

# 2023 TAXES-TOWN OF WATERFORD

Collection Hours: Monday - Friday 8am to 3:30pm  
Closed December 22, 2023  
Closed December 25, 2023  
Closed December 26, 2023  
Closed January 1, 2024  
415 N. Milwaukee St., Waterford, WI 53185

Sign-up to receive alerts, meeting notices and news for the Town!

[www.tn.waterford.wi.gov](http://www.tn.waterford.wi.gov)

## IN-PERSON TAX COLLECTION & DOG LICENSING

If you are paying in-person, PLEASE have your check(s) completely made out prior to coming into the building. If you have multiple parcels and/or have a balance after the escrow check is applied, you are responsible for calculating the amount(s) and having the balance prepared before coming into the building. Dog licenses MUST be paid on a separate check or with cash. All checks can be made payable to: Town of Waterford Treasurer.

Please check the legibility and accuracy when writing out personal check(s). Also, please ensure escrow check(s) are endorsed by all parties listed as payable to on the check. Checks that are not legible or not completed properly as well as escrow checks that aren't endorsed/signed by the party(s) that they are made out to may be returned! Checks returned from the bank, for any reason, will result in the payment being voided and taxes not being paid.

## VIEW/PRINT TAX BILLS AND RECEIPTS AND CHANGE MAILING ADDRESS

As soon as we enter a payment, you should be able to view your payment and print the information from the Racine County website. Use the QR Code or visit the Town website, click on "Community", then "Quick Links" and look for "Property Tax Inquiries and Receipts". This link will lead you to where you can make a mailing address change and view/print your tax bill and receipt. ~Begin your search by entering your address in the box that reads "Find address or place". Your address should auto-populate. Select your address from the dropdown and click the spy glass.



## DUE DATES AND PAYMENT OPTIONS

### Full Payment Option:

Due January 31, 2024 to the Town of Waterford Treasurer - 415 N. Milwaukee St., Waterford, WI 53185

### Installment Option:

First Installment: Due January 31, 2024 to the Town of Waterford Treasurer - 415 N. Milwaukee St. Waterford, WI 53185  
Second Installment: Due July 31, 2024 to the Racine Co. Treasurer - 730 Wisconsin Ave., Racine, WI 53403

## OVERPAYMENTS AND REFUNDS

We are unable to issue any instant or same day refunds. **This includes cash payments!** Any payment over the amount will be accepted and a check will be issued to all the property owners listed on the property tax bill. (Please allow up to 30 days). If you recently purchased the property and/or your name is not updated on the tax bill, but you are making an overpayment using a mortgage check, in your name, please inform us. We need to take extra steps to ensure the refund goes to you.

## THERE ARE 5 WAYS TO PAY YOUR PROPERTY TAXES

### 1. Payment in Person:

Payments can be made in person at the Town of Waterford Treasurer's Office. Checks need to be made out in advance and made payable to the Town of Waterford Treasurer.

### Holiday Office Hours for In-Person Tax Payments

Monday	Tuesday	Wednesday	Thursday	Friday
December 18 8:00AM to 3:30PM	December 19 8:00AM to 3:30PM	December 20 8:00AM to 3:30PM	December 21 8:00AM to 3:30PM	December 22 <b>CLOSED</b>
December 25 <b>CLOSED</b>	December 26 <b>CLOSED</b>	December 27 8:00AM to 3:30PM	December 28 8:00AM to 3:30PM	December 29 8:00AM to 3:30PM
January 1 <b>CLOSED</b>				

### 2. Pay by Credit Card or Electronic Check Online: NEW PROCESS/VENDOR THIS YEAR!

You may pay your property taxes online using your credit/debit card or by electronic check by visiting the Town of Waterford's website at [www.tn.waterford.wi.gov](http://www.tn.waterford.wi.gov). Click on "Community", then "Quick Links" and look for "Pay

PROPERTY TAXES Online with Credit, Debit or E-Check” or by typing the following URL into your web browser:  
<https://ascent.racinecounty.com/LandRecords/>

Note: The following service fees apply: 2.2% transaction fee for credit card, \$3.50 flat fee for debit card and a flat fee of \$0.25 for an electronic check. Detailed directions are located in the quick link below the payment link.

