

# IMPORTANT INFORMATION

## Payments:

- Make check, money order, or bank check payable to **City of Albany**. Please sign and date checks. Please write account or property tax map number on checks.
- Mailing address: **Treasurer, City of Albany, PO Box 1878, Albany, NY 12201**
- Payments may be made in person at: **Albany City Hall Room 110**  
Open weekdays (except Holidays) **8:30a.m. – 5:00p.m.**  
Open **January 29<sup>th</sup>, 30<sup>th</sup> & 31<sup>st</sup> until 6p.m.**  
Credit card payments for the full, not installment, amount by internet only (see below)
- Full payment must be for the exact amount due. **However, installment payments by check or cash are now accepted** for all tax bills, not just senior citizen exemption bills (see below).
- Include interest stated on the bill if paying (or payment is postmarked) after January 31<sup>st</sup> (or February 6<sup>th</sup> if you are an eligible Senior Citizen). Please call our office or check online for the amount due if past March 2020.
- Return the **entire bill** to receive a receipt. January receipts will be mailed no later than the middle of February. Receipts may always be viewed and downloaded online as well.

**ALL PAYMENTS WILL BE PROCESSED AND IMMEDIATELY DEPOSITED ON THE DATE RECEIVED. PLEASE ENSURE THAT YOU HAVE SUFFICIENT FUNDS ON DEPOSIT AT THE TIME YOU MAKE YOUR PAYMENT.**

**Internet Payments and Receipts:** You may make full payments online by check or credit card at [www.albanyny.gov](http://www.albanyny.gov). **How Do I Pay→Property Taxes→Online Payment Portal→Tax Bill 2020.** Service charges will be added (\$0.50 for E-Check, \$0.25 + 1.95% of tax payment for credit cards). **This site may also be used to obtain e-copies of bills and receipts, but cannot accept installment payments. Only full payments accepted.**

**Escrow Accounts:** If you have an escrow account, contact your **mortgage holder** to ensure this bill is paid on time.

**Unpaid Prior Taxes:** If "Prior Taxes Due" is designated on the front of this bill, taxes from one or more prior years were unpaid as of 12/15/19. Payment of past due taxes must be made to the Albany County Department of Finance, 112 State Street, Albany, NY 12207. Please call (518) 447-7082 for current amounts due. Continued failure to pay all taxes on the property will result in foreclosure.

**Third Party Notification:** If you are disabled or 65 years or older, you may designate an adult third party to receive copies of your tax bills. For information and an application, please contact the Treasurer's Office at (518) 434-5035.

**Installment Payments:** **ALL TAXPAYERS MAY NOW OPT TO PAY THEIR BILL IN INSTALLMENTS (CHECK OR CASH ONLY) AS SET FORTH ON THIS BILL.** The first installment of ½ of the bill may now be paid by check or cash only by Jan. 31<sup>st</sup> (or Feb. 6<sup>th</sup> for eligible seniors). The second installment of ½ of the bill plus interest must be paid at any point after the due date of the 1<sup>st</sup> installment. The 2<sup>nd</sup> installments, and all unpaid tax bills, are mailed out in early July. If you wish to pay your 2<sup>nd</sup> installment before July, please call our office at (518) 434-5035 or check online at [www.albanyny.gov](http://www.albanyny.gov) for the current amount due.

**Penalties:** No penalty is added if your payment is paid in person, online, or mailed with a US Post Office postmark dated no later than January 31<sup>st</sup> (or February 6<sup>th</sup> for eligible seniors). **New York State Law prevents municipalities from waiving penalties on real estate taxes received after the due date for any reason.** Interest is 4% on February 1<sup>st</sup> (February 7<sup>th</sup> for eligible seniors) and an additional 1% on the first of every month thereafter through the month of December. Taxes unpaid as of December 31<sup>st</sup> are turned over to the Albany County Department of Finance for collection.

**Returned Checks:** **We will void payment and charge a \$34 fee for all returned checks, including online payments.** If a check is returned by the financial institution for any reason, payment must be made in the form of a bank check or money order. A personal check will NOT be an acceptable form of payment. Taxes must be paid in full by January 31<sup>st</sup> (Feb. 6<sup>th</sup> for eligible seniors). Payments made after this date must include interest and penalties.

**Exemptions and Assessments:** Questions about exemptions (i.e., Enhanced or Basic STAR; Senior Citizen; Veterans; Disabled; Disabled with Limited Income; Home Improvements for the Disabled; Historic Home Improvements; Home Improvements; Multi-Family Residential Reduction to 1- or 2- Family Home; Commercial Construction, Improvement, Expansion or Redevelopment; Commercial mixed use Redevelopment) or your assessment should be directed to the City Assessors Office at (518) 434-5155. **Exemption applications for 2021 may be filed from January 1<sup>st</sup> until March 1<sup>st</sup>, 2020.**