS law now provides that if you are age 65 or over or disabled and you own residential property consisting of 1, 2, or 3 family dwelling unit, you can designate an adult third party to receive a duplicate of your school tax bill.
- 2) You and the person you designate must both sign an application. You may obtain an application at the office of the school tax receiver/collector. If you wish to receive an application by mail, send a self-addressed envelope with your request to the school tax receiver/collector at 475 Calkins Road, Henrietta, NY 14467. The completed application must be filed with your school tax receiver/collector by July 1.
- 3) Once the application is approved and filed, a duplicate of your subsequent school tax bills will be mailed to the third party until you notify the school tax receiver/collector.

If you feel your assessment is too high, you have the right to seek a reduction in the future. For further information, please ask your assessor for the booklet “How to File a Complaint on Your Assessment.” Please note that the period for filing complaints on the above assessment has passed.