

THE PURPOSE OF THIS NOTICE IS TO CLARIFY TAX PROCEDURES FOR PROPERTY OWNERS IN THE CITY OF SARATOGA SPRINGS.

ALL NEW PROPERTY OWNERS MUST CONTACT THE TAXING AUTHORITY BELOW IN ORDER TO RECEIVE A TAX BILL. NO TAX BILL IS “AUTOMATICALLY SENT” TO A NEW OWNER AFTER THE DISTRICT’S MAILING OF BILLS IN EARLY SEPTEMBER.

Changes in ownership where deeds are recorded after March 1st of any year are NOT reflected in the assessment and tax records until the following March 1st, resulting in taxes levied in the name of the previous owner.

City and County taxes are sent out in February and due and payable in four installments: MARCH 1, JUNE 1, SEPTEMBER 1, and DECEMBER 1. **Only one tax bill is sent with four payment stubs attached.** Should an owner not receive a tax bill, the owner should contact the City Finance office at **(518) 587-3550**.

Payments not received on time are subject to a penalty of 6%. The penalty increases by 1½ % per month until a maximum of 15% is reached.

School taxes for the Saratoga Springs Enlarged City School District are sent out in September and are due and payable in two installments: OCTOBER 4 and the following FEBRUARY 4. **Only one tax bill is sent with two payment stubs attached.** Owners who do not receive a tax bill should contact the Saratoga Springs School Tax office at **(518) 583-4788**.

Utility bills for water and sewer usage are payable quarterly. The due dates are: FEBRUARY 15, MAY 15, AUGUST 15, and NOVEMBER 15. Utility bills are mailed one month before the due date. Questions concerning the mailing or computation of utility bills should be directed to the **Utility Dept. (518) 587-3550 ext. 502**. Questions concerning payments on utility bills should be directed to the finance office (518) 587-3550.

Utility bills NOT paid are re-levied onto the next utility bill. Any utility bills outstanding as of 12/31 are re-levied onto the following years’ City/County tax bill.

Utility bills not received on time are subject to a 5% penalty, 6% after 30 days.

Tax Sales are held every year on October 1 in the Finance Office. Tax Sale notices are sent out the first week of August. All delinquent city and county taxes and school taxes, one year and half in arrears are brought to Tax Sale.