

**Legal Notice  
Town of Parma**

**2018 Town and County Tax Collection**

PLEASE TAKE NOTICE that I, Carrie Webster, Tax Receiver for the Town of Parma, upon receipt of the warrant for the collection of Town and County taxes on property within the Town of Parma for the year 2018, will receive payment at the Parma Town Hall, 1300 Hilton Parma Corners Road, P. O. Box 728, Hilton, New York. Office hours are Monday, Tuesday, Wednesday and Friday 8:00 a.m. to 4:00 p.m.; Thursdays 8:00 a.m. to 6:00 p.m. January through March and 8:00 a.m. to 5 p.m. during April and May. The office will also be open on Saturday, February 10, 2018 from 9:00 a.m. until noon.

**Payment Instructions**

**General and By Mail Information for all Payments:**

- Payments with a legible valid U. S. postmark dated on or before the payment due date will be used to determine the date of payment. Tax payments delivered by the U.S. Postal Service after the due date that do not contain an official U.S. Postmark but rather contain a “postage meter” mark are not considered timely.
- Allow extra time for Direct Payment Checks (often used for online banking) to arrive. ***Most banks discourage the use of on-line banking for tax payments because they cannot guarantee your payment will be delivered to our office by the due date. If you utilize on-line banking, you do so at your own risk.***
- Payments for incorrect amount paid and/or not received in a timely manner will incur interest and penalties.
- Payments will be accepted on the next business day, when the last day of a payment period falls on a non business day (weekend, holiday).
- Payments made by credit card or electronic check will be accepted via the internet only. Go to website [www.monroecounty.gov](http://www.monroecounty.gov), select “view/pay taxes online”. Then follow the prompts to retrieve your account information and make payment. A 3% fee is charged for the credit or debit card service and a sliding scale fee based on the amount of the payment for an electronic check. This option is available for Full and Installment Payments only.

**Full Payment Instructions:**

Jan.1-Feb. 10: Pay total amount of tax bill to Carrie Webster, Receiver

Feb. 11-May 31: Pay total tax amount plus interest to Carrie Webster, Receiver

|                    |           |      |          |    |
|--------------------|-----------|------|----------|----|
| Interest Schedule: | Feb.11-28 | 1.5% | Mar.1-31 | 3% |
|                    | Apr. 1-30 | 4.5% | May1-31  | 6% |

\*\* If taxes are unpaid as of May 11, 2018 and a SECOND NOTICE of taxes due is processed, an additional charge of \$2.00 will be levied and will become a part of the amount due.

After May 31: Pay total tax plus interest and service charge to Monroe County Treasurer  
Call 753-1200 for exact amount owed.  
By Mail: P.O. Box 14420, Rochester, NY 14614  
In Person: 39 West Main Street, Room B-2, Rochester, NY 14614

### **Installment Payment Instructions:**

Payments not received per the schedule below will have tax and interest calculated to the amount you are paying. Any balance will be added to the remaining amount due and must be paid for the taxes to be considered paid in full.

Jan.1-Feb.10: Pay 1st installment to Carrie Webster, Receiver. Payment received on or before Feb. 10, 2018 is interest free.

Feb.11-Feb.28: 2nd installment due with 1.5 % interest to Carrie Webster, Receiver.

Mar.1-Mar.31: 3rd installment due with 3% interest to Carrie Webster, Receiver. If the 2nd installment was not paid by Feb. 28, both the 2nd and 3rd installments are due with 3% interest to Carrie Webster, Receiver.

Apr.1-Apr. 30: Unpaid taxes plus 4.5% interest to Carrie Webster, Receiver.

May 1-May 10: Unpaid taxes plus 6.0% interest to Carrie Webster, Receiver.

\*\* If taxes are unpaid as of May 11, 2018 and a SECOND NOTICE of taxes due is processed; an additional service charge of \$2.00 will be levied and will become part of the amount due.

May 11-May 31: Unpaid taxes plus 6.0% interest and \$2.00 service charge where applicable, to Carrie Webster, Receiver.

After May 31: Pay total tax plus interest, and any fees which are due to the Monroe County Treasurer.  
Call 753-1200 for exact amount owed.  
By Mail: P.O. Box 14420, Rochester, NY, 14614  
In Person: 39 West Main Street, Room B-2, Rochester, NY 14614

## **Partial Payment Instructions:**

Partial payments must be made to Carrie Webster, Receiver (until May 31) at the Parma Town Hall, 1300 Hilton Parma Corners Road, P.O. Box 728 Hilton, New York 14468 or the Monroe County Treasurer (after May 31) in the following manner:

- **Initial Payments** - An initial payment of 25% of the taxes due plus any accrued interest can be made at any time between January 1 and August 20. Any payment paid on or before February 10 is interest free. An interest charge will be calculated and deducted from any payment made after February 10 according to the schedule below.
- **Subsequent Payments** – Any number of subsequent payments of at least \$100 can be made anytime between the initial payment and August 20. Any payment paid on or before February 10 is interest free. An interest charge will be calculated and deducted from any payment made after February 11 according to the schedule below.
- **Schedule of Interest on Partial Payments**
  - Feb. 11-28...1.5%
  - Mar. 1-31.....3%
  - April 1-30....4.5%
  - May 1-10.....6%
  - May 11-31...6%, plus \$2.00 notice fee on final payment only.
  - After May 31: Pay unpaid tax plus interest to Monroe County Treasurer. Call (585) 753-1200 for amount due. By Mail - P.O. Box 14420, Rochester, New York, 14614 In Person: 39 West Main St., Room B-2, Rochester, New York

Partial Payments can be made by cash, check or money order but cannot be made via credit card or electronic check. If you have any questions, please call the Tax Receiver's office at 392-9461 or the Monroe County Treasury at 753-1200.

Carrie Webster  
Tax Receiver

Dated: December 19, 2017