

PROPERTY TAX PAYMENT GUIDELINES

City Hall Hours are Monday thru Friday, 8am to 4pm (we are closed for lunch 12:30pm to 1:30pm)

There is a drop box to the right of the door for after hour and lunch time payments.

- Summer Property Taxes are mailed out July 1st and Winter Property Taxes are mailed out December 1st each year.
- If you have a mortgage company that pays your taxes, a mortgage code will appear above the return address on the left.
- Summer Property Taxes are due on September 14th, after this date a 4% penalty is applied to any unpaid tax.
- Winter Property Taxes are due February 14th, after this date a 4% penalty is applied to any unpaid tax.
- All Real Property Taxes must be paid at City Hall by February 28th, after this date, the City can no longer collect real property taxes. Beginning March 1st all unpaid Real Property Taxes must be paid at the Gratiot County Treasurer's Office.
- Personal Property Taxes can be paid at City Hall at any time.

Tax Payments

- If paying by check, please make sure your signature is on the check and the numerical amount matches the written amount of the check. The City cannot accept post-dated checks. If you send/give us a check, expect it to be deposited the day we receive it.
- You may pay by Credit Card at our office or On-line (www.stlouiscity.is.bsasoftware.com). There is a convenience fee assessed by the credit card company. Please note that there can be a 24 hour delay before we receive the file from the credit card company so plan to make your payments at least a day before they are due to ensure that you will not be penalized.
- Post Marks are NOT accepted on tax bills. Payment must be physically received by the City Hall office before 4:00 PM on the applicable due date.
- If the due date falls on the weekend, payments will be accepted through the following Monday until the close of business (4pm) without penalty.