

Important Tax information:

We will be collecting taxes in our office on Tuesday and Thursdays from 8:30- 3:30pm. We can't go by postmarks, so mail early. Any payments not received in our office by 5:00pm. on the last day of February each year, will be returned uncashed to you. All delinquent summer and winter taxes will be turned over to Eaton County on March 1 of each year as delinquent. You will have to pay the delinquent taxes to the Eaton County Treasurer at 1045 Independence Blvd, Charlotte, MI 48813. The County will add 3% penalty and 1% monthly interest until paid in full. We are open on the last day of February 9-5. We do accept partial payments.

The last day to pay Summer taxes in our office without interest is September 14, each year. We are open 9-5 on September 14 each year. We will still collect Summer taxes, but add monthly interest until the last day of February each year.

To pay by mail: "Do not send cash". Make checks payable to Eaton Rapids Township. Please include your phone number and the top portion of your tax notice. Include a self-addressed stamped envelope if you would like a receipt.

If our office is closed, we have a drop box in our circular driveway at the end of the handicap ramp. Please include your phone number and the top portion of your tax notice. Include a self-addressed stamped envelope if you would like a receipt. To pay in person, bring in your tax notice, we will stamp it paid and hand it back to you.

To pay with cash, we need the exact amount or very close to it. We do not have much cash on hand for change.

Checks or money orders are the preferred method of payment. No foreign bank accounts are allowed and we do not take debit or credit cards, because the processing charges of 3% would be added on.

Eaton Community Bank of Eaton Rapids will also take your tax payment. You must present the top portion of the current tax bill. Make your check payable to Eaton Rapids Township. On the top portion, fill in your bank name & check number. The bank can't accept partial payments or prior tax periods. There is no charge for this service and you can make a payment whenever the bank is open, right up to the due date.

For mortgage payments, receipts are available if you provide a self-addressed stamped envelope, or come into our office for a copy. Be sure to report a change of address or ownership (look under forms) to our office promptly. Failure to receive a tax notice does NOT exempt you from interest or late charges.

Make sure that your Homeowner's Principal Residence Exemption (PRE) and Property Transfer Affidavit are filed with the Township Assessor within 45 days of the transfer (look under forms).

Check your parcelID number with your deed or land contract. You are responsible for paying your own taxes. State law prohibits the Treasurer from refunding a payment made in error.

It is your responsibility to make sure the tax bill gets paid regardless of whether you have a mortgage company pay the bill or not.

For the Clerk, Voting or Cemetery questions:
Call Mon or Wed 9-4 Phone (517)663-7407 ext #2
Fax (517)663-5143

Taxes are due September 14, 2023

By 5:00 pm

Tax hours are Tues. & Thurs 8:30 -3:30
Phone (517) 663-7407 ext #3

*NON-CONTACT PAYMENT OPTIONS *

We ask that you do not enter office if you have, or have had, **within the last 14 days**, any of the following: fever, chills, sore throat, cough, difficulty breathing, muscles or body aches or your sense of smell/taste has decreased, traveled outside of MI or had close contact with someone diagnosed with COVID 19.

U.S. MAIL

Return the top portion of the bill with your payment
Please – “include your phone number” and **mail to:**

Eaton Rapids Township
Attn: Ms. Linn M. Gray, Treasurer
2512 S. Canal Road
Eaton Rapids, MI 48827

Mail early – As postmark and/or check dates are NOT accepted as on time payment. We DO accept partial payments. No foreign checks allowed. Checks are accepted as conditional payment only until the check has cleared. If you want a receipt, include a self-addressed, stamped envelope.

DROP BOX

For your convenience, there is a drop box on the front side of building at the end of the handicap ramp. PLEASE DO NOT leave cash. Payments received after 5:00 pm Feb 29, 2024 will be returned to you as unpaid.

EATON COMMUNITY BANK in Eaton Rapids

You **must** present top portion of the **current tax bill** with payment, please write in your bank name and check # (Bank will keep the top portion). Make your check payable to Eaton Rapids Township. There is no charge for this service. The bank **cannot** accept partial payments. Eaton Community can only take your summer payments until Sept. 14th.

TOWN HALL IN PERSON

Please pay by check, money order or exact cash. We will return the full tax notice to you stamped paid. We **DO ACCEPT** partial payments. We **DO NOT ACCEPT** credit or debit cards. After Sept. 14th payments will have interest added, and can still be paid at the Township Hall until Feb 28, 2024. Checks are accepted as conditional payment only until the check has cleared.

VERIFY TAXPAYER INFORMATION

- Report a change of address promptly.
- Failure to receive a tax statement does NOT exempt taxes from being paid or being charged late fees.
- Make sure that your Homeowner's Principal Residence Exemption (PRE) and Property Transfer Affidavit are filed with the Township Assessor within 45 days of the transfer.
- Check your parcel ID number with your deed or land contract.
- Questions should be directed to the Assessor's Office at 517-663-7407 extension # 6.
- WARNING:** Check your Parcel I.D. # before paying your taxes. You are responsible if you pay on the wrong parcel. Tax Law prohibits the Treasurer from refunding a payment made in error.