**3. Mail:**

Please remit the appropriate stub along with payment and mail to the address on that stub. If you would like a receipt, see page one under “VIEW/PRINT TAX BILLS AND RECEIPTS” for information and a QR code that will take you directly to the County website where you can view/print tax bills and receipts. You can also include a large self-addressed postage paid envelope with your payment and we will mail you a receipt.

**4. Drive-up Drop Box:**

The tax drop box is located outside of the building, near the Clerk & Treasurer’s doors and is marked “Town of Waterford Official Drop Box.” **Payments in the box before January 2, 2024 will be receipted for December 31, 2023. Payments in the box January 2, 2024 or later will be receipted as paid in January 2024.** Please remit the appropriate stub and your payment in a sealed envelope or secure with a paper clip. If you would like a receipt, see page one under “VIEW/PRINT TAX BILLS AND RECEIPTS” for information and a QR code that will take you directly to the County website where you can view/print tax bills and receipts. You can also include a large self-addressed postage paid envelope with your payment and we will mail you a receipt.

**5. In-Person at Community State Bank:**

Through January 31, 2024, property taxes may be paid at Community State Bank at the Waterford location:  
500 East Main Street, Suite 100

In order to pay your property taxes at Community State Bank, you MUST:

- 1.) Present your property tax bill *and*
- 2.) Pay exactly the 1st installment or exactly in full.

No partial payments or overpayments will be accepted and no refunds will be issued.

**Delinquent and Second Installment Payments should be directed to the Racine County Treasurer.**

### **Frequently Asked Questions**

***What if my escrow/mortgage check is made out to the Town and myself and/or my spouse?***

In most cases, all parties listed need to endorse the check. To be safe, please have the check endorsed prior to submitting to the Town.

***What if my escrow check from my mortgage company is not enough to cover the amount due or is more than the amount due?***

If the escrow check is not enough to pay the first installment, you are responsible to pay the difference by January 31, 2024. If the escrow check meets the first installment, but not the full payment, you are responsible to pay the difference, to the Racine County Treasurer, by July 31, 2024. Any escrow checks over the full amount of taxes will be accepted, and a refund will be issued. (Please allow up to 30 days). Refunds will be issued to the property owner listed on the property tax bill. If you recently purchased the property and/or your name is not updated on the tax bill, but you are making an over-payment using a mortgage check, in your name, please inform us. We need to take extra steps to ensure the refund goes to you.

***How do I get a receipt when I do not pay in-person at the Treasurer’s office?***

See page one under “VIEW/PRINT TAX BILLS AND RECEIPTS” for information and a QR code that will take you directly to the County website where you can view/print tax bills and receipts.

***How do I change the mailing address for my tax bill?***

See page one under “VIEW/PRINT TAX BILLS AND RECEIPTS AND CHANGE MAILING ADDRESS” for information and a QR code that will take you directly to the County website where you can view/print tax bills and receipts and change mailing addresses.

***Can I pay for multiple parcels on one check?***

Yes. Please double check your math prior to submitting your payment.

***Can I pay more than the first installment?***

Yes. Residents may pay any amount they choose, in as many payments they choose, as long as the first installment is met by the due date. The only exception is if you are paying at Community State Bank.

**What if I want to claim my property taxes on my 2023 Income Tax Form?**

If your payment is received by the Town of Waterford Treasurer by December 31, 2023, placed in the "Town of Waterford Official Drop Box" before January 2, 2024 or your mailed payment is postmarked by December 31, 2023, it will be receipted for 2023, therefore, you will be able to claim on your 2023 income taxes. If your payment is received January 2, 2024 or after, and is not postmarked 2023, it will be processed as being paid in 2024.

