

Paying Your Calais Property Tax Bill: What You Need To Know

No Grace Period

In line with tax bill articles that were approved by voters at the March 5, 2024 Town Meeting, there is no grace period for the payment of your 2024 tax bills.

No cash transactions.

No post-dated checks. Post-dated checks will be returned to the sender.

Homestead Tax Adjustment

If you filed your Vermont Homestead Declaration (Form HS-122) after April 1, 2024, your property tax adjustment may not appear on the enclosed tax bill.

If You Own More Than One Piece of Property In Calais

If you own more than one piece of property in the Town of Calais, it is strongly recommended and highly preferred that you write an individual check for each individual property (and not pay for more than one piece of property in a check).

If you are going to pay for more than one piece of property with one check, you must write each parcel ID number and the amount to be applied to that parcel in the check memo line, and include the individual tax stubs for each parcel.

If a payment is mis-applied because this information is omitted or is wrong, any penalty or interest as a result will not be waived.

If You Bought or Sold Your Property after April 1, 2024

If you owned this property on or before April 1, 2024, you are considered the owner of that property for the purpose of the 2024 tax bill, which is why you have received this bill.

If you sold your property after April 1, 2024, you may have made arrangements at closing for the new owner to pay the 2024 property tax bill. The Calais Town Office does not know what arrangements were made at your settlement. You should contact your attorney, the title company, or whoever handled your closing if you have any questions as to who is responsible to pay this 2024 tax bill.

If the Town Office has the new owner's mailing address, we have sent a **copy of** this tax bill there as well.

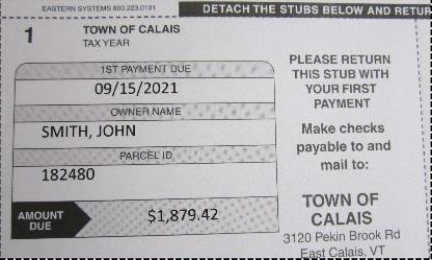

Keep your tax bill and file it with your important financial records.

You will need it next year when preparing your 2024 federal and state tax returns.

The enclosed tax bill is the only copy you will receive.

How To Correctly Pay Your Tax Bill By Check or Money Order

1. Send via U.S. mail, or drop in the Town Office secure drop box.
2. **Include the payment coupon** found at the bottom of your tax bill. Send it along with your check or money order.
3. **Write your six-digit Parcel ID number on your check.**
Do not write the SPAN number or the property address.
Write the Parcel ID #.
4. Please write your check **legibly**.
5. Be sure to write the **correct** dollar amount in Arabic numerals.
6. Important! Be sure to write the **correct dollar amount in words**. Double check your work. Re-read what you wrote. Many people make a mistake here. If you make a mistake, the bank will not accept your check.
7. **Date** your check.
8. **Sign** your check.
9. **No** cash transactions.
10. **No** post-dated checks. Post-dated checks will be returned to the sender.
11. Please **pay on time**.



EASTERN SYSTEMS, INC. 2023/07/01 DETACH THE STUBS BELOW AND RETURN

1 TOWN OF CALAIS TAX YEAR

1ST PAYMENT DUE 09/15/2021

OWNER NAME SMITH, JOHN

PARCEL ID 182480

AMOUNT DUE \$1,879.42

PLEASE RETURN THIS STUB WITH YOUR FIRST PAYMENT

Make checks payable to and mail to:

TOWN OF CALAIS
3120 Pekin Brook Rd
East Calais, VT

How To Pay Your Tax Bill With A Credit Card

Go to <https://smartpayform.com/Landing/259> (on the Calais Website).

Note - you will be charged a processing fee by the credit card company based on the credit card you use and the amount you charge. All fees are retained by the credit card company, not the Town.

Pay For Each Parcel Individually

Send a separate check or money order, for each parcel payment, following the steps above for each one. Or if paying by credit card, make an individual charge for each individual property.
Do not pay for more than one property per check, money order, or credit card charge.


If You Want a Receipt – You MUST:

Include a stamped, self-addressed envelope with your payment.

Receipts will be mailed the day after we process your payment.

Please do not call the Town Office and ask if we have received your tax payment. If you send a stamped, self-addressed envelope with your payment, we will mail your receipt. Please trust the system. We send

appx. 1,000 tax bills, and we cannot field 1,000 phone calls asking this question. **Know that you will receive your receipt as quickly as we are able to process your payment. Thank you.**





Your Name
Your Address
City, State Zip

Homestead Declaration Must Be Filed With VT Dept. of Taxes On Time to Have Your Property Tax Adjustment Applied to Your Tax Bill

Every year, you should **file your Vermont Homestead Declaration (Form HS-122)**.

Property owners whose homes meet the definition of a Vermont homestead must file a Homestead Declaration by the annual filing deadline. Vermont taxpayer services are available to answer your questions at (802) 828-2865 Mon/Tues/Thur/Fri, 7:45 am - 4:30 pm.



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