



# City of Gardner

## IMPORTANT NOTICE!

The City of Gardner has now adopted a quarterly tax billing schedule. Effective July 1<sup>st</sup> 2009, taxes will be due in four installments during the course of each Fiscal Year. The Fiscal Year begins July 1st of any given year and ends June 30th of the following calendar year.

### HOW QUARTERLY BILLING WORKS

The bills are issued two times per year, at the end of June and December. **Each bill has two detachable stubs, one for each of the billing installments included on the bill.**

The bill mailed at the end of June is the "**Preliminary**" tax bill, and details the amounts due on the first business day of August and the first business day of November.

The bill mailed at the end of December is the "**Actual**" tax bill, and this bill details the amounts due on the first business day of February, and on the first business day of May.

#### **1<sup>st</sup> PAYMENT— Due August 1st ~**

The first installment will be detailed on the preliminary bill, mailed on or before June 30th. This installment will be due on the first business day in August. ~This bill will be approximately one quarter of last year's total bill amount. ~No tax rate or assessment will appear on this bill.

#### **2<sup>nd</sup> PAYMENT— Due November 1st**

The second installment will also be detailed on the preliminary tax bill, which is mailed on or before June 30th. This installment is due on the first business day of November. ~This bill is calculated in the same manner as the 1st payment. ~Again, no tax rate or assessment will appear on this bill.

#### **3<sup>rd</sup> PAYMENT— Due February 1st ~**

The third installment is detailed on the "Actual" bill, which is mailed on or before December 31st. This bill will show the assessed value of the property, tax rate and total amount of taxes due for the fiscal year and any betterment or liens. To calculate the actual bill, multiply the assessed value by the applicable tax rate divided by 1,000. Subtract the two preliminary payments made in August and November and divide the remainder by two. The result will then be paid twice in two equal installments. Final filing date for an abatement is on the bill.

#### **4<sup>th</sup> PAYMENT – Due May 1st**

The fourth and final installment is also detailed on the "Actual" bill, which is mailed prior to December 31st. This installment is due by the first business day of May. ~This bill will be the balance that remains after the first three payments.

### LATE PAYMENTS

Under the quarterly system, the interest on late payments will be charged for the number of days the payment is actually delinquent. ~For example, if a payment due on November 1st is not made on time, 14% interest will be charged from November 2nd until the date the payment is made.