SUMMER DEFERMENT

Summer taxes may be deferred until February 15, 2024. If your last years total household income was less than \$40,000 and you meet one of the following requirements:

- 62 years of age or older
- Paraplegic, Hemiplegic, or Quadriplegic
- Totally and Permanently Disabled or Blind
- Eligible Service Person, Veteran, Eligible Widow or Widower
- Application for a Summer deferment is available at the Treasurer's Office and must be returned prior to September 14th.

100% Disabled Veterans: You may be eligible to have your property taxes exempt. Be sure to fill out form #5107. This will go before the March Board of Review each year. If you are on our permanent list, the form will be mailed to you in December each year

TOWNSHIP OFFICE HOURS - W 2023

Treasurer: Tues and Thurs 8:30 am–3:30 pm

Phone (517) 663-7407 Treasurer – ext 3

Clerk: Mon and Wed 9:00 am - 4:00 pm-ext 2

*** * PAYMENT OPTIONS * ***

U.S. MAIL

Return the top portion of the bill with your payment

- include: your phone number on check and mail to:

Eaton Rapids Township

Attn: Ms. Linn M. Gray, Treasurer

2512 S. Canal Road

Eaton Rapids, MI 48827.

Mail early (allow 7 days) – As postmark and/or check dates are **NOT** accepted as on time payment. We **DO** accept partial payments. No foreign checks allowed. If you want a receipt, include a self-addressed, stamped envelope.

AFTER HOURS DROP BOX

For your convenience, there's a drop box in front of the building at end of the ramp. Payments received after 5:00 pm February 29, 2024 will be returned to you as unpaid. **PLEASE DO NOT** leave cash in the drop box.

TOWNSHIP HALL

Please bring bill with your payment to: Township Hall, 2512 S. Canal Road, Eaton Rapids, MI 48827. Please pay by check, money order or exact cash. Include your phone number with your payment. We **DO NOT** accept credit or debit cards. We **DO** accept partial payments. Checks are accepted as conditional payment only until the check has cleared.

EATON (FEDERAL) COMMUNITY BANK in "Eaton Rapids only"

You **must** present the top portion of the current tax bill. There is **no** charge for this service. Make your check payable to Eaton Rapids Township. On the top portion, fill in your bank name & check # and hand it to the teller along with your check. The bank can't accept partial payments or prior tax periods

IMPORTANT TAX INFORMATION

The Winter Tax is due and payable Dec. 1, 2023 – February 29, 2024. Collection hours are Tue & Thurs 8:30-3:30. Please pay by check, money order or exact cash. Last day to pay in 2023 will be Dec. 28, 2023. Last day to pay without penalty and interest will be

February 29, 2024 from 9-5 pm. March 1, 2024 **"ALL"** delinquent Summer and Winter taxes will be turned over to Eaton County who will add penalty/interest to the amount due. All delinquent taxes will have to be paid to the Eaton County Treasurer in Charlotte.

PROPERTY INFORMATION

VERIFY TAXPAYER INFORMATION

- Report a change of address or ownership promptly.
- Failure to receive a tax statement does **NOT** exempt taxes from interest and late charges.
- Make sure that your Homeowner's Principal Residence Exemption (PRE) and Property Transfer Affidavit are filed with the Township Assessor within 45 days of the transfer.
- Check your parcel ID number with your deed or land contract.
- Questions should be directed to the Assessor's Office at 517-663-7407 ext 4
- WARNING: Check your Parcel I.D # before paying your taxes. You are responsible if you pay on the wrong parcel. Tax Law prohibits the Treasurer from refunding a payment made in error.
- It is the property owner's responsibility to make sure the tax bill gets paid regardless of whether you have a mortgage company pay the bill or not.

WINTER TAX DEFERMENT

Residential Winter taxes may be deferred until April 30, 2024. Taxpayers wishing to defer should fill out the paperwork and return it to us along **with a copy of your most current CR1040 income tax form**. The forms are due in this office by Feb. 14, 2024. If your last years total household income was less than \$40,000 **and** you meet one of the following requirements:

- 62 years of age or older
- Paraplegic, Hemiplegic, or Quadriplegic
- Totally and Permanently Disabled or Blind
- Eligible Service Person, Veteran, Eligible Widow or Widower

100% Disabled Veterans: You may be eligible to have your property taxes exempt. Be sure to fill out form #5107. This will go before the March Board of Review each year. If you are on our permanent veteran list, the form will be mailed to you in the first half of Dec. Remember drains are **"not"** a tax and **you are not exempt from paying them**