

COLLECTION PAYMENT NOTICE

ALL TAX PAYMENTS AND DOG LICENSES ARE TO BE MADE TO THE:

**WESTON TREASURER
PO BOX 438
WESTON, WI 54476-0438**



GENERAL PAYMENT INFORMATION:

The Village of Weston will be collecting 2006 property taxes and 2007 dog licenses at the Weston Municipal Center in Weston beginning on December 1, 2006. The first and second installment due dates for the 2006 tax bills are the following:

- First Installment Due Date: Wednesday, January 31, 2007
- Second Installment Due Date: Tuesday, July 31, 2007

All payments made by January 31st will be accepted at the Weston Municipal Center. Payments for property taxes made after January 31st will be required to be made at the Marathon County Courthouse. All dog license payments are accepted at the Weston Municipal Center all year long. The first installment of real estate taxes must be paid in full by January 31st. In addition, all personal property taxes are due in full by January 31st. If payment is not made by that date, the taxes will be considered delinquent.

Taxes paid by mail must be POSTMARKED no later than January 31, 2007. Please enclose a self-addressed, stamped envelope (preferably the standard size envelopes which are about 4" x 9" in size) to assist the Village in timely processing a receipt, which will be mailed back to you. All payments will be issued a receipt. Receipts will be mailed back to the taxpayers if payment is not made in-person at the Weston Municipal Center.

Payments **received or postmarked** on or before Saturday, December 30, 2006 will be received **in 2006**, if the taxpayer is seeking an income tax deduction for calendar year-end 2006.

Lottery Credit Reminder: If you were occupying your primary residence as of January 1, 2006, you are entitled to a **Lottery Credit** on your 2006 tax bill. Please look for it when your tax bill arrives. If it has been omitted, please bring your tax bill with payment to the Weston Municipal Center for adjustment. The financial institutions will NOT be able to make the adjustment for you. If you moved into your residence during 2006, you are not entitled to a Lottery Credit until your December 2007 tax bill.

All dog license information must be mailed or presented in-person at the Weston Municipal Center for processing. The local financial institutions will not be issuing dog licenses for the Village.

PAYMENT OPTIONS AVAILABLE:

- Mail payment and dog license information to ABOVE ADDRESS
- Drop off payment in the night deposit box outside the Village Hall (5500 Schofield Ave.)
- Drop off payment in person at the Village Hall during collection hours shown on next page
- Drop off payment at one of the 12 local Financial Institutions shown on next page (tax payments only)
- Pay by credit card by calling phone number on next page
- Pay by credit card by making payment online (see information on next two pages)



******* QUESTIONS ?? *******



If you have any questions about your tax bill, payment locations, payment methods, lottery credit, or dog licenses, please feel free to call the Weston Municipal Center at the telephone number of **359-6114**, or you could reach the Village Finance Director, John Jacobs, at **241-2605**. The hours of collection are listed on page 2 of this Collection Payment Notice.

VILLAGE HALL COLLECTION HOURS (Mondays – Fridays; and Saturday-Dec. 30th):

DECEMBER 2006

- Dec. 1 (7:30 AM – 5:00 PM)
- Dec. 4 – 8 (7:30 AM – 5:00 PM)
- Dec. 11 – 15 (7:30 AM – 5:00 PM)
- Dec. 18 – 22 (7:30 AM – 5:00 PM)
- Dec. 25 – 26 (CLOSED Mon. – Tues.)
- Dec. 27 – 29 (7:30 AM – 5:00 PM)
- Dec. 30 (Sat.) (9:00 AM – 2:00 PM)

JANUARY 2007

- Jan. 1 (CLOSED Monday)
- Jan. 2 – 5 (7:30 AM – 5:00 PM)
- Jan. 8 – 12 (7:30 AM – 5:00 PM)
- Jan. 15 – 19 (7:30 AM – 5:00 PM)
- Jan. 22 – 26 (7:30 AM – 5:00 PM)
- Jan. 29 – 31 (7:30 AM – 5:00 PM)

FINANCIAL INSTITUTION locations accepting Property Tax Payments for the Village of Weston (only those branches located in Weston and listed below):

- | | |
|---------------------------------------|----------------------------------|
| • Abby Bank | 2405 Schofield Avenue, Weston |
| • Associated Bank | 5211 Alderson Street, Weston |
| • Brokaw Credit Union | 2006 Schofield Avenue, Weston |
| • Cloverbelt Credit Union | 5906 Business Highway 51, Weston |
| • CoVantage Credit Union | 3807 Schofield Avenue, Weston |
| • Intercity State Bank | 2900 Schofield Avenue, Weston |
| • M & I Bank (inside Pick-N-Save) | 2806 Schofield Avenue, Weston |
| • Mid-Wisconsin Bank (near hospital) | 4005 Westview Boulevard, Weston |
| • People's State Bank (near hospital) | 7205 Stone Ridge Drive, Weston |
| • River Valley State Bank | 5309 Schofield Avenue, Weston |
| • Tower Credit Union (near hospital) | 7505 Stone Ridge Drive, Weston |
| • US Bank | 5802 Camp Phillips Road, Weston |

Please take the BOTTOM PERFORATED STUB of your tax bill to the institutions when making a payment. They will KEEP the stub for processing. The Village will mail you a receipt within 3 days. These institutions will accept cash or checks for the amount of the first installment or the full payment amount of the tax bill owed. Escrow checks OVER the tax bill amount will NOT be processed at these institutions. Instead, they should be processed at the Municipal Center. The Village will issue REFUND CHECKS for overpayments within 3 days of collection.

