



2020 Tax Information

Only CASH or CHECKS are accepted for in-person payments at City Hall

Make Check(s) payable to THE CITY OF NEW BERLIN

New Berlin City Hall
3805 S. Casper Drive
New Berlin, WI 53151

City Hall Hours of Operation
Monday – Friday
8:00 a.m. – 4:30 p.m.

Thursday, December 24th (Closed)
Friday, December 25th (Closed)
Thursday, December 31st (Close at Noon)
Friday, January 1st (Closed)



PLEASE NOTE:

The annual garbage & recycling fee is a pre-payment of \$144 (\$12 monthly rate) and is **ALREADY INCLUDED** in the total tax bill amount. Please **DO NOT** send a separate check with your tax payment.

Questions?

The Finance department can be reached at

(262)780-4604 or (262)797-2448

*** For questions regarding matters other than Taxes, please call the City Hall main number at 262-786-8610 ***

PLEASE NOTE: Due to COVID-19 we are urging residents NOT to come into City Hall to make payments. Instead, to help protect staff and residents, please consider mailing your payment or using the drive-up payment drop box located in the City Hall parking lot. If you would like a **RECEIPT for payment please include a self-addressed envelope OR provide an email address for the receipt to be sent to.**

(Please note that emailed receipts from the City of New Berlin will come from noreply@newberlin.org).

PAYMENT OPTIONS:

In Person (CASH OR CHECK ONLY)

City Hall Cashier Window
Monday – Friday 8:00 a.m. – 4:30 p.m.
(except for holidays listed)

By Mail

Please make sure to include your payment stub with payment. Payments will be receipted according to **postmark** date.

City Hall Drop Box

Available 24/7 located outside in the lower level parking lot. The drop box is collected and marked received by 8:00 a.m. the next business morning and processed as soon as possible. Please enclose payment stub with payment. **PLEASE** do **NOT** put cash in the drop box.

Pay Online

Taxes and Utility bills can be paid by credit card, however, this must be done online, please visit www.newberlin.org/82/Acceptable-Payment-Methods for details. **Please note there is an additional convenience fee to pay online.**

ADDITIONAL REMINDERS:

- **Payment Stubs:** To insure accuracy and efficiency, please **include the payment stub from the back of your tax bill** whether making payments in person, by mail or in the drop box. Submit the **FIRST stub** when making your payment **IN FULL** or the **first installment**. **DO NOT** send in your entire **tax bill**, please keep it as part of your tax records. **Second and third** payment stubs are to be used to complete the installment plan option for March and May. Please note that reminders are **NOT** sent for installment due dates.
- During December and January there can be long lines at the cashier's window. Consider mailing your payment or using the City Hall payment drop box to avoid standing in crowded lines.
- In order to keep the lines moving when paying in person, please have payment ready when approaching the cashier's window. Have checks written and/or escrow checks signed and payment stub available.
- **Escrow Checks:** If mailing or paying at City Hall with a mortgage escrow check, the reverse side of the check must be endorsed by any additional parties listed on the **Pay To** line of the check. (Often, mortgage companies issue checks to be made payable to the City of New Berlin **AND** the homeowner). If the check lists both spouses, both must sign the check.
- **Mortgage company tax payments** made directly to the City of New Berlin on behalf of escrowed customers are typically not received until the 30th or 31st of December. As long as the payment is postmarked December, it will be receipted December.
- **Receipts:** If paying by Mail, Drop Box, Online or Mortgage Company direct, receipts will **NOT** be mailed automatically. A receipt will be mailed **ONLY** if a self-addressed envelope is included or provide an email address for the receipt to be sent to. (Please note that emailed receipts from the City of New Berlin will come from noreply@newberlin.org). You can also verify payment status of your tax bill online at www.newberlin.org, records are updated nightly, and if payment has been processed, the date, and amount of payment will be indicated.
- Please send **separate checks** for pet licensing and burn permits.
- **Real Estate Taxes:** Due in full by January 31st **OR** on the following installment dates: January 31st... March 31st... May 31st. **Please note:** reminders are **NOT** sent out for 2nd and 3rd installment due dates. Failure to pay the installment amount by the due dates will result in interest and penalties. Once an installment payment is **LATE**, the **ENTIRE** unpaid amount of the tax bill becomes **DUE**. Wisconsin State Statutes require that interest be collected delinquent taxes. Interest and penalties will be computed at the rate of **1.5% per month from February 1st**.
- **Personal Property Taxes:** Payment due **IN FULL** by January 31st - There is no installment option. Interest and penalties will be computed at the rate of **1.5% per month from February 1st** on late payments.
- **Refunds:** Mortgage escrow checks that are more than the tax amount due will be refunded by check, which is typically issued within three weeks. **No refunds will be given at the cashier's window.**

DOG AND CAT LICENSE INFORMATION

Dog and Cat licenses are required in New Berlin and need to be renewed in January of each year. Any **renewal** for **DOG LICENSES** not received by March 31st will be assessed with a **\$5.00 late fee**. To obtain a license by mail, complete this form, attach the rabies vaccination and spay/neuter proof (Pre-pays are NOT acceptable), and include the proper fee (**a separate check, if mailing with tax bill**) and a **stamped, self-addressed envelope**. A printable form is also available on our web site at www.newberlin.org under *How Do I – Apply for – Pet Licenses*.

STATE LAW REQUIRES PROOF OF AN UPDATED RABIES SHOT BEFORE A DOG OR CAT CAN BE LICENSED. WE NEED TO **SEE A COPY OF THE CERTIFICATE** BEFORE A LICENSE WILL BE ISSUED.

Animal Type: Dog Cat New/Renewal? New Renewal

Owner's Name: _____

Address: _____

Phone: _____

Dog or Cat's Name: _____

Dog/Cat Breed: _____

Dog/Cat Color: _____

Vet Clinic: _____

Clinic Phone: _____

Rabies Expiration: _____

(Current Rabies Certificate required at time of licensing)
(Pre-pays are NOT acceptable)

FEES:

- Neutered Male** \$10
(Proof of Neuter required)
- Non-neutered Male** \$15
- Spayed Female** \$10
(Proof of Spay required)
- Un-spayed Female** \$15
- Late Fee*** \$5

* Assessed for **RENEWALS**
Received after March 31st

Vicious Dog Declaration Certification: ****NOTE**** License will **NOT** be issued without signed form (Dogs only).

I certify that the following dog(s) **have not** been declared dangerous in any **OTHER** community.

Dog's Name(s): _____

****REQUIRED **** Owner's Signature: _____

Burning Permit Renewal: Burning permits are required in the City of New Berlin. Permits are good from Jan 1 – Dec 31, and can be purchased for \$8 at the Clerk's Office at City Hall or the Library. **DUE TO COVID-19 please consider purchasing this permit by MAIL or using the City Hall payment drop box.** **Include payment and a self-addressed envelope and we will mail the permit back to you.**



Recycling Center, Winter & Holiday Hours:
The Recycling Center will start its winter hours

December 1, 2020 – March 31, 2021
Winter hours are Saturdays **ONLY**
8:00 a.m. to 4:00 p.m.



See www.newberlin.org for list of acceptable items

BREAKDOWN OF YOUR TAX DOLLAR



County
12.9%

City
34.9%

Schools
49.6%

WCTC
2.6%