**How do I get the Lottery Credit?**

If you feel you qualify, and there is not a lottery credit on your tax bill, please let us know **before** we process your payment. You will need to complete the lottery credit application; you can download and print the lottery credit application from our website at [www.tn.waterford.wi.gov](http://www.tn.waterford.wi.gov). Click the "Resources" tab, then "Forms Directory". Adjustments to the tax bill can be made at the time of payment. This does not apply if paying at Community State Bank.

**How do I obtain a copy of my tax bill?**

Taxpayers can obtain a copy of their tax bill on Racine County's website. Racine County has updated their system to provide online access to a variety of information. See page one under "VIEW/PRINT TAX BILLS AND RECEIPTS" for information and a QR code that will take you directly to the County website where you can view/print tax bills and receipts.

**How are my taxes determined?**

Each tax jurisdiction (state, county, schools, county handicap, technical college and town) determine what services they will provide in the upcoming year and how much money they will need to provide these services. This amount is divided by the assessed value of all town property to generate the mill rate (per thousand dollars assessed) for each jurisdiction. All mill rates are added together and the school tax credit is subtracted to create the final mill rate. Property taxes are then calculated by multiplying the final mill rate by the total assessed value.

**Who do I contact to inquire about how my assessed value is determined?**

The Town of Waterford Tax Assessor is Kathy Romanak. Her number is: 262-893-6001.

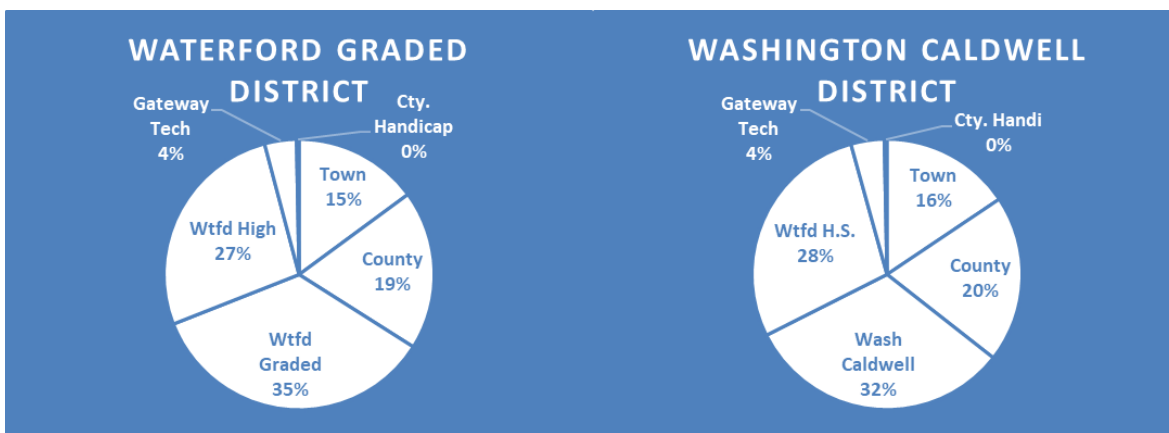
**What is the Waterford Waterway Management District (WWMD)?**

The WWMD is a unit of government that is regulated by Wisconsin State Statutes and is governed by seven commissioners. The goal of the WWMD is to maintain, protect, and improve the quality of the Waterford Waterway. If you have any questions about projects dealing with the waterway and would like to contact the commissioners or subscribe for email updates, visit their website at [waterfordwwmd.com](http://waterfordwwmd.com).

**Where do my tax dollars go?**

Although your tax payments are made to the Town of Waterford Treasurer, a large portion of your tax dollars are distributed to other tax jurisdictions, such as, the county, schools, county handicap and the technical college (see pie charts below).

**Distribution of 2023 Tax Dollars**



**Other Town Information**

**Dog License(s)**

All dogs five (5) months of age or older are required to have a Town of Waterford dog license. Licenses must be obtained before April 1, 2024. After April 1<sup>st</sup>, a \$5.00 penalty will be charged. Licenses are to be renewed every year. You must show a current proof of rabies vaccination certificate (not the tag) for each dog. Please remit a separate check payable to the Town of Waterford. Licenses are \$10.00 for an altered male or female; \$15.00 for an unaltered male or female.

