

Town of Florence
Policy Regarding Tax Collections
And Property Owners Paying In Cash
Adopted 02-11-2013

Pursuant to WI State Statute 60.34 the Treasurer collects tax payments, however the statutes make no limitations as to where the Treasurer does the collecting. The Town Board of Florence hereby adopts the following procedure when property owners choose to pay their tax bills in cash. The following procedure will be at the Town of Florence Treasurers discretion.

If a property owner paying real estate or personal property taxes in cash and if the Treasurer sees it necessary to protect the property owner and the treasurer due to the amount small bills or coins associated with the tax payment, the tax payer will be instructed to go to a bank and obtain a money order, cashier's check payable to the Town of Florence or larger bills. The type of bill(s) will be at the treasurer's discretion. Any costs associated with obtaining a money order or cashier's check is at the tax payer's expense.

The tax payer will then return to the treasurer's office, submit payment and where a receipt for payment of taxes will be issued by the treasurer to the taxpayer.

If the tax payer insists on paying with the small bills or coins, then the treasurer will setup an appointment to meet the tax payer at the bank to have the bank count the money. The appointment would only be necessary if the treasurer or deputy is alone in the office. The tax payer will be responsible for delivering the payment to the bank. After verification of the amount of payment by the bank, the treasurer will provide a written receipt of tax payment to the tax payer. The treasurer or deputy will sign the receipt for verification. If the tax payer wishes to receive an electronic tax payment receipt immediately, the property owner and the treasurer will return to the town office where one will be issued. Otherwise the tax payer will receive one by mail at the address on the current tax bill unless the tax payer informs the treasurer of another mailing address. The electronic receipt will be mailed as soon as the treasurer returns to the town office with payment and generates the tax receipt.


Adopted this 11th day of February, 2013.




Tim Bomberg, Chairman



John Holbrook, Supervisor



Shane McLain, Supervisor

Attest:


Shelly VanPembrook, Clerk/Treasurer