



Tax Collector Office Policies

Collection Enforcement Timeline

September 1, 2016

The following timeline has been established for enhanced collection enforcement. Partial payments may be accepted; regular partial payments on an account will keep the account active in-house, and no enhanced collection will occur. One missed payment and the account will be subject to enhanced collection.

August: Delinquent Demand Statements: RE, MV, PP

Sept/Oct: MV over \$200 to marshal/collection agency in town current Grand List and MV over \$50 out of town to collection agency; PP to marshal/collection agency with Jan install included.

November: Sm Bal MV del Stmts in Town for (Jan/July under \$200)-update warrants for PP for adv. Collections-RE to collection Tax Sale-No payment/skipped payment 3 installment open or 1 owner with multiple properties and balance of \$7500.

December: New Homeowners – 2nd half RE---Supplemental Bills

January: Collection Month

February: Delinquent Statements: RE, MV, PP

March: MV over \$200 to marshal/collection agency current grand list single or multiple bills and MV over \$50 out of town to collection agency

April: Intent to Liens for RE and PP and Liens placed with Town Clerk

May: Sm Bal MV del Stmts in Town for (Jan/July under \$200)-update warrants for PP for adv. Collections-RE to collection Tax Sale-No payment/skipped payment 3 installment open or 1 owner with multiple properties and balance of \$7500.

June: Prepare July Billing

July: Collection month