

**IMPORTANT NOTICE  
THIS IS THE ONLY TAX BILL YOU WILL RECEIVE**

**Chautauqua Lake Central School  
2021/22 SCHOOL TAX COLLECTION INFORMATION**

ON THE REVERSE SIDE IS A COMPUTER PRINTOUT OF YOUR SCHOOL TAX BILL FOR THE PERIOD JULY 1, 2021 TO JUNE 30, 2022.

Taxes will be collected by the School Tax Collector at the Town of Chautauqua Clerks Office.

**Monday through Friday between the hours of 9:00 AM to noon, and 1:00 PM–4 PM, excluding legal holidays.**

Telephone # (716) 753-7342 Opt.1 Tax collections will begin on Wednesday, September 1, 2021.

**PAYMENT SCHEDULE**

Taxes paid September 1 through September 30, 2021:	<b>NET (NO PENALTY)</b>
Taxes paid October 1 through October 31, 2021:	<b>2% PENALTY</b>
Taxes paid November 1 through November 5, 2021:	<b>3% PENALTY</b>

**Only valid US postmark will be accepted as date received. Confirm check is made out to correct payee and written amount matches dollar amount. Incorrect amounts will be returned and subject to penalty until paid in full.**

After November 5, 2021, ALL unpaid taxes will be returned to the Chautauqua County Taxation Department for collection or relevy and **cannot be** received by the School Tax Collector or by Chautauqua Lake Central School. See below for details.

**NOVEMBER 19 IS THE LAST DATE TO MAKE PAYMENT OF THE 2021-2022 SCHOOL TAX TO THE COUNTY.**

Payments including fees will be accepted at the **Chautauqua County Real Property Tax Office, 3 N. Erie Street, Gerace Office Building, Mayville, NY 14757-1007** until November 19, 2021, at which time no further collections will be accepted. Any school taxes remaining unpaid at the conclusion of business on November 19, 2021 will be releived onto the 2022 County-Town Tax Bill with an additional 7% relevy fee added.

**\*\*IMPORTANT INFORMATION\*\***

*For the health and safety of our community and staff, we encourage payments to be done by one of the following:*

**MAIL PAYMENTS:** Taxes paid by mail must be sent to: **School Tax Collector, Chautauqua Lake Central School, PO Box 3354, Buffalo, NY 14240-3354.**

A computer-generated receipt will automatically be sent to the address that appears on your bill.

If you are using a bill pay service, please confirm the payee information and use parcel ID (S.B.L) as your account number.

**ONLINE PAYMENTS:** Current taxes can be viewed, printed, and paid online at [www.infotaxonline.com](http://www.infotaxonline.com). Online payments will be receipted via email.

**DROP BOX:** Located outside our building marked **TOWN OF CHAUTAUQUA**. Please include a copy of your bill when using the drop box. **NO CASH** payments. **Deposits made after 4pm, will be processed on next business day.**

**Please provide email for receipt: (PRINT)** \_\_\_\_\_

**THIRD PARTY NOTIFICATION – SENIOR CITIZENS AND DISABLED PERSONS**

New York State law now provides that if you are age 65 or over, or disabled, and you own a 1, 2, or 3 family residential properties, you can designate an adult third party to receive duplicates of your tax bill and all required notices deriving therefrom. You and the person you designate must both sign the application. You may obtain an application (RP-923) at the office of the Tax Receiver/Collector or at the office of the County Director of Real Property Tax Services. If you wish to receive an application by mail, please send a self-addressed, stamped envelope with your request to either the Tax Receiver/Collector or the Director of Real Property Tax Services, 3 North Erie Street, Mayville, NY 14757-1007. You must file your application prior to July 16<sup>th</sup> to be effective for the ensuing year. Once the application is approved and filed, a duplicate of your subsequent Tax Bill and all required notices of unpaid taxes will be mailed to the adult third party until you notify the Tax Receiver/Collector or the County Director of Real Property Tax Services to cancel your authorization.