



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 tax bill you will receive. No additional reminder bills will be sent. The bill has tear-off stubs should you elect to pay in installments. Please include a stub with each payment that you make to ensure 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 your taxes. The official U.S. postmark will determine whether your payment is timely.

Tax bill copies and receipts may be obtained at www.co.ozaukee.wi.us/144/Treasurer for multiple tax years. Select Tax Data Search and search your property location. Click on the red parcel number pertaining to your property. Under "Select Detail" select taxes. Payment and taxes due/paid information will be shown under "Tax History". Click on the appropriate year in red next to "Print tax bills" for a copy of your tax bill.

PAYMENT OPTION 1: FULL PAYMENT

Under this option, full payment must be made on or before January 31, 2022. All personal property taxes, special assessments, and special charges appearing on the bill must be paid in full on or before January 31, 2022.

PAYMENT OPTION 2: INSTALLMENT PAYMENT

Under this option, the first installment must be made on or before January 31, 2022. 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, 2022, and the remaining balance due on May 31, 2022. If the first installment of real property taxes is not paid on or before January 31, 2022, the entire amount of the remaining unpaid balance is considered delinquent as of February 1, 2022. 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, 2022.

Taxes may be paid using the drop box located in the Village Hall parking lot, Village Hall vestibule, at Cornerstone Community Bank (Grafton branch), or Port Washington State Bank (Grafton branch). The Village is recommending payments be made by utilizing one of the Village Hall drop boxes (parking lot or vestibule) or US mail. Any payment placed in the Village Hall drop box before midnight will be credited for that business day. A receipt will be mailed to those taxpayers that include a self-addressed stamped envelope with their payment.

If you are paying with an escrow check, please 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 the date of payment if payment is made at Village Hall.

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

Please visit the Village website at 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 BILL/PAYMENT NOTIFICATION FEATURE

Looking for your tax bill or receipt? You can subscribe to an email or text notification system which will send an automated notification when a payment has been received or a tax bill has been created. Please go to www.ascent.co.ozaukee.wi.us/AscentNotifications to sign up.

TAX PAYMENT LOCATIONS AND HOURS

VILLAGE HALL LOCATION AND HOURS

860 Badger Circle


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


CLOSED: December 23, 24, 30 and 31.

Payments may also be placed in the Drop Box in the parking lot or in the vestibule (during operating hours).

When paying your taxes at any of the banks, please present a copy of your tax bill to identify the appropriate account

Remember, all individuals listed as co-payees must endorse the check even when paying at the bank.

	Grafton Lobby / 2090 Wisconsin Avenue / 262-375-9150 cornerstonecommunity.bank			
	Monday - Friday	9:00 a.m.	-	5:00 p.m.
	Saturday	9:00 a.m.	-	12:00 p.m.
	December 24	9:00 a.m.	-	12:00 p.m.
	December 31	9:00 a.m.	-	3:00 p.m.
Closed: December 25 and January 1				

 <p><i>Yesterday, Today, Tomorrow... Since 1899</i></p>	Grafton Lobby / 2080 Washington Street / 262-375-0100 pwsb.bank			
	Monday – Thursday	9:00 a.m.	-	5:00 p.m.
	Friday	9:00 a.m.	-	6:00 p.m.
	Saturday	9:00 a.m.	-	12:00 p.m.
	Drive Thru opens at 8:30 a.m. Monday – Friday.			
Closed: December 24, 25, 31 and January 1.				

PAYMENTS BY CREDIT CARD

You can make tax payments by credit card through MuniPAY at www.QualityLifeGrafton.com. Select "Online Bill Pay" and follow the instructions to make a property tax payment. A convenience fee is charged by MuniPAY based on the amount of the payment.