### **Lost Dog(s)**

In the event you have lost your dog, please contact the Town of Waterford Police Department non-emergency number at 534-2119 or Racine County Dispatch non-emergency number at 262-534-5166.

Please note that it is unlawful to allow any dog to habitually run at large within the Town. Citations and/or impoundment fees may be imposed. For more regulations regarding dogs, Section 5.02, Control of Dogs, can be viewed at the Town website.

### **Building Permits**

A permit is needed for all new construction, remodeling, siding, roofing, etc. If you are unsure, please contact the Building Inspector at 262-534-9236. If a permit is not obtained, double permit fees will be applied. Inspector's office hours are Monday and Wednesday 8am-10am. Applications are available at the Town Hall as well as on the Town website.

### **Land Disturbing Activity & Erosion Control**

In order to reduce the amount of storm water runoff, sediment and other pollutants resulting from land-disturbing activities, a permit may be required for land alterations or disturbances that may result in soil erosion, sedimentation, or change in runoff, including, but not limited to, removal of ground cover, grading, excavating, and filling of land. Contact the Building Inspector at 262-534-9236 to determine if a permit is needed. In most circumstances, erosion control is required.

### **Pier Permits**

No person may construct, place, extend, enlarge, move or replace a pier, wharf or related structure or facility without first applying for, and obtaining a permit from the Town of Waterford. Applications are available at the Town Hall as well as on the Town website.

### **Garbage and Recycling**

Residents are required to have containers out to the road by 6am and provide unobstructed access to the containers. If weekly garbage or recycling is missed, please contact GFL customer service at 262-679-0860. Keep in mind that routes and drivers change which can result in your items being collected at a different time of day than what may have been in the past. Bulky waste will require a special pick up. Please contact GFL customer service at 262-679-0860.

### **Town Recycling Center**

Located at 3750 Buena Park Rd. Hours of operation are the 1st and 3rd Saturday of the month from 8am to 1pm. No construction debris is allowed (dumpster required on site). For other disposal guidelines, such as hazardous waste disposal, please refer to the Town website under "Garbage, Recycling & Brush" or contact the DPW at 534-5705.

### **Disposing of Televisions and Other Electronic Devices**

The Town Recycling Center does not accept TV's and electronic devices. One electronic item, per month, may be picked up at no additional charge if approved and scheduled by GFL in advance. Please contact Green for Life at 262-679-0860 to schedule a special pick-up.

### **Clean Sweep/Hazardous Waste Disposal**

The City and Town of Burlington, Village of Union Grove, Town of Dover and the Town and Village of Waterford collaborate to hold a hazardous waste, appliance and electronic disposal day. This event usually takes place at the end of August. Please sign up to receive email updates at [www.tn.waterford.wi.gov](http://www.tn.waterford.wi.gov). We will post updates on our website as more information becomes available.

### **Brush Chipping**

This service is limited to two (2) stops per household each year, including storm work. Chipping is done May through Thanksgiving. Each stop has a maximum of ten (10) minutes of chip time. The resident MUST call to be put on the schedule by contacting the **Town of Waterford Public Works at 262-534-5705**. If you receive a message leave your name, address and phone number; indicate that you are requesting to be put on the chipping schedule. To accelerate the process, do NOT stack the brush into tall piles, instead, have long, spread out piles and be certain to have the cut ends facing the road. Do not include stumps, dirt, stone or other debris mixed with the brush. No neighbor sharing. Work performed by a contractor will not be chipped.

### **Open Book/Board of Review for Property Assessments**

The Town of Waterford open book and board of review for 2024 will be held in July. Notice will be published as required by law and will appear on the Town website. The Town Assessor is Kathy Romanak. She can be reached at: 262-893-6001 or [kromanak@townofwaterford.net](mailto:kromanak@townofwaterford.net). (Times are subject to change)