

Town of Middleton
7555 W. Old Sauk Road
Verona, WI 53593

www.town.middleton.wi.us
info@town.middleton.wi.us
(608) 833-5887 fax 833-8996

TOWN OF MIDDLETON 2007 TAX BILL NEWSLETTER

Please mail your real estate taxes in the envelope provided.

This is required to have the **automated, bar-coded, tax collection system** work efficiently for the Town and its Residents. The following tips will help you get your real estate tax payment properly posted as soon as you mail it:

- **Mail** real estate tax payments in the envelope provided, to PO Box 1299, Madison, WI 53701-1299. We do not process tax payments here; our vendor at the above address processes our tax bills.
- **Mail only real estate tax payments to this address:** Do not include any other payments in the check or envelope except the real estate tax amount, including any special charges, as listed on this bill.
- Your payment is **due on January 31, 2008** for 1st installments or full payments to avoid paying interest and penalty charges.
- **Make checks out to “Town of Middleton”.**
- Enclose the **bar-coded** portion of your tax bill.
- Please **do not take or mail your tax bills to the Town Hall.**
- This tax collection system only works if you **Mail Your Real Estate Tax Payments.** This system has been in effect for the past 3 years.

Escrow Checks: Endorse your escrow check and mail it with your tax bill in the envelope provided. If your escrow check is **less than the tax bill**, enclose a personal check to make up the difference. If your escrow check is for **more than the tax amount**, call your escrow agent to have them re-cut the check for the exact amount. **If you choose to send in the escrow check reflecting an overpayment, you will receive a refund, but the amount will be \$15.00 less due to the Administrative Processing Fee.** Note that overpayments will not be refunded until March of 2008.

On-line Pay Option: Go to www.countyofdane.com/treasurer to pay real estate taxes online. There is a charge of \$2.75 for “E-Check” payments (checking account debit transaction) and a 2.75% charge for payments made by credit card online. Go to the Dane County website listed for more information. The Town does not handle on-line pay transactions; Dane County does.

Receipts: View and confirm tax payments and tax escrow payments online at <http://accessdane.co.dane.wi.us>. **Please use this easy-to-access resource to print tax receipts.** Click public access, parcel information and “show tax information detail”.

Postmarked Payments: Real Estate Tax Payments are not due until January 31, 2008. As a result, tax payments post marked prior to 12-31-07 do not relate to the **tax processing system**. **If you feel it is important to have your payment receipted in 2007, mail your payment as early as possible to have your tax payment processed before 12-31-07, the last tax-processing day in 2007.**

Lottery Credit: If you occupied your primary residence **on January 1, 2007**, your tax bill should include a Lottery Credit. **If you qualify** for the credit but it is not on your tax bill, contact us immediately at the Town Hall at 833-5887 before you send in your tax payment. Contact us right away....it's easier!

Town News – Keeping You Informed

Green Valley Disposal: The 2008 trash and recycle pick-up calendar will be sent in a separate Town newsletter to be mailed in early January. Holiday tree pick-up is scheduled for January 8/9 and 22/23. Please mark your calendars accordingly. If you have problems or questions with the trash and recycle service, call Green Valley Customer Service at 251-7878.

Need to Contact the Town Hall? **Our Website** is your best source for current information: www.town.middleton.wi.us Use this website to answer **most of your questions**, download forms, and get current Town news and meeting information. Please try to use this resource first before calling the office.

Please subscribe to our email service for residents. You will be sent Town business information, such as agendas, minutes, road maintenance updates, special meetings and events and more! From the homepage, click **Subscribe** and enter your email address. This is a secure list used only for Town Business Purposes.

E-mail address: Another easy way to contact us is to send us an email: info@town.middleton.wi.us You may also call at 833-5887 and leave a message, fax at 833-8996 or mail to Town of Middleton, 7555 W. Old Sauk Road, Verona, WI 53593.

Town Office Hours and Staff Introductions: Office hours are 8:30am to 4:00pm Monday-Thursday and 8:30am to noon on Friday. Please help us serve you more efficiently by contacting us during these hours. Appointments with specific staff are very helpful to serve you best and ensure that the staff member you need is available. Town Staff includes: David Shaw, Administrator/Clerk/Treasurer; Sara Ludtke, Deputy Clerk; Patti Keichinger, Deputy Treasurer; Jerry Wagner, Crew Lead; Fred Hankel, Town Inspector; Tim Reimann & Randy Starr, Road Crew.

Dog Licenses: Dog License Application Form and instructions will be included in the January 2008 newsletter. You are encouraged to download the dog license application form from our website and mail in the application, fee and stamped self-addressed envelope to the Town Hall for the tag return. All dogs over 5 months old must be licensed. Licenses are issued for the calendar year January through December.

Spring Election: The Spring Election will be held on April 1, 2008. The positions to be filled by this election are; Town Board Supervisor Seat #3 (Frank Acker); and Town Board Supervisor Seat #4 (Richard Oberle). These seats are “at large”; there are no districts. Nomination papers are available starting December 1, 2007 and are due by 5:00 p.m. on January 2, 2008. Call or come to the Town Office for a Candidate Registration Packet if you are interested in running for the Town Board.

Annual Meeting: The annual meeting for the Town of Middleton will be held on April 8, 2008 at 7 p.m. Any elector may introduce a topic for discussion. All residents are encouraged to attend.

Open Book: After the assessor completes the assessment roll, the tax roll is available for examination. This is an opportunity for taxpayers to discuss their assessment in an informal setting with the assessor.

Board of Review: If you are not satisfied with your assessment, you may appeal to this board which is comprised of local officials. Board of Review is usually scheduled during the month of May. Watch the local newspaper for notice of both open book and board of review or call the clerk for more information.

Thank you,

Town Chair
Milo Breunig

Supervisor 1
Gary Whitney

Supervisor 2
Robert Irvine

Supervisor 3
Frank Acker

Supervisor 4
Richard Oberle