

TAX PAYMENTS

IN FULL & 1st INSTALLMENT: Payable to the Town Treasurer by **January 31, 2012.**

2000 Municipal Drive, Neenah, WI 54956-5663

We encourage you to mail your payment, by check or money order to the Town of Menasha Treasurer.

To pay in person, payment may be made at the Town of Menasha Municipal Complex or Prospera Credit Union.

To pay by credit or debit card, please see instructions below.

SECOND INSTALLMENT: Payable to Winnebago County Treasurer by **July 31, 2012**

Payments must be mailed to: PO Box 2808, Oshkosh, WI 54903-2808

The Town of Menasha cannot accept 2nd Installment Payments.



HOURS OF COLLECTION

TOWN MUNICIPAL COMPLEX

2000 Municipal Drive

Mon – Fri 8:00 – 4:30

Exceptions:

Fri., Dec 23, 2011	Closed – Christmas Eve
Mon., Dec 26, 2011	Closed - Christmas Holiday
Fri., Dec 30, 2011	8:00 - Noon
Mon., Jan 2, 2012	Closed - New Year's Day

PROSPERA CREDIT UNION (LOBBY)

849 Warsaw Street, Menasha

934 S. Green Bay Road, Neenah

Mon – Wed 8:30 – 5:00

Thursday 8:30 – 6:00

Friday 8:30 – 5:00

Saturday 8:30 – Noon

Exceptions:

Mon., Dec 26, 2011	Closed – Christmas Holiday
Mon., Jan 2, 2012	Closed – New Year's Day

PAYMENTS MUST BE MADE IN THE LOBBY ONLY. THE DRIVE-THRU CAN NOT BE USED FOR TAX PAYMENTS.


DEPOSITORY BOX

There is a depository box at the Town of Menasha Municipal Complex just left of the main entrance. This box can be used at anytime, but is especially convenient for before and after regular office hours. Collections will be dated the date they are removed from the depository box. The box is opened and emptied daily Monday through Friday at 8:00 A.M.

RECEIPTS

Receipts will be dated the date on which the monies are physically received at the Treasurer's office. If you require a receipt, enclose a self-addressed, stamped envelope along with your tax bill and payment. A receipt will **NOT** be provided unless a self-addressed, stamped envelope is included.

CASH PAYMENTS

The Town of Menasha discourages cash payments! Payment should be by check or money order to the Town of Menasha, Treasurer. 

CREDIT CARD PAYMENTS



Discover, MasterCard, Visa and American Express

To pay property taxes by Credit or Debit card call Government Payment Service 888-604-7888

Toll-free/24 hours or to pay online go to:

www.govpaynow.com

You will need the following information:

Pay Location Code: **5895**

Property Owner's Full Name; Parcel Number;

Property Address of Parcel; Daytime Phone Number

A **4.75% fee for service** will be added to the amount due if paid by phone.

A **3.50% fee for service** will be added to the amount due if paid online.

REFUNDS

No refund is given, unless payment is over the full tax bill amount. There are **NO CASH REFUNDS** for amounts over \$15.00, if paid at the Municipal Complex. Refund checks will be issued within seven (7) to ten (10) business days.

Prospera Credit Union will issue check refunds immediately!