

RECEIVER OF TAXES

Town of Yorktown
363 Underhill Avenue
P.O. Box 703
Yorktown Heights, NY 10598

Office Hours: 8:00 a.m. – 4:00 p.m.
Phone: 914-962-5722 x213, x212, x211
Fax: 914-245-2003
Website: www.yorktownny.org

Property owners in the Town of Yorktown can expect to receive two (2) tax bills each year.

TOWN & COUNTY TAX BILL

State Town and County tax for the calendar year January 1st through December 31st is due as of April 1st and must be paid by April 30th, in full, as levied, to avoid penalty (*see penalty chart below*). This bill is mailed on the first of April.

Penalty Chart:		None
	April	None
	May	2%
	June, July	5%
	August, September	7%
	October, November, December	10%
	Thereafter until sale	12%

SCHOOL TAX BILL

School tax for the fiscal year July 1st through June 30th is levied as of September 1st. Due to the Town Board action, it may be paid in two installments as follows:

- The **first half** is due by September 30th to avoid penalty (*see penalty chart below*).
- The **second half** is due by January 31st to avoid penalty and may be paid any time after September 1st provided that the first half has been paid, through January 31st, without penalty.

This bill is mailed on the first of September. Please note that only **ONE (1)** school tax bill is mailed to the residents. Each bill will have two perforated payment stubs at the bottom of the statement which is to be used for making payments for each installment. **No reminder notices are sent out in January.**

Penalty Chart:	First Half	Second Half	
	September	None	None
	October	2%	None
	November	5%	None
	December, January	7%	None
	February, March	10%	10%
	Thereafter until sale	12%	12%

NOTE: **The Town has no control over school budgets** and acts merely as a collecting agent for your school district. Listed below are the school districts and phone numbers:

- Yorktown Central School District: 914-243-8021
- Lakeland Central School District: 914-245-1700
- Ossining Union Free School District: 914-941-7700
- Croton Harmon School District: 914-271-4713

NOTICE OF TAXES DUE WITH OR WITHOUT A BILL

New York State law provides that a property owner is not relieved of the responsibility for payment of taxes or interest prescribed by law (*New York State Real Property Tax Law, section 922*) despite the failure to receive a notice of such taxes due. With or without a bill, it is the responsibility of the homeowner to follow up on their taxes.

PENALTY INFORMATION

New York State Real Property Tax Law provides that a municipality cannot waive penalties on real estate taxes received after the due date for any reason. Neither the Receiver of Taxes, nor any other official have legal authority to waive statutory penalty charges.

LIENS

Unpaid taxes for the year automatically turn into a tax lien as of May 1st.

EXEMPTIONS/GRIEVANCE INFORMATION

Please visit; or call the Assessor's Office at 914-962-5722 x227 with any questions regarding exemptions, assessments or grievance of taxes.

TAX RECEIVER WEBSITE

Please refer to our website at www.yorktownny.org which will direct you to the main page of the Town of Yorktown. Once on the main page, go to *Government and then to Tax Receiver* for all tax related information. Listed below is information available on the Tax Receiver website:

- Updates With Reference to Tax Bills / Payments
- School Tax Information / School Tax Rate Sheets
- Town & County Tax Information / Town & County Tax Rate Sheets
- Mortgage Satisfaction / Change of Address Requests
- Frequently Asked Questions
- Parcel Tax Status Online Search
- Sign Up for Tax Receipts, Bills and Reminders
- Online Tax Payments
- Water Bills

PAYMENT OPTIONS

- ** Payments can be made by either check, cash, money order or online check payments (*see below*).
- ** Please note that there will be a service charge of \$20.00 for returned checks.
- ** Duplicate bill requests will be charged a fee of \$1.00

1. PAYMENT IN PERSON

Homeowners are always welcome to come in to the Tax Office and pay in person. Office hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

2. ONLINE PAYMENTS

As a convenience to our taxpayers, the Town of Yorktown offers the option of paying school taxes online (*see options below*). To make online payments for multiple parcels, each parcel must be paid individually. Tax payments cannot be refunded. Using this option is fast, easy and safe.

