

**TOWN OF ROXBURY
POLICY AND PROCEDURES FOR COLLECTION OF
CURRENT PROPERTY TAXES**

On the other side is info about paying your taxes via Automated Tax Payment.

At the annual Town Meeting, the Town voted to collect taxes on real estate in four (4) equal installments payable to the Town of Roxbury with interest of one-half percent (1/2%) per month, or fraction thereof, on the unpaid taxes after each installment

The following procedure will be followed without exceptions.

- a) **Due dates are August 16, 2024, November 8, 2024, February 14, 2025 and May 9, 2025.** If the payment is not received or if it is not postmarked by the due date, an interest charge of one-half percent (1/2%) per month on unpaid balance will be charged.
- b) **If tax payments are not received by May 9, 2025 (or postmarked that date) it will then be considered delinquent and turned over to the Delinquent Tax Collector.** The Delinquent Tax Collector will then charge one-half percent (1/2%) monthly for interest and an eight percent (8%) penalty.

*There is a drop off box near the front door of the Town Office for your convenience. Please note the drop off box is checked regularly. **Anything dropped off after the due date will be considered late.***

During the weeks that taxes are due, the Town Office will stay open until 5pm on Wednesday, Thursday and Friday.

It is the intention of the Town of Roxbury to collect taxes in a fair and regular manner.

If you have any questions, you may call the Town Clerk's Office on Tuesday through Friday from 9AM – 12 Noon, 1PM – 4PM. During the months of May through September, the Town Office has reduced hours on Fridays. The Office will close at noon. The phone number is 802-485-7860.

For your convenience, the Town offers Automated Tax Payment (direct debit/AutoPay). For further information, please contact the Town Office. This procedure has worked very well for many of Roxbury's taxpayers.