

PROPERTY TAX PAYMENTS
FREQUENTLY ASKED QUESTIONS

FAST FACTS

How can I pay my taxes?

Escrow Checks: Any arrangements with an escrow agent are between you and that agent. If you are paying with an escrow check, please make sure your check is properly endorsed before it is given to the City. Checks made payable jointly or singly to the City cannot be deposited in your personal bank account and will not be endorsed back to the taxpayer. Escrow checks must be applied to the entire outstanding tax bill. If an escrow check is more than the actual amount due, no immediate refunds will be issued for the difference. A refund check will be processed by the City within 2 to 3 weeks. Refunds are made to the owner of record. You may also arrange for your escrow agent to reissue a check for the correct amount.

Checks: Payments made *on or before* January 31 should be made payable to and mailed to the City of Fitchburg Treasurer. **Do not include any other payments on the same check.** Postdated checks will not be honored.

There is a \$25.00 fee charged on all returned checks. If a check is returned, credit for the tax payment is reversed and the check is NOT re-deposited. Tax receipts are not valid until payment has cleared the bank.

Payments made *after* January 31 should be made payable to and mailed to the Dane County Treasurer.

Cash: In person at City Hall. Please do not use the drop-box or mail if you are paying in cash.

Online Bill Pay (NOT recommended): Payments made through your bank's online bill payment service need to be set-up as a separate bill payment from your utility bill or other City payments. Also be sure to include the phrase "bill #:" with the appropriate bill number in the memo field (changes every year). Not including this phrase may cause your payment to be rejected, which could impact your taxes being paid on time.

Credit Card: Credit card payments are only accepted through a third-party processor. This service is available 24 hours a day **up until three days before the due date** and provides a confirmation number for your records. **Do NOT** use this service after January 28.

www.officialpayments.com

Telephone: 800-2PayTax (800-272-9829)
Jurisdiction Code: #5839

Note: A third-party convenience fee is charged for using this service (approx. 3%). You will be informed of the amount prior to authorizing the charge to your credit card.

Where do I pay my taxes?

Mail: Payments by check can be mailed to the City at 5520 Lacy Road; Fitchburg, WI 53711. Cash payments by mail are not recommended. Be sure to enclose the payment stub.

Drop-Box: A drop-box is available 24/7 in the foyer of City Hall. Cash payments in the drop-box are not recommended.

In Person: Bring your entire bill. Normal office hours are 7:30 am to 4:30 pm, Monday through Friday, except for:

Offices will be CLOSED:

- Ø Monday, December 24, 2018
- Ø Tuesday, December 25, 2018
- Ø Monday, December 31 @ noon
- Ø Tuesday, January 1, 2019
- Ø Monday, January 21, 2019

Online: Credit card payments can be made through the City's online processor (see section under 'How can I pay my taxes?' for important details). The City recommends NOT using your bank's online bill payment system.

Online bill pay of property taxes
is **NOT** recommended
and could impact your taxes
being paid on time.

\$3.08 billion

Total assessed value of all property within the City (an increase of 4.8% from 2017's total assessed value of \$2.94 billion)

9,768

Total number of parcels within the City, including 9,034 real property and 734 personal property accounts

\$294,000

Assessed value of the 2018 average home (an increase of 4.3% from 2017's average home of \$282,000)

\$83.7 million

Net new construction value for 2018, which is 2.83% of the 2017 equalized value

\$22.18

Average overall tax rate per \$1,000 in assessed value for 2018 (a decrease of 56¢ from 2017's average overall tax rate of \$22.74)

↓ **2.5%**

Average overall tax rate change

↓ **4.2%**

Change in tax rate for City government purposes

+\$110

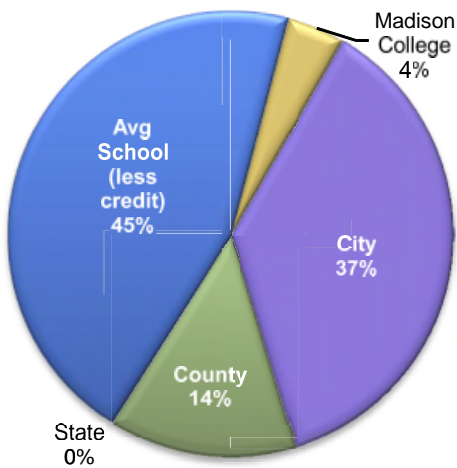
Change in the average home's total tax bill, which is a 1.7% increase

↓ **\$2**

Change in the average home's tax bill used for City government purposes (from \$2,411 to \$2,409)

What makes up my tax bill?