Please note that the website shuts down every Wednesday morning from 1:45 a.m. to 5:00 a.m. Eastern time for routine maintenance.

Attention: The online security protocol requirements have increased in the last year. If you're using an old browser, you might not be able to pay online. Acceptable browsers include Internet Explorer 10 and higher, Chrome v26 and higher, Safari v5 and higher, and Opera v10 and higher.

Online Payment Options:

- **Online check payment** – Payments can be made online via electronic check. The transaction will be complete with five steps as detailed on the web page. There is no fee for paying by electronic check.
- **Online credit card payment** – Payments can be made online only via credit card. The transaction will be complete quickly following the steps as detailed on the web page. There will be a 3% convenience fee for paying by credit card. Credit card payments can be made with either Discover, Mastercard or Visa.

3. PAYMENT BY MAIL

Payments are to be made to the Receiver of Taxes of the Town of Yorktown and mailed to the following address:

363 Underhill Avenue, P.O. Box 703
Yorktown Heights, NY 10598

If paying by mail, please note the following POSTAGE information:

- If mailing a tax payment, please make certain that you witness a timely official **United States Post Office postmark being affixed to the envelope no later than the due date**. No other postmarks (i.e. – Pitney Bowes, foreign postmarks, etc.) will be accepted. An envelope, containing payment of local taxes, without a United States Post Office postmark date is deemed paid on the date received. (*New York State Real Property Tax Law, section 924a*).
- **Acceptable postmarks.** Effective January 1, 2003, new legislation now allows us to accept FedEx, UPS, DHL and Airborne as timely deliveries if postmarked by the last day of the collection period (*New York State Real Property Tax Law, section 925*).
- **Postage purchased online.** Without a valid United States Post Office postmark, payment is deemed made on the date of receipt. Homeowners printing out stamps for postage purchased online must be aware that there are no fields in place which prove the date of mailing for your item. Additionally, the automated postal sorting system is not cancelling any of these stamps. Homeowners who mail their payments should make sure that they witness a timely U.S. Post Office postmark being affixed to the envelope. No other postmarks will be accepted.
- **Online payments sent by your bank via bulk rate permits.** Without a valid United States Post Office postmark, payment is deemed made on the date of receipt. Homeowners who pay scheduled tax payments via their banks must know that the banks send those payments with a bulk rate permit. The envelopes do not show when it is actually placed in the U.S. Postal Service mailbox. Also, those envelopes are not endorsed by the postal service due to the bulk rate permit. Please be sure not to pay this way at the last minute since there is no way to trace the mailing date. Penalty is due if it is received after the day of interest free collection.

MORTGAGE SATISFACTION / CHANGE OF ADDRESS REQUEST

If your mortgage has been satisfied or a change of address needs to be made to your account, a request must be made in writing to update the information to ensure that the tax bills are mailed to the correct address. The following options are available to update your account:

1. Please refer to our website at www.yorktownny.org which will direct you to the main page of the Town of Yorktown. Once on the main page, go to Government and then to Tax Receiver. Once on the Tax Receiver page, go to the "Mortgage Satisfaction/Change of Address" box located on the main page to download form and submit directly to the Tax Office via e-mail.
2. Visit the Town Hall Tax Office and fill out the form in person.
3. Fax information directly to the Town Hall Tax Office. Our fax number is 914-245-2003.
4. Mail information directly to the Town Hall Tax Office.

WATER BILLS

The Tax Office acts merely as a collecting agent for the Water Department and is not responsible for the generation of bills. Please contact the Northern Joint Water Works Department with any questions or concerns regarding your water bill or if you need a "final water meter read"

Lori Rotunno
Tax Office
914-962-5722 ext. 212
914-245-2003 fax