

Taxpayer Information & FAQ's

Important Dates

<u>DAY</u>	<u>TAX EVENT OR DEADLINE</u>
JAN 1	County tax bills arrive in the mail. If you do not receive your bill within a week of this date, call the tax office at (516) 676-2355 or email gctaxes@cityofglencovey.org to request a duplicate bill.
JAN 10	Deadline for first half City tax payment without penalty.
FEB 1	Second half School tax collection begins.
FEB 10	Deadline for first half County tax payment without penalty.
MAR 1	Deadline for second half School tax payment without penalty.
JUN 1	Second half City tax collection begins.
JUL 1	Second half County tax collection begins.
JUL 10	Deadline for second half City tax payment without penalty.
AUG 1	School tax bills arrive in the mail. If you do not receive your bill by this date, call the tax office at (516) 676-2355 or email gctaxes@cityofglencovey.org to request a duplicate bill.
AUG 10	Deadline for second half County tax payment without penalty.
SEPT 1	Deadline for first half School tax payment without penalty.
DEC 1	City tax bills arrive in the mail. If you do not receive your bill by this date, call the tax office at (516) 676-2355 or email gctaxes@cityofglencovey.org to request a duplicate bill.

Tax Payment Hours: 9:00 am to 4:00 pm (Mon.-Fri.) Extended Hours 9 to 7pm, last day of collection check website for specific dates.

Tax Office Hours: 9:00 am to 5:00 pm (Mon.-Fri.) except legal Holidays

Email Address: All tax related requests must be done in writing. Send to:
Gctaxes@cityofglencovey.org

Frequently Asked Questions

When are Tax Bills Mailed? The Receiver of Taxes mails tax bills by January 1st, August 1st and December 1st of each year. If you do not receive a bill within a week of mailing, you should contact the Tax Office at (516) 676-2355 or email gctaxes@cityofglencovey.org

What Period Does the Tax Year Cover? The City & County bills cover a calendar year that begins January 1st and ends December 31st of that same year. The School bills cover a fiscal year that begins July 1st and ends June 30th of the following year.

Who Receives a Tax Bill? A tax bill is sent to the property owner, or to whomever the owner so designates, each year for City, County and School taxes. Each bill has two coupons attached, instructions on front & back, and a return envelope.

Does My Mortgage Company Know About My Taxes? Yes. Your mortgage company receives information regarding the payment due. All exemptions are reflected in the amount provided to the mortgage company.

When are Taxes Due? City taxes are due from December 1 – July 10 and may be paid in two installments. The first half is due by January 10. The second half is due by July 10. County taxes are due from January 2 – August 10 and may be paid in two installments. The first half is due by February 10. The second half is due by August 10. School taxes are due from August 1 – March 1 of the following year & may be paid in two installments. The first half is due by September 1. The second half is due by March 1.

Is a Discount Offered for Paying My Taxes Early? Yes. A one and one half percent discount is offered off of your second half **City** tax if the bill is paid in full by January 10. A one percent discount is offered off of your second half **County** tax if the bill is paid in full by February 10. No discount is offered on **School** tax bills.

What Happens if I Pay My Taxes Late?

- **City** - $\frac{3}{4}$ % interest is added to the rate for each month late.
- **County** - 1% interest is added for each month late.
- **School** – 1% interest is added each month late till February, then an additional $\frac{1}{2}$ % interest is added each month till June.

In addition to the tax amount and interest due, a 5% penalty is added to any portion of the school tax which is still unpaid on March 20. (Note: penalty is calculated on the total of tax and interest).

I Did Not Receive My Tax Bill. Must I Pay Penalties and Interest? Yes. It is the responsibility of the taxpayer to pay taxes on a property they own. Even if an owner does not receive a tax bill, it is the owner’s obligation to secure a tax bill and make payment. The taxpayer, therefore, is liable for all penalties and interest on late payments.

To Whom Do I Make the Payment and Where is it Mailed? City tax is payable to “City of Glen Cove”. County tax is payable to “County of Nassau”. School tax is payable to “City School District”. All tax payments (**including delinquent payments**) should be mailed to:
City of Glen Cove, Finance Department, 9 Glen Street, Glen Cove, NY 11542.

Are Postmarks Accepted or Must My Payment Reach the Office by the Due Date? Tax payments sent by US mail are credited by the date postmarked on the envelope. A postage-metered postmark is **NOT** acceptable. Taxpayers making payment close to the deadline date may want to bring it to the Post Office to have it hand-cancelled, or send it certified or registered mail. (County tax payments received after August 31 cannot be accepted regardless of postmark.)

May I Pay My Taxes in Person? Yes. Tax payments are accepted at City Hall Monday – Friday (9 am – 4 pm) except legal holidays. Extended hours 9am-7pm, day before due date. Check website for exact dates.

What Forms of Payment Can I Use? Taxes in the City of Glen Cove can be paid by cash, check (Third Party Checks Are Not Accepted) or money-order. Effective June 1, payments can also be made by credit card and e-check via City of Glen Cove website.

My Check was Returned Unpaid by My Bank (Bounced). Will the Tax Receiver Re-Deposit My Check? Yes. The City will attempt to re-deposit your check. If a check is returned twice, a payment is stopped or an account is closed, the tax payment will be cancelled and a \$ 35.00 returned check fee will be added to the account as well as any appropriate interest and penalty charges.

What If I Can't Pay the Total Amount Due? All tax bills must be paid, there are NO partial payments of taxes due.

I Have Moved – Who Do I Contact to Change My Address? If you still own the property, notify the City of Glen Cove Finance Department in **writing to 9 Glen Street, Glen Cove, NY 11542 or email: gctaxes@cityofglencoveny.org**

If you have sold the property and still receive a tax bill, email the City with the name of the new owner.

I Just Purchased Property in the City of Glen Cove. Do I Need to Contact Anyone Regarding Real Property Taxes? Since it is the owner's responsibility to pay taxes on property they own, it is recommended that you immediately email the City to obtain a current bill for the amount & when the payment is due.

I Have Paid Off My Mortgage and Taxes had been Escrowed by My Mortgage Company. Who Do I Notify Regarding My Real Property Tax Bill? You should email the City of Glen Cove (gctaxes@cityofglencoveny.org) to request that future tax bills be sent directly to you. Make sure you give your correct mailing address and are advised when the next payment is due.

Will the City Take My Property If I do not Pay My Taxes? No. If taxes remain unpaid by the date of the tax lien sale (in June), the City Controller will sell the tax at auction to outside buyers. Those buyers would then hold a lien on your property. The City will acquire as a lien any tax that doesn't sell.

Does the City of Glen Cove have a Website for Tax Information? The City's website, www.glencove-li.us gives some basic tax information. Go to Departments and click Finance.