

**\*\*IMPORTANT INFORMATION REGARDING YOUR SCHOOL TAX BILL 2024-2025\*\***  
**THIS IS NOT A BILL, IF YOUR TAXES ARE PAID THROUGH YOUR MORTGAGE COMPANY.**

Dear Orangetown Resident and Taxpayer,

We start collecting School Taxes September 1<sup>st</sup> through September 30<sup>th</sup>. This is not a Tax Bill if you Escrow your taxes through your Mortgage Company. Payment made October 1<sup>st</sup> through October 31<sup>st</sup> are LATE and will incur a 5% PENALTY. WE WILL NOT ACCEPT POST DATED CHECKS.

**Please make payment payable to: Rosanna Sfraga, Town Clerk**

Be sure to include the Receiver's Stub (bottom of the tax bill) with your payment. Write your Phone number and Tax Map No. on your check in case we have an issue with your payment.

- **SECURED DROP BOX is INSIDE TOWN HALL** - Be sure to include the Receiver's Stub (see above notes) along with your CHECK in a sealed envelope. NO CASH.
- **IF YOU USE YOUR BANK'S BILL PAY SERVICE:** It is IMPORTANT that you update the mailing address to: Town of Orangetown, Rosanna Sfraga-Town Clerk, 26 W. Orangeburg Road, Orangeburg, NY 10962 and NOT to Binghamton NY. Payment sent to Binghamton without the Receiver's Stub will be returned to your bank and funds redeposited to your bank account.

● **PAY BY MAIL: PERSONAL CHECK, MONEY ORDER OR BANK CHECK**

When mailing your payment, make sure the envelope is POSTMARKED BY THE DUE DATE: SEPTEMBER 30, 2024 TO AVOID PENALTIES. Payment received on/after October 1st must have the 5% penalty included or it will be returned.

- **PAY ONLINE** through either website: <https://egov.basgov.com/orangetown/> (or) [www.orangetown.com](http://www.orangetown.com)

Use either your property's TAX MAP NO. found on the front of this Tax Bill (example: **74.03-1-2**) or your Street Address. Do not populate more than one field or it will not work. \*There is a CONVENIENCE FEE added to your payment by the online payment provider, NOT the Town of Orangetown.

**CONVENIENCE FEE AMOUNTS:**

- A) Pay with CHECKING ACCOUNT (e-check) – \$.75 FLAT FEE\* added to your payment. You can pay your taxes online using your Bank Routing Number and Checking Account Number.
  - B) Pay with VISA DEBIT CARD only – \$3.95 FLAT FEE\* added to your payment.
  - C) Pay with ALL OTHER DEBIT CARDS – 1.50% FEE\* added to your payment.
  - D) Pay with CREDIT CARD; American Express, Discover, Mastercard or Visa Credit Card – 2.45% FEE\* added to your payment.
- **CASH PAYMENTS** - Must be the EXACT AMOUNT (we cannot make change) and CREDIT CARD PAYMENTS are accepted at the Town Clerk's Office window. Convenience Fee will be added to your payment (see above rates).

**\*\*\* LATE PAYMENT** made October 1<sup>st</sup> - 31<sup>st</sup> is DELINQUENT and a 5% PENALTY FEE will be added to your tax bill. Mail your payment including the 5% penalty to: Town of Orangetown, Rosanna Sfraga-Town Clerk, 26 W. Orangeburg Road, Orangeburg, NY 10962 – DO NOT MAIL TO BINGHAMTON ADDRESS.  
**POSTMARKS AFTER OCTOBER 31<sup>ST</sup> WILL NOT BE ACCEPTED AND RETURNED.**

**\*\*\*NOTE:** Payment made between October 18th and October 31st, should be a BANK CHECK, CREDIT CARD or CASH, NO PERSONAL CHECKS. If we accept your personal check during this time YOU MUST INCLUDE YOUR PHONE NUMBER. If there is an issue with your check, we cannot guarantee that your payment will be processed in the timely manner.

Your cashed check is your receipt. You can print a "Paid Receipt" within 36-72 hours from our website. If you do not have access to a computer, call our office to request a receipt by mail.

**CLERK/TAX OFFICE TEL. 845-359-5100 ext. 5004**

Monday through Friday 9:00 am – 5:00 pm

The Office will be Closed: Monday, September 2<sup>nd</sup> – Labor Day Holiday and Monday, October 14<sup>th</sup> – Columbus Day Holiday