



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

## **DECEMBER 2023 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 Finance Department. **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, 2024**. 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, 2024**. The balance should be paid on or before **July 31, 2024** 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, 2024**.

### **HOW TO PAY YOUR TAXES**

#### **ONLINE:** (January 31 Due Date)

Go to the City's website at [www.ci.mequon.wi.us](http://www.ci.mequon.wi.us) and click on the "Tax Payments" button at the bottom of the 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 – Thursday 9am – 5pm, Friday 9am – 6pm, and Saturday 9am – 12pm. Payments are accepted in the lobby as well as the drive thru. Overpayments are processed by PWSB at the time payment is made. You may not pay your property taxes at any other bank or branch.

#### **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 on the following holidays. Overpayments will be refunded via check within seven to ten working days.

Friday, December 22 CLOSED  
Friday, December 29 CLOSED AT NOON

Monday, December 25 CLOSED  
Monday, January 1 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>

### **CASH LIMIT:**

Cash tax payments over the amount of \$500 will not be accepted at City Hall. You will need to go to one of the two Port Washington State Bank locations in order make a cash tax payment greater than \$500.

### **2<sup>ND</sup> 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 sender, and you may incur late fees and/or penalties. Send your real estate tax payments directly to the Ozaukee County Treasurer, 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, 2024.

### **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 3/31/23	\$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 address: <https://www.co.ozaukee.wi.us/DocumentCenter/View/14640/Text-Email-Notification-Program-Instruction>.