

## COUNTY TREASURER'S OFFICE

### ***BROWN COUNTY***

305 EAST WALNUT

P.O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4074 FAX (920) 448-6341

**PAUL ZELLER**

COUNTY TREASURER

## 2017 PROPERTY TAX COLLECTION AGREEMENT

This document contains the terms of agreement between the **VILLAGE OF ALLOUEZ** and the **BROWN COUNTY TREASURER** to provide property tax billing and collection services.

### 1. TAX BILLING

- A. The Brown County Treasurer will prepare appropriate tax bills for your municipality, specifying the first installment payment and/or full payment of Real and Personal Property Taxes along with Special Charges and Special Assessments to be due on or before January 31<sup>st</sup>, annually. Tax bill preparation includes entering tax rates, providing forms, printing, folding, sealing, presorting, and delivering the bills to the USPS.
- B. The Municipal Clerk will provide all approved 2017 tax rates to the Brown County Treasurer's Office by December 8, 2017.
- C. Brown County will invoice municipalities for postage and collection costs separately. Actual postage costs will be due by January 31, 2018.

### 2. COLLECTIONS

- A. The Brown County Treasurer will process the first installment and full payments of Real and Personal Property Taxes, plus payments of Special Charges and Special Assessments.
- B. Brown County Treasurer will deposit collections into your municipality's specified bank account on a weekly basis. Each municipality will have full control of their respective bank accounts.
- C. Municipal Treasurer will forward timely payments received in the post-marked envelope to the Brown County Treasurer immediately.

### 3. REPORTS

- A. Brown County Treasurer will provide an electronic Real Estate Tax, Special Assessment, and Personal Property Tax Collection Report to the municipality with each weekly deposit.

### 4. RECEIPTS

- A. Taxpayers that mail payments will receive receipts from the Brown County Treasurer's Office if requested.
- B. Taxpayers that pay in person at the Brown County Treasurer's Office, taxpayers will receive an immediate printed receipt.

## 5. SETTLEMENT

- A. The municipality will settle with Brown County on or before the 20th of February for all collections of General Taxes, Special Charges, and Special Assessments. Each municipality will pay all the taxing districts their proportionate share of the levies collected from information provided by the Brown County Treasurer's office by the statutory prescribed payment dates.

## 6. COST REIMBURSEMENT TO BROWN COUNTY

- A. Brown County will charge municipalities for costs associated with the first installment collection process. The per bill fee for municipal tax collection services is listed below. Invoices for tax collection services will be due by December 31, 2017. Actual postage costs for tax bill mailing will be billed separately following mailing and will be due by January 31, 2018.

## 7. COLLECTION SERVICES AND COST OPTIONS:

_____ Real Property Tax Collection	= \$0.85 per Property Tax Bill + Actual Postage Costs
_____ Personal Property Tax Collection	= \$0.85 per Property Tax Bill + Actual Postage Costs
_____ Opt-Out Option	= No Charge per Property Tax Bill + Actual Postage Costs Brown County will prepare the tax bills by entering tax rates, providing forms, printing, folding, sealing, presorting, and delivering the bills to the USPS. Municipality is responsible for 1 <sup>st</sup> Installment collection.

## 8. TERMS OF AGREEMENT FOR TAX COLLECTION:

This one year agreement for the 2017 tax roll will be binding between the VILLAGE OF ALLOUEZ and the COUNTY OF BROWN for tax bill preparation and collection according to option(s) chosen.

\_\_\_\_\_  
VILLAGE OF ALLOUEZ  
NAME OF MUNICIPALITY

\_\_\_\_\_  
BROWN COUNTY  
NAME OF COUNTY

\_\_\_\_\_  
MUNICIPAL OFFICER

\_\_\_\_\_  
BROWN COUNTY TREASURER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BROWN COUNTY EXECUTIVE

\_\_\_\_\_  
DATE