

# The Town of Baraboo Tax Bills were mailed on November 28.

- I will accept in-person payments during my regular office hours of Monday 8:30-10:30 and Tuesday 5:30-7:30.
- Tax Bills and payments can be mailed or can be dropped into the mail slot by the front door of the office at 101 Cedar St
- No dog tags can be processed in December.
- I will try to keep the answering machine updated with news on the taxes.

Have a happy and safe Holiday season.

*Mary*

## Paying your taxes

You can pay the total amount or the first half of your taxes now. These payments should be sent to

**Town of Baraboo**  
**101 Cedar St**  
**Baraboo, WI 53913**

All payments are processed in the order in which they are received. Payments are deposited and cleared in our bank before the receipt is created.

I work in the office twice a week. **You can pay your taxes in person any day I am in the office.**

You can always check if your payments have been processed by checking the county website using the steps outlined below.

**Advance payments** Payments received or postmarked before December 31 will be processed as payments made in 2022. Your receipt will reflect that the payment was received in 2022.

**All other payments** are dated on the day they were *processed by me*. My deadline for turning over my records to the county is an absolute and anything I do not have processed on that day will be considered delinquent, no matter when I received it.

**Do us both a favor and pay as soon as you can.**

**Receipts** Everyone will get a receipt, but people with Self Addressed Stamped Envelopes will get their receipt within a week or two of their payment. Those without SASE may wait a few months for their receipts. If you need your receipt sooner than February, follow the directions below and you can print your own receipt from the county website.

### **To see your tax bill and print a receipt, follow these instructions:**

Go to the Sauk County official website <https://www.co.sauk.wi.us/>

Open the button at the bottom entitled *Land Info*

Open the button entitled *Ascent Property Tax Land Records*

In the new window use the drop-down menu under *Choose Category* to select *Real Estate Property & Tax*

Next to this is a question *What do you want to do?* From the drop-down menu, select *Search Properties*.

Below these selections will be a search menu. In *Municipality* select Town of Baraboo.

Below this, choose one of the drop-down windows and fill in your information. I recommend filling in only one field. Street number is a good choice if you have just one parcel, as we all have distinct fire numbers. If you have more than one parcel, try putting your last name in the name field instead.

The search will post the parcels that fit your search further down the page. If these are yours, click on the red parcel number.

If the search does not find anything, clear your search (click on the red Clear Search above the search window) then try one of the others fields.

Once you have your parcel and have clicked on the red parcel number, a new window will open. About half way down the window is a *Select Detail* drop-down menu. Select *Taxes*. There you will see your Tax History including the tax bill amount.

You can print your tax bill from the selection of dates above this table. Find *Print Tax Bills*. Click on *2022* and your current tax bill will open. This is printable and you can use it to pay your bill.

Make sure you return one of the small payment notices on the bottom portion of this bill when you send in your payment.

If you want to print your receipt, click JUST ONCE on the red year you want a receipt. A small window will open and in the upper right corner will be the words "Printer Friendly" in red. Click that and a new window with your receipt will appear. Right click anywhere on the page and select Print from the menu. Then click Print from the new window and you will print a receipt proving you have paid that parcel. If you own more than one parcel you need to repeat these steps for each parcel.

The organization needing this receipt can help you with this process.