PAYMENT INSTRUCTIONS

- Write tax account number on check when making payment.
- After February 10, interest accrues at the rate of 1.5% per month; 18% per year.
- If 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, 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. A sliding scale fee is charged based on the amount of the payment.
On-line Bank Payments: Most banks discourage the use of on-line banking for tax payments because they cannot guarantee your payment will be delivered to our office by the due date. If you utilize on-line banking, you do so at your own risk.
For suburban town properties:

- **January 1 to May 31** – make payment to Town Tax Receiver named on the front of the bill. (See front of bill for address and phone numbers.)
- **After May 31** – make payment to Monroe County Treasurer
  By Mail: P.O. Box 14420, Rochester, NY 14614
  In Person: 39 W. Main St., Room B-2, Rochester, NY 14614. Call 753-1200 for amount due; Monday-Friday, 9 a.m.-5 p.m.

For city properties: make payment to Monroe County Treasurer
By Mail: P.O. Box 14420, Rochester, NY 14614
In Person: 39 W. Main St., Room B-2, Rochester, NY 14614. Call 753-1200 for amount due; Monday-Friday, 9 a.m.-5 p.m.

FULL PAYMENT INSTRUCTIONS

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

PAYMENT DUE DATES FOR FULL PAYMENT: *bill must be paid in full, plus interest if applicable.*

Jan 1- Feb 10:	**No interest due**	**June 1-30:**	**7.5% interest, plus $2.00 notice fee**
Feb11- Feb 28:	**1.5% interest**	**July 1-31:**	**9% interest, plus $2.00 notice fee**
March 1-31:	**3% interest**	**Aug 1-20:**	**10.5% interest, plus $2.00 notice fee, plus advertising charge (contact County Treasury for amount of advertising charge)**
April 1-30	**4.5% interest**		
May 1-5	**6% interest**		
May 6-31	**6% interest, plus $2.00 notice fee**	**After Aug 20:**	**Contact County Treasury for amount due.**

INSTALLMENT PAYMENT INSTRUCTIONS:

To use installment payment plan, follow the instructions below.

Total bill must exceed $100 to use this option. The 1st installment must be paid by Feb 10. If the 1st installment is *not* paid by Feb 10, the total bill plus interest is due. See Full Payment instructions above. Any payment paid on or before Feb 10 is interest-free.

SCHEDULE FOR INSTALLMENT PAYMENTS: *bill must be paid per installment payment instructions below:*

Jan 1-Feb 10: 1st installment due with no interest. Any installments may be paid with no interest.	May 6-31: 6% interest on any remaining installment balance, plus $2.00 notice fee.
Feb 11-Feb 28: 2nd installment due with 1.5% interest. Any installment may be paid with 1.5% interest.	June 1-30: 7.5% interest on any remaining installment balance, plus $2.00 notice fee.
March 1-31: 3rd installment due with 3% interest. Any installment may be paid with 3% interest.	July 1-31: 9% interest on any remaining installment balance, plus $2.00 notice fee.
April 1-30: 4th installment due with 4.5% interest. If prior installments not paid by the respective due dates, all installments shall be paid as one unit with 4.5% interest.	Aug 1-20: 10.5% interest on remaining installment balance, plus $2.00 notice fee, plus advertising charge. (Contact County Treasury for amount of advertising charge)
May 1-5: 6% interest on any remaining installment balance.	After Aug 20: Contact County Treasury for amount due.

*****For information about other payment options, please contact your Town Tax Receiver, The Monroe County Treasury or visit the County website at www.monroecounty.gov.*****

NOTE TO CITY TAXPAYERS: From Jan 1 – Feb 15, payments can be made at City Hall, 30 Church St., Rochester, NY 14614 – (Cash, Check or Money Order)

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 an 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 your Town Tax Receiver/Collector or the County Treasury. If you wish to receive an application by mail, send a self-addressed, stamped envelope with your request to either the Town Tax Receiver/Collector or the County Treasury.
Your application must be filed with the Town Tax Receiver/Collector or the County Treasury by November 1.

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 your City Assessor before February 1 or Town Assessor 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 your Assessor for the booklet "How to File a Complaint on Your Assessment." Contact your City Assessor before Feb 1 or Your Town Assessor before March 1 for further information.

Pay 4th installment Apr 1-30
Send stub with payment

Send payment to collector named on front of bill

(see payment instructions above)

Pay 3rd installment Mar 1-31
Send stub with payment

Send payment to collector named on front of bill

(see payment instructions above)

Pay 2nd installment Feb 11-28
Send stub with payment

Send payment to collector named on front of bill

(see payment instructions above)

Pay first installment by Feb 10
Send stub with payment
or
Pay full payment by Feb 10
Send all stubs with payment

Send payment to collector named on front of bill
(see payment instructions above)