



TOWN OF LISBON TAX COLLECTION 2017-2018

Amy Buchman - Treasurer

Tax Collection Hours Monday - Friday 8:30am- 4:00pm

The Town Hall will be **CLOSED** on
Monday, December 25 & Tuesday, December 26, 2017 and Monday, Jan 1, 2018.

Jan 2, 2018 the office will be open for a statutory election requirement.

Tax payments may be dropped off for receipting the next day.

The full amount or the first installment is due by **January 31, 2018** to the Town of Lisbon. The Waukesha County Treasurer collects the second installment which is due by July 31, 2018.

The following options are available to make your 2017 Property Tax Payment:

- A. **Pay using a credit card** via Waukesha County's website, <http://tax.waukeshacounty.gov/>. There is a fee for this service; 2.39% for a credit card, \$1.50 for an e-check. The Town does not receive any portion of these fees.
- B. **Mail payment** back in the enclosed blue envelope. Please only include your TAX PAYMENT in this envelope. DO NOT send your dog licenses or burn permits back in this envelope. If you are sending an escrow check, please make sure that all parties listed endorse the check.
- C. **Pay in person at any Waukesha State Bank** with the closest branch being located at W249N6688 Hwy 164 in Sussex. Call 262-246-0442 for their holiday hours.
- D. **Pay in person at the Town Hall**, located at W234N8676 Woodside Road. Please pay by check and note we DO NOT accept credit card payments at the counter.

- The Town of Lisbon does honor the postmark date. If your tax payment has a postmark of December 31, 2017, it will be receipted as a 2017 payment.
- Payments dropped in the drop box outside of Town Hall on December 31 or prior will be receipted as a 2017 payment. Payments dropped off on January 1 or after will be receipted as a January 2018 payment. No cash payments should be left in the drop box!
- You may view your tax bill and print a receipt online by visiting <http://tax.waukeshacounty.gov/>. Enter the address or tax key number (no dashes or spaces). The most up to date 'Tax Paid' information is on this site and there is usually a 2-3 day delay from when the payment is received at Town Hall to when it shows 'Paid' on the website.
- Please allow up to three weeks to receive your tax receipt in the mail. Processing times vary if payments were made via credit card, at the bank, or mailed in the blue envelope.
- **Refunds** will be issued within 30 days after the payment is posted by the Town of Lisbon, not Waukesha State Bank. Checks will not be issued for refunds under \$1.00; you may pick that up at the Town Hall.
- **Lottery Credit** – the only time a property owner can claim the lottery credit at the municipal level is during tax collection season. At any other time, homeowners that wish to claim or remove a lottery credit should contact the Waukesha County Treasurer's Office at 262-548-7029.

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