



ROSANNA SFRAGA  
TOWN CLERK

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**TOWN OF ORANGETOWN**  
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Dear Orangetown Taxpayer,

Since the Coronavirus pandemic, we find ourselves adjusting and making changes in our daily lives to the new norm. **Keeping our residents, especially our seniors safe is our first and utmost priority.** I have outlined below our **NEW POLICY** for this year's **School Tax collection.**

**We request and urge you pay your taxes by Mail or Online.** Due to the Governor's social distancing guidelines, handling paperwork and avoiding long lines, we will no longer collect payment, other than **CASH at the Town Clerk's window.** If you feel that you must come to Town Hall to drop off your check, for your convenience we will have a secured **Drop Box** in front of our office. **We will no longer be stamping tax bills "Received" as well.** Your cashed check is your receipt as well as **going online to view/print your "Paid Receipt" within 24-72 hours from posting.** We are sorry for any inconvenience this may cause, but strongly feel it is the best way to move forward and keep everyone safe.

**The School Tax Bills will be mailed out by the end of August. This is NOT a BILL for those who pay their taxes through their mortgage ESCROW account.** Please refer to the bill as a statement to keep for your records.

**For those who do not have a mortgage and pay their taxes personally, please follow the instructions below.**

1) **BY MAIL: We accept Personal Check, Bank Check or Money Order.**

Along with the Tax Bill that you will receive, we will provide a return envelope which will be addressed to our Lock Box Account in Binghamton, NY. We encourage everyone to use this envelope and mail your payment along with the Bill stub to that address. **Please provide your Tax Map No, and your phone number on your check.**

**\*WE WILL NOT ACCEPT POST DATED CHECKS.**

**\*PAYMENT MUST HAVE A USPS POSTMARK BY THE DUE DATE: SEPTEMBER 30, 2020 TO AVOID PENALTIES.**

**\*5% Penalty will be added to your bill for payment made October 1<sup>st</sup> through October 31<sup>st</sup>**

2) **ONLINE: <https://egov.basgov.com/orangetown/>**

A) **Pay by check** – there is a **\$1.75 Flat fee\*** added to your payment. You can pay your taxes online with your checking account information. You will need to have your bank routing number and checking account number handy. **Please use your property's TAX MAP NO.** (located at the top righthand corner of your tax bill) **to ensure that you are paying the correct property.**

B) **Pay with Visa Debit Card only** – there is a **\$3.95 Flat fee\*** added to your payment.

C) **Pay with American Express, Discover, Mastercard or Visa credit cards** – there is a **2.45% Convenience fee\*** added to your payment. **\*The added fees are collected by the online payment provider, NOT the Town of Orangetown.**

We will be repeating the above information on the back of your tax bill. Please follow and adhere to the above requests in making this tax collection a safe and efficient one! Thanking you in advance for your kind cooperation.

Respectfully,

*Rosanna Sfraga*

Rosanna Sfraga  
Town Clerk/Collector of Taxes