

****COVID-19 TAX PAYMENT INFORMATION****

(as of January 1, 2021)

2021 Town and County Tax collection begins January 4, 2021.

The Tax Collector will be located in the Court Room this year to allow for adequate social distancing.

We are trying to keep the 2021 Town and County tax collection as normal as possible here in the Town of Manchester, however we realize that conditions may change during the collection period that will require us to adapt accordingly, particularly in regards to in-person payments. We will continue to update our webpage www.manchesterny.org throughout the collection period to ensure you're getting the most up-to-date information.

PAYMENT METHODS

- **Mail in Payment** *(this is the preferred method of payment this year due to the pandemic)*

Make your check payable to "Jill Havens, Tax Collector" and PLEASE list your bill number on your check - mail entire tax bill and payment to:

Jill Havens, Tax Collector
1272 County Road 7
Clifton Springs, NY 14432

- receipt for payment will be mailed back

POSTMARKS: New York State Real Property Tax Laws govern tax collection. The USPS Postmark date determines whether a payment is on time. Any payment postmarked on or before the due date will be considered on time. It is strongly suggested, if payment is mailed on the due date, to walk into the Post Office and have the date hand stamped by a Postal Employee.

- **Credit Card Payments**

If you wish to pay with a credit card you may do so over the phone by calling the office at 585-289-3010 or 315-462-6224 ext. #2. There is a fee charged for this service.

- **External Drop Box**

We have an external drop box that is available 24 hours a day to submit your payment in a contactless means. All deposits will be collected at 9 a.m. every business day by the Clerk's Office and processed using the previous business day's date. The drop box is located outside the main entrance of Town Hall on the right-hand side.

- **Come in to our office during Tax Collection Hours (Monday-Thursday 9 a.m. – 4 p.m.) -**

Acceptable forms of payment for taxes include cash, personal, certified or cashier's check, credit card/debit card (with a 2.45% fee), and money order.



If you are not feeling well or are experiencing any COVID-19 symptoms, please do not come to the Town Hall. For in-person transactions at Town Hall, we ask that all visitors wear a face mask while in the building. Hand sanitizer stations will be provided throughout the building.

We have turned the main lobby area of Town Hall into a one-way hallway. As a result, the main entrance is ENTER ONLY and the courtroom entrance is EXIT ONLY. Both are clearly marked curbside as well as on each door.