

TOWN OF CORTLANDT

Debra A. Carter
Receiver of Taxes

Real Property Tax Collection



One Heady Street
Cortlandt Manor, NY 10567

Phone: (914) 734-1030
Fax: (914) 734-1096

Annual Collection Schedule:

April 1st to 30th -Town and County Taxes

September 1st to 30th - School Taxes, (first half)

January 1st to 31st - School Taxes, (second half)

On-line payments are available at:

<https://www.townofcortlandt.com/tax>

Register your email for reminders here also.

Office Hours:

Monday to Friday — 8:30 AM to 4:00 PM

(Office is open the last Saturday in April and September, 9:00—12:00)

There is a **Drop Box** located in the courtyard for after hours. No cash is accepted.



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email: debrac@townofcortlandt.com

Message from the Receiver:

As the Receiver of taxes it is important to provide you with first-rate customer service as well as up-to-date cost effective office practices.

My commitment to remain fully accessible to the public is rock solid. Over the years there have been numerous opportunities to work directly with many of you by problem-solving, assisting with issues associated with the ever changing network of financial institutions, or just providing clarification on a tax related matter.

The collection services have been upgraded and expanded to offer the taxpayers the convenience of paying taxes on online at:

<https://townofcortlandt.com/tax>

The availability of bills, payment receipts, and reminder notices are also available by registering your email address on the website.

I am grateful for your support and welcome suggestions regarding tax collection. It is truly an honor to serve the Cortlandt community and I look forward to working with you in the future.



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Tax Collection:

The Town of Cortlandt Tax Office, defined primarily by New York State Real Property Law and the Westchester County Charter, is responsible for the collection of Town, County, and School taxes.

As the collection agent, the Town does not set the levies for entities represented on the bill. The County, Fire Districts, Sewer Districts, and numerous other special districts prepare their own tax levies.

Likewise in Westchester County, the Towns serve as the fiscal agent for the collection of school taxes. All school budgets are prepared by public referendum and are not a function of local government.

As fiscal agents, Towns in Westchester County guarantee the levies to the schools and County.

The Town of Cortlandt collects taxes for five school districts: Croton Harmon, Hendrick Hudson, Lakeland, Putnam, and Yorktown.



REAL PROPERTY TAX COLLECTION

Tax Payment Options

To best serve the Taxpayer we offer the following payment options:

Payment in Person:

Taxpayers are always welcome to come to Town Hall and pay in person. Office hours:

Monday to Friday 8:30 AM—4:00PM

The last Saturday in April and September, 9AM—12PM.

We also have a DROP BOX for after hours located in the courtyard (NO Cash)

Payment By Mail:

Address mail payments to the Receiver of Taxes. To avoid penalty, due to mail delay for payments made on the last few days of the month in which due, witness a timely official United States postmark being affixed to the envelope. Postage meter and foreign postmarks are not acceptable. Where an envelope contains no U.S. postmark date, payment of such taxes is deemed to have been made on the date the payment is received and may be subject to penalty.

On-Line Payments:

As a convenience, taxpayers have the ability to pay their taxes in a fast, easy, and safe manner by signing onto the website at:

<https://www.townofcortlandt.com/tax>

On-Line Payments *continued*

There are two on-line payment options available:

The first option is the **Electronic Check** in which your payment is transferred directly into the Town's banking account. There is a \$1.00 fee.

The second payment option is **Credit Card**. There is a 1.81% third party processing fee attached to all credit card transactions.



Take These Easy Steps:

- * www.townofcortlandt.com/tax
- * **Tax Info & Payments**
- * **On-Line Payments**
- * **Select Collection (School/Town and County)**
- * **Enter Bill #, Address, or SBL (Section/Block/Lot)**

E-mail Notices:

Bills, payment receipts, and reminders via e-mail are available. "Sign-on" to our website and create an e-mail account to register your parcel(s).

Annual Tax Collection

Property owners in the Town of Cortlandt can expect to receive two tax bills each year.

1. Town and County Tax Bill

The bill is sent out April 1st by first class mail and **payment in full** is due on or before April 30th. Any taxes received after that date are subject to penalty imposed by New York State.

2. School Tax Bill

School bills are sent by first class mail September 1st. There is one bill with two tickets as the Town of Cortlandt allows tax payers the convenience of paying this bill in **two installments**.

The first half is due on or before September 30th and the second half is due on or before January 31st. Following December 31st payment in full is required. Anything after these dates are subject to penalty imposed by New York State.

3. Villages of Buchanan and Croton -on-Hudson

For those of you living in the Villages of Buchanan or Croton-on-Hudson please contact the appropriate office for information on your Village Taxes:

Buchanan Village Hall (914) 737-1033

Croton Village Hall (914) 271-4781

FAQ's:

If the due date falls on the weekend may I pay my taxes without penalty on the next business day?

Yes. Payments will be allowed without penalty the first business day following the weekend.

Can I prepay my taxes?

No. We don't have the legal authority nor do we know in advance of receiving the tax warrant what each property owner will owe.

I just paid off my mortgage what do I do next?

You still have to pay your taxes. Contact our office to let us know so that bills may be sent directly to you. You may also sign up for email reminders.

I want to buy a new house—how much will I pay in taxes?

Call or come into our office and we can help guide you, or go onto our website and you can search property tax payment history information.

If I want to grieve my taxes what can I do?

Contact the **Assessor's Office** at:
(914) 734-1040

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