

## TAX COLLECTOR'S OFFICE INFORMATION

Township Hall Municipal Building  
2100 Tuckahoe Road, Petersburg 08270  
Mailing: PO Box 216, Tuckahoe, N.J. 08250-0216  
Tax Office Hours: 8:30 a.m. to 4 p.m.

Rhonda Sharp, Tax Collector  
Patty Smyth, Deputy Tax Collector  
(609)628-2011 x 260  
Email: [taxcollector@uppertownship.com](mailto:taxcollector@uppertownship.com)

**\*\*\*Every homeowner receives a tax bill regardless of whether his or her taxes are escrowed or not.\*\*\***

**FINAL/PRELIMINARY** tax bills are mailed once a year after the TAX RATE is established. RETAIN BILL FOR INCOME TAX AND APPEAL PURPOSES. If you are a new owner/or just haven't received a bill, by law, it is your responsibility to call and ask for a bill.

**DUE DATES – Taxes are due on the 1<sup>st</sup> with a ten day grace period. Postmarks not accepted.**

<b>3RD QUARTER</b>	<b>AUGUST 1</b>	<b>1ST QUARTER</b>	<b>FEBRUARY 1</b>
<b>4TH QUARTER</b>	<b>NOVEMBER 1</b>	<b>2ND QUARTER</b>	<b>MAY 1</b>

If the Grace period falls on a weekend or holiday, the grace period is then extended to the next business day

**INTEREST CHARGES:** Any taxes remaining unpaid after the grace period are subject to interest at the rate of 8% on the first \$1,500 and 18% over \$1,500 from the due date until the date of payment. Accounts with a \$10,000 balance as of December 31<sup>st</sup> are subject to a 6% penalty.

### **PAYMENT METHODS:**

**Township Online:** Online payments are available at: [WWW.UPPERTOWNSHIP.COM](http://WWW.UPPERTOWNSHIP.COM) Payments made before midnight are posted on day of payment, otherwise on next business day. Accepts checks, debit & most credit cards – service fees apply.

**Direct Withdrawal:** Sign up for direct withdrawal and have your quarterly tax payments automatically debited from your bank account. Forms are available at [WWW.UPPERTOWNSHIP.COM](http://WWW.UPPERTOWNSHIP.COM) or at the tax office.

**Personal Online Banking bill pay:** When using your banks on-line bill pay service, allow enough time for bank to mail us the check. Interest (when applicable) accrues each day until payment is received. It can take up to 10 days for us to receive an on-line bill pay check. Please include your block, lot, & qualification number for identification. Check to make sure you are paying the correct amount.

**By Check:** Detach the appropriate stub and mail with your check - the cancelled check will be your receipt. Include the Block, Lot and if applicable/qualification number on your check. **FULL QUARTER AMOUNTS MUST BE PAID - PARTIAL PAYMENTS ARE NOT ACCEPTED AND UNDER NO CIRCUMSTANCES CAN WE ACCEPT POST-DATED CHECKS!** There is a secured lock box attached to front of building for drop off of checks after hours. Postmarks not accepted.

**Cape Savings Bank:** CURRENT quarter taxes may be paid at Cape Savings Bank in Marmora. **You must have a payment stub for each property payment. CAPE SAVINGS BANK CANNOT ACCEPT LATE PAYMENTS.**

**TAX SALE:** Any unpaid prior year taxes are subject to Tax Sale. Certified checks are required for all payments on properties subject to Tax Sale. **IT IS IMPORTANT TO KEEP TAXES PAID CURRENT TO AVOID ADDITIONAL COSTS, INTEREST & PENALTIES ASSOCIATED WITH THE TAX SALE.**

**ADDED ASSESSMENT** bills are mailed in October and the full amount is due November 1<sup>st</sup>. Added Assessments are any improvement made to the property on or before October 1<sup>st</sup> of the pretax year and are in addition to the regular bills.

**CHANGES:** Any corrections in address, assessment, property location, building description, additional lots, land description (lot size) or tax deductions must be directed to the TAX ASSESSOR at 628-2011 EXTENSION 330.

**TAX APPEALS:** Must be filed at the Cape May County Tax Board by April 1<sup>st</sup>. Green cards mailed in the beginning of the year will contain tax appeal information. **GREEN CARDS ARE FOR ASSESSMENT PURPOSES ONLY, NOT FOR INCOME TAX FILING.**

\*\*\*\*\* WOULD YOU LIKE TO RECEIVE QUARTERLY E-MAIL REMINDERS, EMAIL US YOUR REQUEST \*\*\*\*\*