



FINANCE DEPARTMENT
11333 N Cedarburg Rd
Mequon WI 53092
Phone: (262) 236-2947 Fax (262) 242-9655

DECEMBER 2021 NOTICE TO PROPERTY OWNERS

The format of the enclosed tax bill is the same as last year. Wisconsin State law requires the original tax bill to be mailed to the property owner of record. If you are not the owner of the property described on the tax bill, please return the tax bill to the City Treasurer's Office. **No bills are mailed to lending institutions.** If you have a mortgage on your property, please contact your mortgage company to make arrangements for payment of your tax bill from your escrow account, if applicable.

PAYMENT DUE DATES

REAL ESTATE TAXES:

ONE PAYMENT METHOD All taxes including special charges are to be paid to the City of Mequon on or before **January 31, 2022**. A payment coupon must be mailed or presented with payment.

TWO PAYMENT METHOD The first tax installment including all special charges must be paid to the City of Mequon on or before **January 31, 2022**. The balance should be paid on or before **July 31, 2022** to the Ozaukee County Treasurer, PO Box 994, Port Washington, WI 53074-0994.

PERSONAL PROPERTY (BUSINESS) TAXES:

All personal property taxes must be paid in full on or before **January 31, 2022**.

HOW TO PAY YOUR TAXES

ONLINE: (January 31 Due Date)

Go to the City's website at www.ci.mequon.wi.us and click on the "Tax Payments" button at the bottom of our home page. You will be taken to a secure, independent third-party website to process the payment. Electronic Check fees are \$2.00 per transaction and Debit or Credit Card fees are 2.39% on the total paid.

IN PERSON-BANK: (January 31 Due Date)

Pay at **TWO PWSB locations, 10509 N Port Washington Rd, Mequon or 197 S Main St, Thiensville** Bank lobby hours are Monday - Friday 9AM – 5PM, and Saturday 9AM – 12PM. Please check with the bank for their holiday hours. Payments are accepted in the lobby as well as the drive thru. You may not pay your property taxes at any other bank or branch. Overpayments processed by PWSB will be refunded by the City of Mequon within seven to ten working days.

IN PERSON-CITY HALL: (January 31 Due Date)

Payments may be made in person at Mequon City Hall, 11333 N Cedarburg Rd, Mequon from 8:30 AM to 4:00 PM, Monday through Friday, except for the following holidays:

Friday, December 24 CLOSED

Friday, December 31 CLOSED AT NOON

Monday, December 27 CLOSED

Monday, January 3 CLOSED

BY MAIL: (January 31 Due Date)

Please include the appropriate payment coupon found at the bottom of the tax bill with your payment. Checks should be made payable to the City of Mequon. Receipts will not be mailed unless a self-addressed stamped envelope is included with your payment.

REMINDERS TO PREVENT ISSUES, DELAYS, AND PENALTIES

For tax payments processed electronically through your bank's bill pay program, your **Parcel ID # must be included in the reference field.**

Confirm that the written amount in words on your check matches the written amount in numbers as the **written words on your check are deemed final.**

Please remember to **endorse any co-payee escrow checks.**

Should questions of delinquency arise; the **date of the postmark by the U.S. Postal Service will be deemed final.** Postage meter machine dates will not be accepted.

ADDITIONAL INFORMATION

TAX BILL/RECEIPT COPY:

If you would like an additional copy of your tax bill or your receipt, you may print a copy online from Ozaukee County's website: <http://www.ascent.co.ozaukee.wi.us/LandRecords>

REFUND CHECKS:

Refund checks for payments processed by City Hall will not be issued at the same time the tax payment is received. Please allow seven to ten working days for a refund check to be issued.

2ND TAX INSTALLMENT:

The City does not collect or accept second installment payments (July 31 Due Date) or delinquent real estate tax payments. Such payments will be returned to the maker, and you may incur late fees and/or penalties. Send your real estate tax payments directly to the Ozaukee County Treasurer at PO Box 994, Port Washington, WI 53074-0994.

LOTTERY CREDIT:

Download lottery credit forms, get assessment information, and more at the Ozaukee County Treasurer's website: <http://www.co.ozaukee.wi.us/Treasurer/index.htm>. Submit completed lottery credit forms to the City of Mequon no later than January 31, 2022.

DOG LICENSES:

According to City Ordinance, all dogs in the City must be licensed annually. The dog license fee must be paid at City Hall. Payment may be combined on one check with your property taxes. A current rabies immunization statement from a veterinarian must be on file at the time of application. If mailing, please include a self-addressed, stamped envelope so that the new dog license can be mailed to you.

FEES:

Not neutered male or not spayed female	\$15.00
Neutered male or spayed female	\$10.00
Late charge fee for dogs licensed after 3/31/22	\$5.00

OZAUKEE COUNTY TAX NOTIFICATION SYSTEM:

The Ozaukee County Text and Email Notification System service has the ability to send automated notifications regarding certain events pertaining to your property taxes. This is a complimentary service, although data and messaging rates may apply. More information can be found at the following website location, <https://www.co.ozaukee.wi.us/DocumentCenter/View/14640/Text-Email-Notification-Program-Instruction>.