

CITY OF PEWAUKEE

W240 N3065 Pewaukee Road ~ Pewaukee, Wisconsin 53072

Phone: (262) 691-0770

Fax: (262) 691-1798

Website: www.cityofpewaukee.us

Enclosed is your 2018 City of Pewaukee Real Estate Tax Bill. The tax bill is mailed to the owner of the property on record at the time the bills are prepared. If you are not the current owner of the property, please return the bill to the City Clerk/Treasurer using the address above.

TAX COLLECTION HOURS

The Clerk/Treasurer's Office will be accepting tax payments **Monday - Friday 8:00 a.m. to 4:00 p.m.**

Please note that City Hall will observe the following holiday schedule for tax collection:

CHRISTMAS EVE OBSERVATION Monday, December 24, 2018 CLOSED	CHRISTMAS DAY OBSERVATION Tuesday, December 25, 2018 CLOSED	NEW YEAR'S EVE OBSERVATION Monday, December 31, 2018 CLOSED at NOON	NEW YEAR'S DAY OBSERVATION Tuesday, January 1, 2019 CLOSED
--	---	---	--

PAYMENT INFORMATION

Full Payment Method – Taxpayers may pay their real estate taxes in full on or before January 31, 2019.

Installment Method – Real estate taxes can be paid in two (2) installments. The first installment must be paid on or before January 31, 2019 to qualify for the installment payment plan. All special assessments are included in the first installment. The second installment must be paid on or before July 31, 2019. **The second installment is to be paid to the Waukesha County Treasurer.** A bill will be sent as a reminder.

Late Payments – A payment becomes delinquent the day immediately following the due date if unpaid. Once an installment payment is delinquent, the entire unpaid amount of the tax bill becomes due with interest and a penalty of 1.5% per month beginning February 1st. Late real estate tax payments must be paid to the Waukesha County Treasurer.

LOTTERY & GAMING CREDITS

To qualify for the Lottery and Gaming Credit, you must be a Wisconsin resident, own a dwelling and use it as your primary residence as of January 1st, 2018. If you are entitled to this credit and don't see it on your tax bill there is a simple application available at the Clerk's Office, or you can go to the Wisconsin Department of Revenue's website and look for **Form LC-100**. The deadline to file is January 31st, 2019.

2019 ELECTION DATES

Spring Primary	February 19, 2019
Spring Election	April 2, 2019

ESCROW CHECKS

The full amount of your escrow check will be applied to your tax bill. You are not entitled to a refund if there is an outstanding balance due.

If you are experiencing problems with an escrow check you will have to work it out directly with your lending institution.

If you are listed as the payee or co-payee on your escrow check, you must endorse the check. If more than one payee is listed, every payee listed must endorse the escrow check.


INSTANT REFUNDS AVAILABLE

If your **escrow check** is made out for more than the balance of your tax bill, Waukesha State Bank will issue instant refunds up to \$500 if the tax payment is made at one of their bank locations. All payees must be present. **Contact the bank for more details (262) 549-8500.** All other refunds will be issued by the City in the form of a check to the homeowner(s) for the amount of the overpayment. Refunds will be mailed approximately four (4) weeks after the payment is received.

TAX INFORMATION AVAILABLE ON THE INTERNET

You can obtain a copy of your 2018 tax bill or see when tax payments were made by going to the Waukesha County website at <http://tax.waukeshacounty.gov>. In the box entitled "Enter Tax Key or Address Here" enter either your tax key number or property address. This will bring up all the results regarding this property. Then determine what will best suit your needs.

METHODS OF TAX PAYMENT

- ◆ **IN PERSON AT THE CLERK/TREASURER’S OFFICE:** Regular tax collection hours at the Clerk/Treasurer’s Office are Monday through Friday from **8:00 a.m. to 4:00 p.m.** until January 31, 2019 **EXCEPT** when we will be observing holiday hours which are listed on the front page.
- ◆ **DEPOSITORY BOX:** You may also utilize the City Hall Depository at any time. It is located in the vestibule of City Hall, accessed from the upper level. The payments deposited in the City Hall depository will be processed the next business day, with the assumption they were delivered the day before.
- ◆ **BY MAIL:** For your convenience, your payments may be made by mail. Please tear off the top portion of your bill and use the enclosed green envelope. The address provided on this envelope is for **TAX PAYMENTS ONLY**. **If you want a receipt mailed to you please include a self-addressed, stamped envelope with your tax payment.** You can also access the payment information on Waukesha County’s website.
- ◆ **WAUKESHA STATE BANK:** There are several convenient locations throughout Waukesha County to pay your real estate taxes, with extended weekday & Saturday hours. Call (262) 549-8500 for locations and hours of operation or visit their website at <https://www.waukeshastatebank.com>.
- ◆ **ELECTRONIC CHECKS:** You can pay your taxes by electronic check by visiting the Waukesha County website at <http://www.waukeshacounty.gov>. On their homepage, select the “Pay/Search Property Tax” link and then select the “Pay Options” tab on the top of your screen and follow the prompts. You will be charged \$1.50 for this service.
- ◆ **BY CREDIT CARD:** Enjoy the convenience and flexibility of credit card payments for your taxes. The City of Pewaukee, in cooperation with , offers the opportunity to pay taxes either by telephone (888) 891-6064 Option #1 Monday through Friday 8:00 a.m. to 10:00 p.m. EST or via the internet by going to the Waukesha County website (*follow the electronic check instructions above*). Point & Pay will charge a nominal fee of 2.39% for this service. Please note: credit card payments will **NOT** be accepted when paying in person at City Hall.

WHERE DO YOUR TAX DOLLARS GO?

Did you know that your property taxes are distributed to five (5) different taxing entities? Although the City of Pewaukee acts as the collection authority for all of the levies, each governmental unit determines its own tax levy. Please review your tax bill carefully to see the appropriations. Last year’s tax information is included on your tax bill to make comparing last year’s expenses easy. Names and phone numbers for contact people from each taxing authority are listed below. If you have questions about any portion of your tax bill, please call or email the appropriate contact person for the taxing entity.

Pewaukee School District John Gahan ~ Assistant Superintendent (262) 691-5038	Waukesha School District Darren Clark ~ Assistant Superintendent of Business Services (262) 970-1042
Hamilton School District Bryan Ruud ~ Business Manager (262) 246-1820	Arrowhead School District Steve Kopecky ~ Business Administrator (262) 369-3611 extension #4106
Richmond School District Jeff Weiss ~ Administrator (262) 538-1360	Waukesha County Technical College Jane Kittel ~ Vice President of Finance (262) 691-5214
City of Pewaukee Scott Klein ~ City Administrator (262) 691-0770	Waukesha County Pamela Reeves ~ Treasurer (262) 548-7029
State of Wisconsin Department of Revenue https://www.revenue.wi.gov/Pages/ContactUs/dorhelp.aspx	

DOG LICENSES

All dogs five (5) months or older that live within the City of Pewaukee are required to be licensed before April 1st, 2019. A fillable form is available on line at <http://www.cityofpewaukee.us/doglicense> Please follow the instruction provided.