Your tax bill includes allocations from several different jurisdictions, not just the City of Fitchburg. Below is the average allocation by taxing authority:



The City is not responsible for setting the property tax levies for these other jurisdictions. For questions or comments about your taxes, please contact the appropriate entity.

When are my taxes due?

The first installment for real property taxes is due January 31st. The full tax amount for personal property is due by January 31st.

A timely US postmark is adequate for a payment to be considered paid on time, if the payment is received within five business days.

All payments made after January 31 should be made payable to and mailed to the Dane County Treasurer.

How do I change an address or name on a tax bill?

To correct your tax bill mailing address, note the change on the portion of the tax bill mailed with your payment and the City will make the change.

The City cannot change the name(s) on a tax bill. Instead contact the Dane County Register of Deeds:

www.countyofdane.com/regdeeds/
(608) 266-4141 for a recorded message with contact information



How can I get a receipt?

Send a stamped, self-addressed envelope along with your tax bill and payment, or send separately if your bill is paid directly by an escrow agent.

E-Bills, E-Receipts, and E-statements are available online through the Access Dane website (hosted by Dane County). Payments made to the City for property taxes are updated on Access Dane in the beginning of January and the beginning of February.

<https://accessdane.countyofdane.com/>

Use the public portal and parcel search features to search by owner, address, or parcel number.

Payments through the third-party credit card acceptor will receive a confirmation at the time of payment that can serve as a receipt.



How do I get a dog and/or cat license?

License fees are printed on the application card included with your tax bill and cover calendar year 2019. Pet owners must provide proof of rabies vaccination for their dog or cat before a license can be issued. If mailing, please provide the rabies certificate along with the completed application and a self-addressed stamped envelope. The certificate will be returned to you along with your pet license.

Cat licenses are required for all cats living within the urban service area. Urban service area is commonly known as an area receiving City water and sewer services.

Checks for pet license fees **must be a separate check** from your tax payment, but both may be mailed together.

What is a lottery credit?

The lottery credit program is a property tax relief program offered through the State. Your tax bill qualifies for a lottery credit if either:

- As of January 1, 2018 you owned the home and used it as your primary residence, or
- The property being taxed was owned by someone else and used as their primary residence on January 1, 2018.

Your tax bill does NOT qualify for a lottery credit for this tax bill if your home was newly built and completed after January 1, 2018. If it meets the criteria, it would be eligible for the lottery credit on next year's tax bill.

If you claimed the lottery credit in the past, that certification is generally good until you certify that you no longer qualify. Your current bill should continue to show a lottery credit. If not, contact the City to discuss at (608) 270-4270.

Please check your bill for the credit. If you qualify for the credit and have not filed a claim form, you may request a late claim form by contacting our office by phone or when you come in to pay your bill. The deadline for claiming the 2018 lottery credit with the City is January 31, 2019. A late claim can be filed directly with the Wisconsin Department of Revenue from February 1, 2019 until October 1, 2019.

Additional information on the lottery credit program is also available on the Department of Revenue website at:

www.revenue.wi.gov/faqs/slf/lottcr.html

What is the 'Trash P/U' special charge?

There is a \$162/unit special charge on each single to four-unit residential property tax bill included in the City's service area for base refuse and recycling collection service. This charge is for base service in 2019 and increased \$1/unit from last year. For more information see:

<http://www.fitchburgwi.gov/818/Curbside-Refuse-Recycling-Collection>

FOR MORE INFORMATION

City of Fitchburg Treasurer:

(608) 270-4270 – Finance Department
(608) 270-4200 – General City Hall
5520 Lacy Road
Fitchburg, WI 53711
7:30 am to 4:30 pm
Monday through Friday
(except holidays)
www.fitchburgwi.gov

Dane County Treasurer:

(608) 266-4151
<http://treasurer.countyofdane.com>
<https://accessdane.countyofdane.com/>

Wisconsin Department of Revenue's "Guide for Property Owners":

www.revenue.wi.gov/pubs/slf/pb060.pdf