

## TIPS FOR MAKING THIS TAX YEAR EASIER

- 1) Please make checks out to: **Town of Lebanon**. If paying with cash, please bring the exact amount (especially coins.)
- 2) Whenever possible, please make the check out for the exact amount. Overpayments will be refunded approximately 10 business days after receipt.
- 3) Please remember if the check is made out to you and the Town, you must also sign the back of the check.
- 4) There are three ways to make payment.
  - A) Mail the payment to: Town of Lebanon, N5844 Buelow Rd, New London, WI 54961. If you would like a receipt, please include a **self addressed, stamped envelope** with the payment.
  - B) Drop the payment into the locked mailbox at the Town Hall located at N5844 Buelow Rd. If you would like a receipt, please include a **self addressed, stamped envelope** with the payment.
  - C) Pay in person at the Town Hall on the following dates and times:
    - December 27 - 30 from 2 pm - 6 pm daily
    - December 31 from 9 am - 11 am
    - January 26, 27, 30, and 31 from 2 pm - 6 pm daily
    - January 28 from 9 am - 11 am
- 5) Dog licenses can be renewed in the same three ways as the tax payments. Please remember that I **MUST** see the vaccination records. These are recorded in our computer program and given to the animal control officers. Also, please remember if you request the tags by mail, I need a **self-addressed, stamped envelope** to send you the dog tag.
- 6) Animals are \$8 each unless they are spayed/neutered and then they are \$3 each. Please bring exact change as I cannot guarantee that I will have cash.

Thanks so much for your help in making this tax season go smoothly for all concerned.

Lynn Tank  
Treasurer