

INSTRUCTIONS TO TAXPAYER

1. **If a bank or mortgage company pays your real estate taxes for you, please forward this bill to them.**
2. The amount on the first (net) line represents a 2% discount for early payment.
3. The amount on the second (gross) line represents the flat tax figures.
4. The amount on the third (penalty) line represents a 10% penalty for late payment.
5. **In order to earn discounts and avoid penalties, payments must be postmarked by the U.S. Postal Service on or before the payment due dates as shown on this bill.**
6. **Taxes are due and payable as prescribed by law, whether or not a tax bill has been received by the taxpayer.**
7. Payments made after Month Day must be paid by Certified Check, Cashier's Check, Money Order or Cash.
8. Unpaid real estate tax accounts when delinquent, will be turned over for delinquent tax collection Month Day.
9. The taxpayer is responsible for all returned check fees. A fee of \$25.00 is payable to the Anytown Treasurer.
10. If an official receipt is desired, return both copies with a self-addressed stamped envelope or retain the taxpayer's copy and your check will be your receipt.
11. Do not include payment of any other bill with this one.