

**BERLIN CENTRAL SCHOOL DISTRICT, BERLIN NY  
SCHOOL TAX INFORMATION 2017 – 2018  
School Tax Collector's Notice**

Jean Barber, School Tax Collector  
(518) 658-1500, option 8, extension 1021

You may view or print tax information on-line directly at  
[www.taxlookup.net](http://www.taxlookup.net).

**PLEASE REMEMBER THAT THE SCHOOL ACTS AS THE "COLLECTOR" OF TAXES. IF YOU HAVE QUESTIONS OR CONCERNS REGARDING THE STAR PROGRAM, ASSESSMENTS, EXEMPTIONS, ETC. YOU MUST CONTACT THE ASSESSOR'S OFFICE IN THE TOWN THE PROPERTY IS LOCATED IN. THE PHONE NUMBERS ARE LISTED BELOW.**

TOWN OF *STEPHENTOWN* (518) 733-9195 TOWN OF *PETERSBURGH*: (518) 658-3777  
TOWN OF *GRAFTON*: (518) 279-3565 TOWN OF *POESTENKILL* (518) 283-5100 TOWN OF *BERLIN*: (518) 658-2020

School tax bills will be mailed on or around August 30, 2017. If you haven't received your school tax bill by September 10, 2017, please visit [www.taxlookup.net](http://www.taxlookup.net) where you can view or print your tax bill. You may also contact the school tax collector, Jean Barber, at (518) 658-1500, option 8, extension 1021 or by e-mail at [taxcollector@berlincentral.org](mailto:taxcollector@berlincentral.org). When leaving a message for the collector, please include your name, spelling the last name, your tax map number or full property address, phone number including area code and a brief message. Due to high call volumes, your call will be returned as soon as possible. If you have not heard back from the collector within two business days, please call again. Your call will be returned as quickly as possible.

To pay your bill, please see the options below:

- Option 1 by mail: Berlin Central School District  
Attn: Tax Collector  
P.O. Box 259  
Berlin, NY 12022
- Option 2 by courier: Berlin Central School District  
Attn: Tax Collector  
17400 State Route 22  
Cherry Plain, NY 12040
- Option 3 by credit/debit card: Go to [www.taxlookup.net](http://www.taxlookup.net) and search for your property.  
Once there, scroll to bottom of screen and select, "Pay by credit card".  
For assistance, please contact Community Payments at 1-800-775-3101.  
Do NOT call the tax collector.  
MasterCard, Visa and Diners Club accepted.
- Option 4 in person: Berlin MS/HS  
17400 State Route 22, Cherry Plain, NY 12040  
Thursday, September 7, 2017 3 – 5 PM  
Thursday, September 14, 2017 3 – 5 PM  
Thursday, September 21, 2017 3 – 7 PM  
Thursday, September 28, 2017 3 – 7 PM

**Bring exact change if paying in person.**

Enter building using North Doors. Room 121 is at the north side of the building, third door on the left.

Please make checks payable to: BCSD Tax Collector. Returned checks will be subject to a processing fee. If you would like a receipt, please enclose your entire tax bill, check the receipt box and return with payment. Your original tax bill will not be returned. Receipts are mailed approximately three weeks after payment is posted.

- ❖ There will be no penalty for payments received or postmarked ON or BEFORE **October 2, 2017**.
- ❖ Payments received or postmarked **between October 3, 2016 and October 31, 2017** must include a 2% penalty.
- ❖ Unpaid school taxes are turned over to Rensselaer County Bureau of Real Property Tax Services and subject to an additional 7% penalty. Payments received or postmarked **November 1, 2017** or after will be returned to sender. Please call (518) 270-2780 with any questions after November 1, 2017.

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*Page 2 of 2*

**FAQ's**

**Q. Can I pay my school taxes in installments or make partial payments?**

A. No, the full amount must be submitted or payment will be returned.

**Q. Can I send in my check postdated?**

A. No, payments will be returned if received postdated.

**Q. How do I apply for the STAR exemption?**

A. Contact the assessor in the town in which the property is located.

**Q. My exemption(s) are missing from my tax bill, how come?**

A. Contact the assessor in the town in which the property is located and they will assist you.

**Q. Can I pre-pay my taxes?**

A. Collection authority cannot begin prior to the date of the school tax warrant (September 1, 2017). The warrant constitutes the authority for the collecting officer to receive tax payments. Therefore, the warrant must be regarded as the instrument

**Q. I received a tax bill, but I no longer own the property, what should I do?**

A. Forward to the new owner, or send the bill back to the district with the new owner's name and mailing address.  
By law, it is the new owner's responsibility to get a copy of the tax bill.

**Q. I did not receive my tax bill, what should I do?**

A. Click on this link, [www.taxlookup.net](http://www.taxlookup.net) or contact the school tax collector at (518) 658-1500, Opt 8, Ext 1021 or at [taxcollector@berlincentral.org](mailto:taxcollector@berlincentral.org).

**Q. I did not receive my tax bill, or received it late; do I still have to pay the penalty?**

A. Yes. The failure to mail a statement or the failure of a property owner to receive a statement will not affect the validity of the taxes or interest prescribed by law (NYS Real Property Tax Law Section 922). It is the responsibility of the property owner to know when taxes are due and payable. In addition, neither the Tax Collector nor any other official has legal authority to waive statutory interest charges. Interest charges are fixed by the Real Property Tax Law.

**Q. If I mail my payment on the due date, do I have to pay a penalty?**

A. New York State Real Property Tax law 925, provides as follows: "Payment of taxes by mail, when enclosed in a postpaid wrapper (envelope) properly addressed to the appropriate collecting officer and is deposited in a post office or official depository under the exclusive care and custody of the United States Post Office shall, upon delivery, be deemed to have been made to such an officer on the date of the United States Postmark on such wrapper. The provisions of this section shall not apply in the case of the postmarks not made by the United States Post Office. A postage meter postmark is not a postmark made by the United States Post Office and, therefore, is not within the provisions of Real Property Tax Law 925. Payments cannot be deemed timely because of a postage meter postmark date on an envelope containing a tax payment (Op. New York State Comp. 69-170).

If taxes are not received until after the due date, they are not paid until after the due date unless they fall squarely within the provisions of section 925 of the Real Property Tax Law, and the penalty must be added and collected. No town official or employee can waive the penalty (Op. New York State Comp. 68-626).

**Receipts**

To print a copy of your receipt for the 2017 – 2018 (or previous years) paid school taxes, please visit [www.taxlookup.net](http://www.taxlookup.net). Select Rensselaer County, Town of Berlin and then enter your last name or property address. The Tax Collector does not mail out receipts for approximately three weeks after payment is posted.