

## IMPORTANT REMINDERS TO TAX PAYERS

- **TAX BILL:** This tax bill is for the period beginning July 1, 2023 and ending June 30, 2024 (Fiscal Year 2024). This is the only bill you will receive. A fee of \$1.00 will be charged for a duplicate bill.
- **TAXES DUE IN TWO EQUAL INSTALLMENTS:** The first payment due date is **OCTOBER 31, 2023** and the second payment due date is **MARCH 29, 2024**. There are two payment stubs at the bottom of the bill. All payments must be received in the Treasurer's Office no later than 6:00 p.m. on the due date to avoid interest and penalty charges.
- **OWNER OF RECORD:** Per state statute (V.S.A. Title 32, Ch. 123, S.Ch. 2, § 3651), property tax bills must be sent to the owner of record as of **April 01, 2023**.
  - **Sale of Property:** If you sold your property after April 1<sup>st</sup>, it is your responsibility to forward the property tax bill to the new owner.
  - **Multiple Owners:** The tax bill is mailed to the first owner of record. It is the responsibility of the first owner of record to forward copies to any additional owners.
  - **Tax Escrows with Mortgage:** If you have a mortgage company paying your tax bill, it is your responsibility to forward a copy of your tax bill to the mortgage company for payment. Be sure to keep a copy of the tax bill for your records.
- **STATE TAX ADJUSTMENTS:** If you filed your HS-122 Homestead Declaration Form and other required paperwork in a timely manner with the VT Department of Taxes *and* qualify to receive a state tax adjustment, it will appear as a credit on your tax bill. The payment stubs at the bottom of the bill will reflect the net amount due. For information about state tax adjustments, please contact Taxpayer Services at the VT Department of Taxes at (802) 828-2865.
- **ONLINE PAYMENTS:** Two online options are available for your convenience.
  - **Credit and Debit Card Payments:** All payments made by credit or debit cards are subject to the processing fees charged by the card processing company and are paid by the property owner for this service. **A fee of 2.65% of the transaction amount, or \$3.00, whichever is greater** will show up as a separate charge on your credit card from Municipay. Credit card payments may be made in-person or on the town's website. Visit the Payments tab at [www.randolphvt.org](http://www.randolphvt.org)
  - **E-Check Payments:** You may pay your taxes by electronic check by visiting the town's website. There is a processing fee of \$1.50 to have the funds electronically transferred from your checking account. Visit the Payments tab at [www.randolphvt.org](http://www.randolphvt.org)
- **PAYMENT DROP BOX:** The Town of Randolph has a payment drop box located outside the building. The drop box will be checked at 6:00 p.m. on each of the due dates. **Any payments placed in the drop box after that time will be considered late.**
- **POSTMARKS AND POST-DATED CHECKS ARE NOT ACCEPTED.** Payments must be received in the Treasurer's Office on or before the due dates to avoid interest and penalty charges. The interest charge is **1% per month** for the first three months, **1.5% per month thereafter**, and will be charged after each installment due date. An **additional 8% penalty** will be charged on any unpaid principal tax balance after the March 29, 2024 payment due date.

**\*\*\* SCHEDULING CHANGE:** We will **NOT** be open for extended/weekend hours before the due dates. We will remain open until 6:00pm on the two due dates. **\*\*\***