

**Q: When will I receive my tax bills?**

**A:** School tax bills are sent out at the very end of August. They can be paid from September 1<sup>st</sup> through October 31<sup>st</sup>. During the month of October, a 2% penalty is included in the amount due.

Property tax bills are sent out at the very end of December. They can be paid from January 1<sup>st</sup> through April 30<sup>th</sup>. Penalty amounts during the months of February, March and April are listed on the bottom portion of your bill.

Water/Sewer bills are sent out at the very end of May. They can be paid from June 1<sup>st</sup> through July 31<sup>st</sup>. There is no penalty applied to the Water/Sewer bills when paid during the collection.

**Q: What if I need a copy of a paid receipt or bill or if I have questions about my taxes?**

**A:** You can contact the Receiver of Tax office at (518) 355-7575 ext.392 or by email at [dmartin@rotterdamny.org](mailto:dmartin@rotterdamny.org)

**Q: What happens if I do not pay my bill before the collection ends?**

**A:** Any School Tax or Water/Sewer bill that is not paid or received by mail with a U.S. Postmark by the last day of the collection period will be relevelied onto the following year's Property Tax bill with penalty. Any Property Tax bills that are unpaid after April 30<sup>th</sup> will only be payable to Schenectady County. Call (518)388-4262 with any questions regarding delinquent Property Tax bills.

**Q: Can I pay my taxes in installments?**

**A:** Payment can only be made in full at this time.

**Q: What if I do not receive my bill?**

**A:** If you do not use an escrow company and do not receive your bill by the end of the first week of the collection period, please call or email the Receiver of Tax Office to request a new bill. If you use an escrow company, your School and Property Tax bills will be sent directly to the bank that requests them.

**Q: Does my escrow company receive my Water/Sewer bill?**

**A:** Water/Sewer bills are sent directly to the homeowner. If you do not receive your Water/Sewer bill by the end of the first week of June please contact the Receiver of Taxes. If you need to dispute your water/sewer charges you must contact Department of Public Works at (518)355-7575 ext.395 before June 21<sup>st</sup>.

**Q: Can I pay taxes online?**

**A:** There is a link on the Town's website ( [www.rotterdamny.org](http://www.rotterdamny.org) ) to Pay Taxes Online. This link will bring you to Xpress-Pay. **Xpress-Pay is the only vendor the Town of Rotterdam is contracted with to collect payment on our behalf.** There is a convenience fee applied when using this service. The charge is \$2.00 if using an E-check, and there is a charge of 2.85% plus .40 if using a debit/credit card. Using any other online payment option may not guarantee that your payment will arrive to the office before the end of the collection.

**Q: How can I pay my tax bill?**

**A:** Bills can be paid in person, through the mail, or online. Bills can be paid in person using check, money order, or teller check. **If paying with a personal check please include a phone number.** Checks must be written to Diane Martin or Receiver of Taxes. Debit/Credit cards can be used in the office; *however*, the site fee still applies as we use Xpress-Pay in office as well. The Receiver of Tax Office is open year-round, Monday through Friday from 8am-4pm, except for town observed holidays. There is a drop box available 24 hours labeled Receiver of Taxes that can be found next to the front door of Rotterdam Town Hall.

**Q: What is the mailing address?**

**Diane Martin  
Receiver of Tax Office  
1100 Sunrise Boulevard  
Schenectady, NY 12306**

**Q: What if I need information about delinquent taxes?**

**A:** Call Schenectady County at (518)388-4262 with any questions regarding delinquent tax bills.

**Q: What if I need to change my mailing address or have questions about exemptions?**

**A:** Call the Assessor's office at (518)355-7575 ext. 396