

2019 GREENFIELD PROPERTY TAX & PET LICENSING INFORMATION

Paying your tax bill all at one time? The due date is January 31, 2020.

For businesses paying Personal Property Taxes this is the only payment option.

Paying by installments? This option is only available for real estate tax payments. The installment due dates are January 31, 2020, April 30, 2020 and June 30, 2020. If a payment is late or short, the installment plan will not be an option anymore and late fees of 1 ½ % per month dating back to February 2020 are added until the bill is paid completely. **The City of Greenfield does not send reminder notices about installment payment due dates.**

**State Statutes mandate a five business day grace period for all due dates. Payments must be received by 5:00 pm on the fifth business day after a due date to be considered on time.

All payments made by credit, debit, or electronic checks incur service fees whether they are made in the Treasurer's Office, by phone, or online. Service fees are as follows: Credit Card and Master Card debit cards 2.39%, with a minimum \$ 1.50 fee. Visa debit cards have a flat fee of \$ 3.95. Electronic checks up to \$ 10,000.00 have a flat fee of \$ 1.50. Electronic checks higher than \$ 10,000 incur a flat fee of \$ 10.00.

Ways to pay:

In person at City Hall - 7325 W. Forest Home Ave., Room 103 with cash, check, credit card or electronic check payments. Please bring your payment coupon if possible. A paid receipt will be given. Plan on a longer payment processing time for credit, debit and electronic check payments made at the Treasurer's Office. NO immediate refund will be issued upon payment at City Hall. A refund check from City Hall will be mailed to the taxpayer after 15 BUSINESS days.

City Hall's Hours
Monday – Friday, 8 am – 5 pm
Tuesday, Dec. 24th & Wednesday, Dec. 25th Closed
Dec. 31st 9 am-12 pm
January 1st Closed

By the drop box at City Hall – The drop box is located at the south entrance to City Hall, 7325 W. Forest Home Ave., off of 72nd St. Payments are processed promptly during business hours. Payments placed in the box on or before December 31st will be recorded as paid in 2019.

By mail – Use the envelope included with your bill or address one to PO Box 20739, Greenfield, WI 53220-0739. Include your payment coupon and a phone number on your check. Envelopes postmarked on or before December 31st will be reflected as paid in 2019.

At Tri City National, 4279 S. 76th St. or Associated Bank, 4811 S. 76th St. in December - Only cash and checks are accepted at the banks. Drive through service is unavailable. A copy of your tax bill is required for payment processing. A receipt will be given.

Tri City Bank's hours
Monday – Friday 10 am – 7 pm
Saturdays & Sundays 10 am – 4 pm
Tuesday, Dec. 24th 10 am – 2 pm
Wednesday, Dec. 25th closed
Tuesday, Dec. 31st 10 am – 7 pm

Associated Bank's hours
Monday – Friday 9 am – 6 m
Saturdays 9 am – 1pm (closed Sundays)
Tuesday, Dec. 24th 9 am – 2 pm
Wednesday, Dec. 25th closed
Tuesday, Dec. 31st 9 am – 5 pm

Refunds from escrow check overpayments at the banks: Tri City Bank will refund any amount and Associated Bank will refund up to \$100 immediately. Both banks issue cashier's checks for the overpayment amount that can be cashed on the spot with a valid ID as long as all payees are present.

Online - www.greenfieldwi.us: Select Online Payments, Taxes, Click for the tax portal, I Accept (if you accept the browser requirements), enter your parcel number or last name, choose your account and follow the payment prompts.

By phone - Dial 1-866-526-8385. Be sure to have your 10 digit parcel number. Businesses paying personal property need the 5 digit property number.

Check payments:

Escrow checks from mortgage companies - Mortgage companies may send escrow checks directly to the homeowner or directly to the city. If the check is sent to the homeowner, the homeowner should make sure the check is signed on the back by all individuals listed as payees and submit the check for payment of the taxes. The full amount of the escrow check must be applied to the tax bill; you may not pay just the first installment and receive a refund. A refund check will be issued to the individual payees listed on the check if the check is larger than the full tax payment.

Some mortgage companies send escrow checks to a third party tax service before mailing payment to the City. In this case, your mortgage company may tell you the check was issued early in December but we may not receive the payment until late December. To see when your escrow was received and obtain a receipt of payment, please see the section below titled "Obtaining a Receipt".

Personal checks should be made out to the City of Greenfield and include your contact phone number.



Obtaining a receipt - A register receipt is provided immediately for in person payments. For mailed payments or receipt requests, please include a self-addressed stamped envelope. You may also print a receipt from the City of Greenfield's website, www.greenfieldwi.us, by clicking on "tax data" at the bottom of the home page and following the prompts.

Lottery and Gaming Credit – This credit is available to a property which is used as the owner's primary residence as of January 1st of the tax year. A property owner may only claim one primary residence. Check your property's tax bill for its current status. Please contact our office at 414-329-5259 or go to the Department of Revenue's website at www.revenue.wi.gov/pages/Form/lottery-home.aspx to obtain the credit application or removal forms. Completed forms need to be received by the City of Greenfield by January 31, 2020 for the Treasurer's Office to update your 2019 credit.

Contact Information Regarding Your Property Taxes – The enclosed bill includes taxes for all taxing districts. The City of Greenfield only controls the "City" portion of your tax bill but is responsible to collect taxes for the other taxing districts. Contact numbers for all the taxing districts are listed below.

| <u>Tax District</u> | <u>Telephone Number</u> |
|-------------------------------------------|--------------------------------|
| City of Greenfield Treasurer's Office | 414-329-5259 |
| Milwaukee Metropolitan Sewerage District | 414-272-5100 |
| Milwaukee Area Technical College | 414-297-6282 |
| Milwaukee County | 414-278-4033 |
| West Allis/West Milwaukee School District | 414-604-3000 |
| Whitnall School District | 414-525-8400 |
| Greenfield School District | 414-855-2050 |



Pet License Information



- Each year, it is required by Wisconsin State Statute that all dog and cat owners license pets that are over 5 months of age. The annual fee is \$ 12 for a spayed or neutered animal and \$ 24 for one that is not.
- The City of Greenfield Treasurer's Office will begin issuing 2020 pet licenses in January. Your pet's current rabies vaccination certificate is required for a license to be issued. Please also bring the MADACC renewal postcard if you received one.
- You may also mail a copy of the rabies vaccination certificate showing the tag number and expiration date, along with the MADACC postcard, and your payment to the City of Greenfield, PO Box 20739, Greenfield, WI, 53220-0739. The license tag and receipt will be mailed to you.
- **NOTE: Pet license renewals are due by April 1st, 2020 to avoid a late fee.**
- Please call (414) 649-8640 or visit www.madacc.com for further information regarding pet licensing or to purchase a license online.

Still have questions? The Treasurer's Office's phone number is 414-329-5259. More information is also available at www.greenfieldwi.us. Click on Government, City Departments, Finance-Accounting & Treasurer.

