

Annual Collection Schedule:

April 1 to 30 — Town and County Taxes

September 1 to 30 — School Taxes, 1st ½

January 1 to 31 — School Taxes, 2nd ½

On-line payments are available at:

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

Office Hours:

Monday to Friday — 8:30 to 4:00

For your convenience the Office is open the last Saturday in April and September from 9:00 to noon.



TOWN OF CORTLANDT

DEBRA. A. CARTER
Receiver of Taxes
One Heady Street
Cortlandt Manor, NY 10567

Phone: 914-734-1030
Fax: 914-734-1096
E-mail: DebraC@townofcortlandt.com

TOWN OF CORTLANDT

Debra A. Carter
Receiver of Taxes

Real Property Tax Collection



Tel: 914 734 1030

Message from the Receiver:

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



Debra A. Carter

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 the Receiver of Taxes website: townofcortlandt.com/tax. The availability of payment receipts and reminder notices are also available by registering your email address on the website.

I am grateful for the 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.

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, the Fire Districts, Sewer Districts, and numerous other special districts prepare their own 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, the Towns of 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 the Tax Office offers the following payment options:

Payment in Person:

Taxpayers are always welcome to come to Town Hall and pay in person. Office hours are weekdays and the last Saturday in April and September.

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 on the internet. By signing onto the Town of Cortlandt website Taxpayers can pay their taxes in a fast, easy, and safe manner.

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 flat \$1.00 fee as mandated by NACHA.

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



Three Easy Steps:

- * www.townofcortlandt.com/tax
- * **Tax Info & Payments**
- * **On-Line Payments**
- * **Select Collection (School/Town)**
- * **Enter Bill Number**

E-mail Reminders & Receipting:

Payment receipts and billing reminders via e-mail are available. "Sign-on" 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.

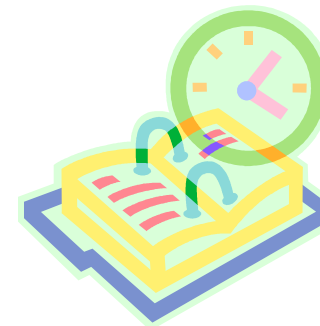
1. Town and County Tax Bill

The bill is sent out April 1st by first class mail and **payment in full** is due on or before April 30th.

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.



Telephone Numbers

Emergency 911

Buchanan Village Hall.....	737-1033
Child Abuse Hotline.....	800-422-4453
Con Edison.....	800-752-6633
Cortlandt Train Station	888-682-7275
Cortlandt Town Hall.....	734-1000
Croton Harmon Schools.....	271-4793
Croton Village Hall.....	271-4781
Hendrick Hudson Schools.....	257-5100
Lakeland Schools.....	245-1700
NYS Banking Com.....	877-226-5697
Poison Control.....	800-222-1222
Putnam Valley School.....	845-528-8143
State Police	737-7171
Substance Abuse Hot.....	800-662-4357
Veterans Co Service.....	995-2146
Veterans Affairs	800-827-1000
Westchester Co Land Rec.....	995-3095
Westchester Co Police.....	864-7700
Yorktown Schools.....	243-8000

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