

## **Town of Walworth – Tax Information**

We hope this message finds you and your family **safe and healthy**.

Due to the uncertain times we are living in **we greatly discourage** paying your taxes in person. Please **mail** in your tax payment to:

Town of Walworth - Deb Amsler  
3600 Lorraine Drive  
Walworth NY 14568

Please help us take all precautions to keep our employees **safe and healthy** too.

- Taxpayers that usually pay in cash, may we suggest a money order this year?
- Taxpayers that want to drop off their payment in person, may we suggest the locked drop box provided in the Town Hall lobby?

Please **INCLUDE** the appropriate coupon portion located on the bottom of your legal size tax bill and please **RETAIN** the bill as your receipt.

Office hours: **January 3, 2022 to March 31, 2022** – Monday **AND** Friday 10 am–1 pm, Wednesday 1–4 pm

OFFICE WILL BE CLOSED ON Monday, January 17th, and Monday, February 21st

### **When writing your Check**

Please provide your **phone #**

\*\* Your number will only be used if it is necessary to correct an error

Please make check payable to **DEBORAH AMSLER**

Please provide your **bill #**

\*\* Bill # is located to the right of your Name/Address

The diagram shows a check form with the following fields and annotations:

- 1025**: Amount in the top right corner.
- DATE**: Field for the date.
- PAY TO THE ORDER OF**: Field for the payee name, with an arrow pointing to **DEBORAH AMSLER**.
- \$**: Field for the amount, with an arrow pointing to the **phone #** field.
- DOLLARS**: Field for the amount in words, with an arrow pointing to the **bill #** field.
- Security Features**: A small icon and text in the bottom right corner.
- 1025**: Amount in the bottom right corner.

### **Online banking bill Payers**

Please provide the **BILL #** on your check memo line. Your bill will be considered paid when check is received, not the date on the check. Certain banking institutions can take as long as 3-5 days to process your payment request. Please plan your payment accordingly to avoid a late fee being assessed.

*Thank You, Deb Amsler,* Town of Walworth Receiver of Taxes

315-926-9817 office

315-986-4342 fax

email: [receiveroftaxes@townofwalworthny.gov](mailto:receiveroftaxes@townofwalworthny.gov)

Serving as your elected official Jan 1, 2016 – Dec 31, 2023