

# COMBINED TOWN & COUNTY TAX PAYMENT INFORMATION

- Write tax account number on check when making payment.
- After February 10<sup>th</sup>, interest accrues at the rate of 1.5% per month; 18% per year.
- If a due date falls on a weekend or holiday, payment is accepted on the first business day after the weekend or holiday.

**Payment by Mail:** The US Postmark on the payment envelope will be used to determine the date of payment and the amount of interest due with that payment. Real property tax payments delivered by the US Postal Service after the due date that do not contain an official US Postal Postmark but rather contain a “postage meter” mark are not considered timely.

**Payment by Credit Card:** Credit card payments are accepted only via internet; a 3% fee is charged. For credit card payments, go to website [www.monroecounty.gov](http://www.monroecounty.gov), select “view taxes online.” Then follow the prompts to retrieve your account information and make payment.

**Payment by electronic check:** Available via internet at [www.monroecounty.gov](http://www.monroecounty.gov). A sliding scale fee is charged based on the amount of the payment.

**Online Bank Payments:** Most banks discourage the use of online banking for tax payments because they cannot guarantee your payment will be delivered to our office by the due date. If you utilize online banking, you do so at your own risk.

**To pay in person, please visit us at:**

Henrietta Town Hall, Town Clerk’s Office  
 475 Calkins Road  
 Rochester, New York 14623  
 Monday – Friday, 9:00 a.m. – 5:00 p.m.

**To pay by mail, please mail payments to:**

Receiver of Taxes, Henrietta  
 P.O. Box 579  
 Henrietta, New York 14467

**After May 31<sup>st</sup>, please make payment to Monroe County Treasurer**

*Call 585-753-1200 for amount due; Hours are Monday – Friday, 9 a.m. – 5 p.m.*

By Mail: P.O. Box 14420, Rochester, New York 14614

In Person: 39 West Main Street, Room B-2, Rochester, New York 14614.

## FULL PAYMENT INSTRUCTIONS

*To pay entire amount billed, follow the instructions in this section.*

Payments made to <b>Receiver of Taxes:</b>		Payments made to <b>Monroe County Treasury:</b>	
<b>Jan 1- Feb. 10:</b>	No interest due	<b>June 1-30:</b>	7.5% interest, plus \$2.00 notice fee
<b>Feb. 11- Feb. 28:</b>	1.5% interest	<b>July 1-31:</b>	9% interest, plus \$2.00 notice fee
<b>March 1-31:</b>	3% interest	<b>Aug. 1-20:</b>	10.5% interest, plus \$2.00 notice fee, plus advertising charge (contact County Treasury for amount of advertising charge)
<b>April 1-30:</b>	4.5% interest		
<b>May 1-5:</b>	6% interest		
<b>May 6-31:</b>	6% interest, plus \$2.00 notice fee	<b>After Aug. 20:</b>	Contact County Treasury for amount due.

## INSTALLMENT PAYMENT INSTRUCTIONS

*Total bill must exceed \$100 to use this option. The 1<sup>st</sup> installment must be paid by Feb 10. If the 1<sup>st</sup> installment is not paid by Feb 10, payment must be either in full (see Full Payment instructions above) or a partial payment (see Partial Payment instructions below). Any payment paid on or before Feb 10 is interest-free.*

Payments made to <b>Receiver of Taxes:</b>		Payments made to <b>Monroe County Treasury:</b>	
<b>Jan 1- Feb. 10:</b>	1 <sup>st</sup> installment due with no interest. Any installments may be paid with no interest.	<b>June 1-30:</b>	7.5% interest on any remaining installment balance, plus \$2.00 notice fee
<b>Feb. 11- Feb. 28:</b>	2 <sup>nd</sup> installment due with 1.5% interest. Any installment may be paid with 1.5% interest.	<b>July 1-31:</b>	9% interest on any remaining installment balance, plus \$2.00 notice fee
<b>March 1-31:</b>	3 <sup>rd</sup> installment due with 3% interest. Any installment may be paid with 3% interest.	<b>Aug. 1-20:</b>	10.5% interest on remaining installment balance, plus \$2.00 notice fee, plus advertising charge. (contact County Treasury for amount of advertising charge)
<b>April 1-30:</b>	4 <sup>th</sup> installment due with 4.5% interest. Any installment may be paid with 4.5% interest.		
<b>May 1-5:</b>	6% interest on any remaining installment balance.		
<b>May 6-31:</b>	6% interest on any remaining installment balance, plus \$2.00 notice fee	<b>After Aug. 20:</b>	Contact County Treasury for amount due.

## PARTIAL PAYMENT INSTRUCTIONS

- 1) An **initial payment** of at least 25% of the taxes due plus any accrued interest can be made at any time between January 1st and August 20th. Any payment paid on or before Feb 10<sup>th</sup> is interest-free. An interest charge will be calculated and deducted from any payment made after February 10<sup>th</sup> according to the schedule below.
- 2) Any number of **subsequent payments** of at least \$100.00 can be made any time between the initial payment and August 20th. Any payment paid on or before Feb 10<sup>th</sup> is interest-free. An interest charge will be calculated and deducted from any payment made after February 10<sup>th</sup> according to the schedule below.
- 3) Partial payments can be made by cash or check or money order but **CANNOT** be made via credit card or electronic check.

Payments made to <b>Receiver of Taxes:</b>		Payments made to <b>Monroe County Treasury:</b>	
<b>Jan 1- Feb. 10:</b>	No interest due	<b>June 1-30:</b>	7.5% interest, plus \$2.00 notice fee
<b>Feb. 11- Feb. 28:</b>	1.5% interest	<b>July 1-31:</b>	9% interest, plus \$2.00 notice fee
<b>March 1-31:</b>	3% interest	<b>Aug. 1-20:</b>	10.5% interest, plus \$2.00 notice fee, plus advertising charge (contact County Treasury for amount of advertising charge)
<b>April 1-30:</b>	4.5% interest		
<b>May 1-5:</b>	6% interest		
<b>May 6-31:</b>	6% interest, plus \$2.00 notice fee	<b>After Aug. 20:</b>	Contact County Treasury for amount due.

### NOTICE TO SENIOR CITIZENS AND DISABLED PERSONS – Third Party Designation:

If you are 65 or over or disabled and you own and occupy a 1, 2 or 3 family residential property, you can designate a adult third party to receive a duplicate of your Town/County tax bill and all required notices. You and the person you designate must both sign the application. To obtain an application, contact the Receiver of Taxes at (585) 359-7035 or [townclerk@henrietta.org](mailto:townclerk@henrietta.org).

**AGED EXEMPTIONS:** If you are age 65 or older or will be 65 by December 31, you may be eligible for an aged exemption which will reduce future tax bills. Contact the Assessor’s Office at (585) 359-7032 or [assessor@henrietta.org](mailto:assessor@henrietta.org) before March 1 for further information. If you feel your assessment is too high, you have the right to seek a reduction in the future. For further information, please ask the Assessor’s Office for the booklet “How to File a Complaint on Your Assessment.”