

TREASURER'S TOPICS

1. MARK YOUR CALENDAR! TAX BILLS ARE MAILED OUT JULY 1ST AND DECEMBER 1ST OF EACH YEAR. IF YOU DO NOT RECEIVE THEM WITHIN 30 DAYS, CONTACT OUR OFFICE. (989-539-7128 EXT 2)
2. IT'S CALLED SNAIL MAIL FOR A REASON. THE MAIL HAS BECOME SLOWER AND SLOWER. WE OFTEN DON'T RECEIVE YOUR PAYMENT FOR 2 OR 3 WEEKS (SOMETIMES LONGER). REMEMBER ON SEPTEMBER 15TH INTEREST IS ADDED TO THE SUMMER TAX BILL. AN ADDITIONAL 1% ON THE FIRST OF EACH MONTH THROUGH FEBRUARY. (Call our office if you need correct amount to send. 989-539-7128 Ext 2). IT IS YOUR RESPONSIBILITY TO KNOW WHEN YOUR TAXES ARE DUE. IF YOU DO NOT RECEIVE THE SUMMER BY AUGUST 1ST OR THE WINTER BY JANUARY 2ND. CALL OUR OFFICE. WE WILL BE HAPPY TO EMAIL OR FAX YOU A COPY.
3. IF YOU ARE PAYING BY CHECK, **PLEASE PUT YOUR PHONE NUMBER ON YOUR CHECK**. WE OFTEN GET CHECKS NOT SIGNED, WRITTEN WRONG, MADE OUT TO ANOTHER VENDOR, ETC. WE WOULD LIKE TO HAVE THE OPPORTUNITY TO LET YOU KNOW IF IT IS BEING RETURNED TO YOU OR NEEDS TO BE CORRECTED. OFTEN IT HAPPENS WHEN THERE IS GOING TO BE INTEREST ADDED AND A LETTER WILL NOT MAKE IT TO YOU IN TIME TO PAY THE CORRET AMOUNT. YOU MAY WRITE ONE CHECK IF YOU OWN MULTIPLE PARCELS. PLEASE PUT YOUR PARCEL(S) NUMBER (PROPERTY ID) THAT BEGINS WITH 007- ON YOUR CHECK
4. *FOR A BETTER AND QUICKER EXPERIENCE, PLEASE BRING YOUR BILLS WITH YOU.*
5. ONE PERCENT INTEREST IS ADDED ON SUMMER TAXES AFTER SEPTEMBER 14TH. (**GET IT IN OUR DROP BOX ON THE 14TH by 5:00 PM**) . ON OCTOBER 1ST AND THE FIRST OF EACH FOLLOWING MONTH AN ADDITIONAL 1% INTEREST IS ADDED . CALL OUR OFFICE OR GO TO BSA ONLINE TO CHECK TAXES FOR THE CORRECT AMOUNT. THE TAXES MUST BE RECEIVED **IN OUR OFFICE** BY SEPTEMBER 14TH OR THE LAST DAY OF EACH FOLLOWING MONTHS. A POST MARK IS INSUFFICIENT TO CONSTITUTE TIMELY PAYMENT. TAXES GO DELIQUENT TO CLARE COUNTY MARCH 1ST.
6. WE ACCEPT PARTIAL PAYMENTS. YOU MAY WRITE ONE CHECK FOR MULTIPLE PARCELS.
7. IF YOU ARE MAILING IN YOUR TAX PAYMENT AND WOULD LIKE A RECEIPT, ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE.
8. WE HAVE A DROP BOX FOR YOUR CONVENIENCE. YOU HAVE AN OPPORTUNITY TO PAY YOUR TAXES 24/ 7.
9. **YOU MAY PAY YOUR TAXES BY CREDIT CARD ONLINE: SEARCH BSA ONLINE.**
 - A. You will see – Welcome to BS&A
 - B. Municipality not selected. Click “Here” to select one now
 - C. On left side of Screen under payments: Click on “Online Payments”
 - D. Then click on Current Tax Payments
 - E. Follow Prompts

OR YOU MAY CALL **1-877-723-4819** AND PAY OVER THE PHONE.

**There is a 3% convenience charge to use this service
WE DO NOT ACCEPT CREDIT CARD PAYMENTS AT THE WINDOW**

10. LOOK CLOSELY AT YOUR WINTER TAX BILL. IF YOU HAVE NOT PAID YOUR SUMMER TAX, IT IS PRINTED AS A REMINDER ON YOUR BILL. WE SOMETIMES RECEIVE YOUR WINTER PAYMENT AND YOUR SUMMER IS STILL DUE. YOU MAY HAVE SENT A CHECK FOR THE SUMMER AND WE DID NOT RECEIVE IT. LOOK AT YOUR BANK STATEMENTS TO VERIFY IT HAS BEEN CASHED.
11. OUR OFFICE IS OPEN MON-THUR 9 A.M. – 2:30 P.M. (OTHER TIMES BY APPOINTMENT)

WISHING YOU ALL A SAFE, HEALTHY YEAR

Maye Rood, Treasurer
989-539-7128 Ext. 2