

Tax Office Policies and Procedures

Per **N.J.S.A. 54:4-64** the taxpayer is responsible for payment of a tax bill regardless of whether they receive the bill, no excuses. This is a State Statute. It is the taxpayers responsibility to obtain the due tax amount if they do not receive the bill for any reason. This includes new ownership.

Tax bills are mailed out once a year, normally between the months July or August. **This will be the only tax bill you will receive until next billing.** Duplicate tax bills will cost **\$1.00 per bill.**

The bill will have four stubs (last half of current year and first half of next year) that need to be returned with each payment.

Please be sure to read all correspondence sent with your tax bill. Important information and any changes are provided to you on the correspondence.

If tax bills are mailed to property owners late, an extension is given on the August due date. We will inform you of the extension date along with the date that interest will start on a correspondence enclosed with your tax bill. Please be advised that interest will revert back to the statutory due date regardless of when tax bills are mailed per the State Statute.

Forms of Payment: **check, money orders and cash.** Please do not mail cash. A fee of \$20.00 will be charged for an insufficient check or stop payment. Certified check, money order or cash will only then be accepted if this happens.

If you would like a receipt you will need to send a self-addressed stamped envelope with your payment. If you lose your receipt a duplicate receipt **cannot** be issued, though we can issue a computer generated payment detail for \$1.00.

If you sell or transfer your property, the tax bill **must** go to the new owner so they can continue paying the taxes as they come due. All deeds have to go through the County for filing then a copy is forwarded to our Tax Assessor. The Tax Assessor's office is responsible for making any changes in the MOD IV System. (County program) The Tax Office normally is **not** notified of any changes but will receive them by periodic downloads of the MOD IV System. We do not receive a list of what was changed. With this being the case, it is difficult for the Tax Office to know when there is a new owner and whether they are in possession of the tax bill. We depend on our sellers to help us by forwarding the tax bill. Unfortunately, if the taxes are delinquent for any reason, the new owner will receive the delinquent notice.