

# TOWN OF COTTAGE GROVE

4058 County Road N  
COTTAGE GROVE, WISCONSIN 53527

## IMPORTANT TAX INFORMATION – DO NOT DISCARD

December, 2015

To: Property Owners, Town of Cottage Grove

From: Cottage Grove Town Clerk and Treasurer

Your 2015 property tax bill is enclosed. Payments should be made by check or money order payable to the Town of Cottage Grove and ***MAILED*** to the address below.

**MAIL TO: Town of Cottage Grove  
P.O. Box 176  
Cottage Grove, WI 53527-0176**

Receipts will be available at the Town Hall one week after payment is made. If you would like a receipt mailed to you, please include a **self-addressed, stamped envelope with your payment**. Self-service receipts will be available online at <http://accessdane.co.dane.wi.us/>, after January 11<sup>th</sup> for payments submitted in December, and after February 15<sup>th</sup> for payments submitted in January.

### ***IMPORTANT DATES – PLEASE READ CAREFULLY***

Your tax payment must be postmarked no later than January 31, 2015 to avoid penalties. If, however, you wish to claim your payment on your 2015 income tax return, we must receive your payment no later than December 31, 2015. Receipts for payments received after that date will show that payment was made in 2016, regardless of postmark date. ***IF YOUR MORTGAGE COMPANY MAKES YOUR TAX PAYMENTS, BE SURE THEY ARE AWARE OF THESE DATES!***

**Overpayments/Escrow Checks:** If your escrow check exceeds the tax bill amount, the overpayment will be mailed to you in February.

**Lottery Tax Credit:** If you did not receive a lottery credit on your property tax bill and are eligible, you can still claim the credit. To qualify, you must be the owner of a home that was used as your primary residence on January 1, 2015. Primary residence is defined as the home where an individual lives more than six months of the year. Application forms are available at the Town Hall. You must file an application with the Town Treasurer by January 31, 2016 in order to receive the lottery credit for 2015.

**2016 Trash/Recycling pickup:** A 2016 recycling schedule is enclosed. Dates for our third annual curbside pickup of recyclable electronics will be announced in the Annual Report and Newsletter that will be mailed to you in March.

**Dog license** renewal notices are enclosed with your tax bill. You may mail your dog license payment with your tax bill, but it ***must be paid with a separate check*** from your property tax payment. Fees are \$13.25 per dog if neutered or spayed, otherwise \$18.25. Multiple Dog licenses are \$45.25 for up to 12 dogs. Any new dogs must be licensed by the time they are 5 months of age. Dog licenses issued after April 1, 2016 will be subject to a \$5.00 late charge. Application forms are available at the Town office or on the Town's web site.

**Christmas Tree Pick-Up** in the Town will be from January 4<sup>th</sup> through the 18<sup>th</sup>. Please put your tree (**with all decorations, stands, and bags removed**) by the road for pick-up during these dates.

**Holiday Office Hours:** The Town office will be closed on Thursday, December 24<sup>th</sup>, Friday, December 25<sup>th</sup> and Friday, January 1<sup>st</sup>.

Office Hours: 8:00 A.M. to 12:30 P.M., Monday thru Friday  
Phone: 608-839-5021 • Fax: 608-839-4432  
[www.tn.cottagegrove.wi.gov](http://www.tn.cottagegrove.wi.gov)