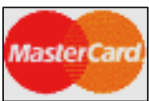
CREDIT CARDS WILL BE ACCEPTED FOR PROPERTY TAX AND UTILITY PAYMENTS FOR WESTON TAXPAYERS & UTILITY CUSTOMERS



Since December 2001, the Village has allowed the payment of property taxes and utility bills to be made by credit card. Payments can be made by calling a phone number or by accessing a website address on the internet. Please note that the Village staff will not be accepting payments by credit card at the front counter in the Weston Municipal Center.



This customer service payment option is available at NO additional cost to the Village. There is NO installation setup cost or transaction fee assessed to the Village for the upkeep of this service.



Instead, the customer will be charged a convenience fee in addition to the property tax payment or utility payment. The contracted third-party vendor will keep the entire convenience fee. The convenience fee schedule is on the next page. None of the additional convenience fee is returned to the Village. This additional service may provide some Weston taxpayers/customers an alternative payment method in order to prevent from being charged a late penalty or interest fee. The credit cards that will be accepted are: American Express, Discover, MasterCard and Visa.



WEBSITE ADDRESS is: www.officialpayments.com
TELEPHONE NUMBER is: 1-800-2PAY-TAX

You will need your tax bill or utility bill information available at the time of making a payment.

If paying by credit card ONLINE:

- Enter the website address of www.officialpayments.com
- Click on **MAKING A PAYMENT**. (It is on the left side of the screen.)
- STEP #1 – Select a Service
 - Click on **LOCAL PAYMENT**
- STEP #2 – Enter Information
 - Select State - **WISCONSIN**
 - Select Payment Entity – **WESTON (Village and Town of)**
 - Select **Real Estate Tax** or **Personal Property Tax** or **Utilities** and click on **CONTINUE**
 - Enter **TOTAL PAYMENT AMOUNT** and click on **CONTINUE**
- STEP #3 – Accept Terms
 - Screen will display payment amount and convenience fee to be charged to your credit card
 - Click on **ACCEPT** if total amount is correct
- STEP #4 – Complete Details
 - Enter your **NAME, ADDRESS, DAYTIME PHONE NUMBER, PROPERTY TAX ID PIN NUMBER** (without the dashes), and **CREDIT CARD INFORMATION**
 - Village of Weston residents: Real Estate ID Pin # begins with “192” (14 digits total)
 - Personal Property Tax ID Pin # is a 12 digit number in the upper left portion of the tax bill
 - Utility Bill Account # is a 12 digit number on the top line of the utility bill
 - Click **CONTINUE** when completed here
- STEP #5 – Confirm Details
 - Verify information and click **SUBMIT**
- STEP #6 – Digital Receipt
 - After confirmation appears on screen, print a copy for your reference

If paying by credit card BY PHONE:

- Call the phone number **1-800-2PAY-TAX**
- STEP #1 – Select a Service
 - Hit “**3**” for a Local Payment; then hit **5840** for the Jurisdiction Code
- STEP #2 – Select Type of Payment
 - Hit “**1**” for a Real Estate Tax Payment
 - Hit “**2**” for a Personal Property Tax Payment
 - Hit “**3**” for a Utility Bill Payment
- STEP #3 – Enter **Property ID Pin #** (for tax payment) or **Account #** (for utility payment)
 - Village of Weston residents: Real Estate ID Pin # begins with “192” (14 digits total)
 - Personal Property Tax ID Pin # is a 12 digit number in the upper left portion of the tax bill
 - Utility Bill Account # is a 12 digit number on the top line of the utility bill
- STEP #4 – Enter **Phone Number**
- STEP #5 – Enter **Payment Amount**; it will then inform you of the amount of the convenience fee
- STEP #6 – Enter **Credit Card #** and **Expiration Date**.
 - System will respond with a confirmation number for your reference.

OFFICIAL PAYMENTS CORP.

1-800-2PAY-TAX

www.officialpayments.com

**Convenience Fee Schedule
(For Tax Payments)**

| <u>PAYMENT FROM</u> | <u>AMOUNT TO</u> | Convenience Fee |
|----------------------------|-------------------------|------------------------|
| \$0 | \$49.99 | \$ 3 |
| 50 | 99.99 | 5 |
| 100 | 199.99 | 7 |
| 200 | 299.99 | 10 |
| 300 | 399.99 | 12 |
| 400 | 499.99 | 15 |
| 500 | 599.99 | 18 |
| 600 | 699.99 | 21 |
| 700 | 799.99 | 24 |
| 800 | 899.99 | 27 |
| 900 | 999.99 | 30 |
| 1,000 | 9,999.99 | 3.00% Fee |
| 10,000 | & Up | 2.50% Fee |

**Convenience Fee Schedule
(For Utility Payments)**

| <u>PAYMENT FROM</u> | <u>AMOUNT TO</u> | Convenience Fee |
|----------------------------|-------------------------|------------------------|
| \$0 | \$500.00 | \$ 4.95 |