

## TAX PAYMENT OPTIONS

For an immediate tax receipt, bring payment to the Treasurer's Office located at the left end of the building. The door is **locked**, just knock and open the metal flap on lower end of door, and Treasurer will retrieve payment and print a receipt. Bring exact amount if paying by cash, the Treasurer cannot make change.

The Treasurer's Office is open Monday through Thursday from 8:00 am until 4:00 pm Friday 8:00 am to 3:00 pm

Payments can be dropped off in either lockbox, there is a lockbox to the left of double glass doors at the front entrance and a lockbox to the right of the Treasurer's Office door. If you want a receipt to be mailed or emailed, leave the information on the check.

Payments can be mailed. One-fourth of the taxes to be due by delivery or by US Postal Service postmark (no private postal meter postmarks), on or before August 15, 2023, one-fourth of the taxes due on or before November 15, 2023, one-fourth of the taxes due on or before February 15, 2024 and one-fourth of the taxes due on or before May 15, 2024, with an eight percent (8%) penalty and one percent (1%) interest per month (or portion thereof) to be charged for late payment of any installment. (Article 27 as voted on by Town residents at the Berlin Town Meeting on March 04, 2023).

Payments can be made by debit card, credit card or eCheck. Go to [www.berlinvt.gov](http://www.berlinvt.gov) and choose the Make a Payment tab, see the fee schedule on that page. The fees are charged to the payer and not the Town. Payments cannot be made over the phone.

Payments can also be deducted by the Town from a checking or savings account when the ACH authorization form has been completed and signed. There is no additional fee for this option and this request can be cancelled at any time. A form can be requested by emailing [treasurer@berlinvt.gov](mailto:treasurer@berlinvt.gov)