



**GRAFTON**  
QUALITY LIFE. NATURALLY.

## TAX PAYMENT OPTIONS

Please read these instructions carefully to avoid problems in making a timely tax payment.

**The tax bill that you receive in the mail in December will be the only one you receive.** No additional reminder bills will be sent. The bill will have tear-off stubs should you elect to pay in installments. Please include a stub with each payment that you make. This will help ensure that your payment will be applied to your tax bill properly. Tax bills will not be mailed to lending institutions on mortgaged properties. If you have an escrow account, it is your responsibility to contact your lending institution to make the necessary arrangements for the payment of the taxes. The official U.S. postmark will determine whether your payment is timely. **A receipt will not be mailed unless a self-addressed stamped envelope is included with your payment.**

Tax bill copies and receipts may be obtained at [www.co.ozaukee.wi.us/144/Treasurer](http://www.co.ozaukee.wi.us/144/Treasurer) for tax years 2010 - 2018. Select Tax Data Search

### OPTION 1: FULL PAYMENT

Under this option, full payment must be made on or before January 31, 2019. All personal property taxes, special assessments, and special charges appearing on the bill must be paid in full on or before January 31, 2019.

### OPTION 2: INSTALLMENT PAYMENT

Under this option, the first installment must be made on or before January 31, 2019. The amount of the first installment shall be, at a minimum, the sum of all special assessments and special charges and one half of the real property taxes, less any lottery credit. An additional 25 percent of the real property taxes will be due on or before March 31, 2019, with the remaining balance due on May 31, 2019. If the first installment of real property taxes is not paid on or before January 31, 2019, the entire amount of the remaining unpaid balance is considered delinquent as of February 1, 2019. If the second or any subsequent installment payment is not paid by the due date specified, the entire amount of the unpaid balance is considered delinquent with interest and penalty calculated from February 1, 2019.

#### VILLAGE HALL LOCATION AND HOURS

860 Badger Circle

Monday - Friday 8:00 a.m. - 4:30 p.m.

#### CLOSED

December 24, 25 and 31 and January 1.

Taxes may be paid at Village Hall, Cornerstone Community Bank (Grafton branch), or Port Washington State Bank (Grafton branch). If business hours are inconvenient for you, a drop box is located in the parking lot at Village Hall. Any payment placed in the Village Hall drop box before midnight will be credited for that business day.

If you are paying with an escrow check, remember all individuals listed as co-payees must endorse the check. If your escrow check exceeds the amount of taxes due, a refund check will be mailed to you in approximately five working days from date of payment if you pay your taxes at Village Hall.

If your escrow check is larger than your tax bill, you may make payment at Cornerstone Community Bank or Port Washington State Bank to receive an immediate refund.

Please visit the Village website at [www.QualityLifeGrafton.com](http://www.QualityLifeGrafton.com) for additional information regarding tax rates and how the Village utilizes your tax dollars for the Village portion of your tax bill.

## TAX PAYMENT LOCATIONS AND HOURS

Your tax bill(s) may be paid at the locations listed below and at Village Hall, 860 Badger Circle. Village Hall hours are 8:00 a.m. – 4:30 p.m., Monday through Friday. **Village Hall will be closed December 24, 25 and 31 and January 1.**

**When paying your taxes at any of the banks, present your copy of your tax bill to identify the appropriate account. All banks are closed on Monday, December 24 and January 1.**

Remember, all individuals listed as co-payees must endorse the check even when paying at the bank. **Please pay in the lobby if receiving a refund.**

 <b>CORNERSTONE</b> COMMUNITY BANK	Grafton Lobby / 2090 Wisconsin Avenue / 262-375-9150			
	Monday - Thursday	9:00	a.m. -	5:00 p.m.
	Friday	9:00	a.m. -	5:00 p.m.
	Saturday	9:00	a.m. -	12:00 p.m.
	Monday, December 24	9:00	a.m. -	12:00 p.m.
	Monday, December 31	9:00	a.m. -	3:00 p.m.
	Closed: December 25 and January 1			

 <b>PWSB</b> PORT WASHINGTON STATE BANK <i>Yesterday, Today, Tomorrow... Since 1899</i>	Grafton Lobby / 2080 Washington Street / 262-375-0100			
	Monday – Thursday	8:30	a.m. -	5:30 p.m.
	Friday	8:30	a.m. -	6:00 p.m.
	Saturday	8:30	a.m. -	12:00 p.m.
	Monday, December 24	8:30	a.m. -	12:00 p.m.
	Monday, December 31	8:30	a.m. -	3:30 p.m.
	Closed: December 25 and January 1			

## PAYMENTS BY CREDIT CARD

You can make tax payments by credit card through Nationwide Payment Solutions (MuniciPAY) at [www.QualityLifeGrafton.com](http://www.QualityLifeGrafton.com). Select "Online Bill Pay" and follow the instructions to make a payment. A convenience fee is charged by Nationwide Payment Solutions based on the amount of taxes that are paid.

