

## TOWN OF WESCOTT TAX PAYMENT OPTIONS

### **Pay By Mail: Payments made by mail are preferred!**

Please address to: Town of Wescott  
Sarah Kirchner, Treasurer  
PO Box 536  
Shawano, WI 54166

Make checks payable to: **TOWN OF WESCOTT**

Please, remember to enclose the appropriate tax payment stub (1st or full payment) along with your personal check, cashiers check or money order (no cash will be accepted). If you require a tax payment receipt or are requesting a dog license (tax payments & dog license payments must be paid separately) please include a self-addressed, stamped envelope. All mail postmarked on or before December 31<sup>st</sup> and/or January 31<sup>st</sup> will be accepted without penalty. There will be a \$25.00 charge for all returned checks.

**Pay at Town Office Secure Drop Box: Located outside our office at N5794 Old Keshena Road is a Secure Drop Box for tax payments & dog licenses. All drop box payments will receive a tax receipt.** Place your tax payment, the appropriate stub in the provided envelope or one of your own, seal and place in the box (no cash). If you need a dog license, place vaccination record and payment in the same envelope (tax payment and dog license payments must be paid separately.) I will mail your tax receipt / dog license back to you.

**Pay in person:** Starting Monday, December 12<sup>th</sup> you can pay in person and obtain a dog license at N5794 Old Keshena Road. Tax payments and dog license fees must be separate. We accept personal, cashiers checks & money orders. No cash. Hours are 9 a.m. – 3 p.m. Monday – Thursday. There will be **NO OFFICE TAX COLLECTION ON FRIDAYS, WEEKENDS OR HOLIDAYS. THERE WILL BE NO OFFICE COLLECTION ON DECEMBER 16<sup>TH</sup>, 23<sup>RD</sup>, 30<sup>TH</sup> JANUARY 6<sup>TH</sup>, 13<sup>TH</sup>, 20<sup>TH</sup> OR 27<sup>TH</sup>. DUE TO SITUATIONS BEYOND OUR CONTROL (I.E. ILLNESS / INCLEMENT WEATHER) THERE MAY BE OFFICE CLOSURES AND ALTERED COLLECTION HOURS.** I apologize for any inconvenience.

**You can print your own tax receipt or tax bill from Shawano County's Website:**

**[www.co.shawano.wi.us](http://www.co.shawano.wi.us)** – Online Services – Tax Information – this takes you to the Ascent Land Records. Select Town of Wescott from the dropdown box. Enter first and last name, click “Find Now”. This will bring you to your parcel number or a list of your parcel numbers. Click on your red parcel number. In the middle of the page that appears next, Click the dropdown box by “Select Detail” and select Taxes. If you have questions regarding your tax statement or payment options, please call Sarah at 715-526-9853 ext. #3

### **APPLICATION FOR DOG LICENSE**

Dogs 6 months or older must be licensed. License must be obtained by April 1st, or a \$5.00 penalty will be assessed. Some exceptions will apply. Applications may also be obtained from our website at [www.townofwescott.com](http://www.townofwescott.com)

#### **OWNER INFORMATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

#### **DOG INFORMATION:**

NAME OF DOG: \_\_\_\_\_ BREED \_\_\_\_\_ COLOR \_\_\_\_\_

NAME OF DOG: \_\_\_\_\_ BREED \_\_\_\_\_ COLOR \_\_\_\_\_

NAME OF DOG: \_\_\_\_\_ BREED \_\_\_\_\_ COLOR \_\_\_\_\_

Neutered \_\_\_\$3.00 Non-Neutered \_\_\_\$8.00 Spayed \_\_\_\$3.00 Non-spayed \_\_\_\$8.00

**PROOF OF RABIES MUST BE SUBMITTED. IT WILL BE RETURNED TO YOU.**

Send: completed form, proof of rabies vaccination, self-addressed / stamped envelope and required fee in a separate check from tax payment to: Town of Wescott, Sarah Kirchner, Treasurer, PO Box 536, Shawano, WI 54166. Please make check payable to TOWN OF WESCOTT.