

**TOWN OF SUGAR CREEK, WISCONSIN
TAX PAYMENT INSTRUCTIONS**

TO PAY BY MAIL BY 1/31/2020

Send a check or money order together with your notice and a **self-addressed stamped envelope**, if you want a receipt returned to you.

Receipts can also be found on County web site (www.co.walworth.wi.us) after it has been posted.

Make checks payable to:

Town of Sugar Creek

(please include a phone number on your check)

Mail to:

Sharri Loveless, Treasurer
Town of Sugar Creek
P.O. Box 287
Elkhorn, WI 53121

Physical Address for

Courier Service:

Sharri Loveless, Treas
Town of Sugar Creek
N6641 County Rd H
Elkhorn, WI 53121

TO PAY IN PERSON BY 1/31/2020

At the SUGAR CREEK TOWN HALL
N6641 COUNTY ROAD H

TREASURER'S PHONE NUMBER: **(262) 742-4445**
(During business hours listed below)

HOURS:

Dec. 19, 2019 thru Dec. 21, 2019	10:00 to 4:00
Dec. 23, 2019	10:00 to 4:00
Dec. 26, 2019 thru Dec. 28, 2019	10:00 to 4:00
Dec. 30, 2019 and Dec. 31, 2019	10:00 to 4:00
Jan. 20, 2020 thru Jan. 25, 2020	10:00 to 4:00
Jan. 27, 2020 thru Jan. 31, 2020	10:00 to 4:00

After January 31, 2020 ALL real estate taxes must be paid to the Walworth County Treasurer P.O. 1001, Elkhorn, WI 53121

SPECIAL NOTES

- 1) If you have a mortgage company check made payable to the Town and yourself, please sign the check.
- 2) Please double check your figures making sure you are sending the correct amount, so proper credit is given.
- 3) Any checks returned for NSF or other reasons will be assessed a \$25.00 fee per check.

Taxes both real estate and personal property **must be paid by January 31, 2020**. Partial payment of real estate taxes may be made provided you pay the amount as stated on your bill by January 31, 2020. **The remainder will be paid directly to the County Treasurer by July 31st**. Personal property taxes are not subject to this rule and must be paid in full by January 31st. All real estate tax payments after January 31, 2020, must be made to the Walworth County Treasurer. **(BEFORE January 31, 2020 check should be made payable to: "Town of Sugar Creek.")**

Make sure that the legal description on your bill is that of the property on which you wish to make payment. The collector is not responsible for tax payments made on the wrong property.

The Town Treasurer has nothing to do with the assessing of your property. Her only duty is to collect all of the taxes shown on the tax roll. She has no authority to change, reduce, or cancel any tax.

The valuation of your property as shown by the 2019 tax bill was fixed as of January 1, 2019. Any information in connection with the valuation or description should be obtained through the assessor: Accurate Appraisal, LLC, P.O. Box 415, Menasha, WI 54952. Phone: 1-800-770-3927 (office), (920) 749-8098 (fax) or Email: info@accurateassessor.com. Complaints or appeals for adjustment of assessment must be presented to the Board of Review which meets at the Sugar Creek Town Hall on the 3rd Monday in May unless otherwise posted. Please check local newspaper or contact the Town Clerk to verify the date and time.

Town Clerk: Diane Boyd, Email: townsugarcreek@elknet.net Phone: (262) 742-3383

Regular office hours: Monday, Tuesday, and Thursday, 9:00 am to 4:00 pm.

Inquiries regarding real estate taxes other than the 2019 levy should be addressed to:
County Treasurer, P.O. Box 1001, Elkhorn, WI 53121. Phone: (262) 741-4251

**IF THE ADDRESS ON YOUR TAX BILL IS INCORRECT
PLEASE COMPLETE THE FOLLOWING AND RETURN IT WITH YOUR TAX BILL**

TAX KEY NO: _____

OWNER'S NAME: _____

ADDRESS: _____

DOG LICENSES

By state law, all dogs five months or older owned or harbored in the Town of Sugar Creek must have and wear license tags. These may be obtained from the Town Treasurer by giving the name, sex, breed, color of the dog, **date of last vaccination, vaccine manufacture, and serial number of the vaccine.**

- FEES:** **\$15.00** - altered male or female
 \$32.00 - unaltered male or female
 \$35.00 - kennel

Enclose the fee (by SEPARATE Check) along with your tax payment and the tags will be sent to you. By state law, all dogs must be vaccinated against rabies by a vet within 30 days after reaching the age of four months.

Summer residents may keep a dog without a license *for not over thirty days* but the dog must be confined or on a leash at all times to be exempt.

DOG LICENSE TAGS: Purchase of dog licenses must be to the Town Treasurer only. Please make your dog license payment (check or cash) separate from your tax payment.

SPECIAL NOTE: Please fill out the application for the dog license below. ALL Information MUST be included for dog to be licensed. For additional applications contact Sharri Loveless or make copies of the form.

APPLICATION FOR DOG LICENSE

Date _____, 20__

Owner's Name _____

Owner's Address _____

Name of Dog _____ Sex _____

Breed _____ Age _____

Color _____ Marking _____

Date Rabies Vaccination Due _____

Vaccine Manufacturer _____ Serial # _____

Date	Tag and License Number	Amount	Date of Rabies Vac.	Remarks