



# COLE COUNTY COLLECTOR

311 East High Street  
Courthouse Annex, First Floor  
Jefferson City, MO 65101

- Taxpayers may begin paying their real estate taxes on a quarterly basis.
  - Delinquent taxes and those paid by mortgage companies are not applicable.
  - Parcels must be current before an installment plan can be set up.
  - Partial payments will not be accepted on personal property tax bills.
- In order to take advantage of this program taxpayers will need to do the following:
  - Download a sign-up form from our website or contact our office for information.
  - Form is filled out by taxpayer agreeing to make prearranged payments on real estate taxes. Taxpayer can also authorize collector to electronically transfer funds from their bank account to county's account through an automated payment service by filling out an APS authorization form.
    - Payment methods by EFT, cash, check, money order and credit cards.
    - Taxpayer must distinguish which parcel(s) they wish to set up on partial payments on the forms.
    - If using APS, a separate authorization form must be filled out for each bank account number used.
- Payments will be made on a quarterly basis. Payments will be based on the amount that was paid for the previous year's real estate taxes. There will be three equal installments, with the fourth and final installment being the balance of the tax due. Taxes not paid in full by December 31<sup>st</sup> will result in late penalties and fees being charged which will be the responsibility of the taxpayer.
- Agreements should be received no later than March 15<sup>th</sup> to participate. This will allow ample time for three quarterly payments to be made prior to the final tax bill, which is mailed in November and due by December 31<sup>st</sup>.
- Once the authorization form is received, a database will be created listing each participant. This database will contain a record of the quarterly amount due and the payments. The partial payment program is automated and linked to our AS400 tax file. Custom software for this program is currently being developed and should be installed by April 15<sup>th</sup>.
- We will use a coupon like approach to this that has the taxpayer tearing off and mailing in payment coupons if not debited electronically.
  - The taxpayers who wish to have their real estate taxes paid quarterly by using APS will receive via email a payment schedule showing the parcel number that will be paid and the quarterly payments and dates the debit entries to their account will take place. The electronic payment process will consist of the collector's office debiting the taxpayer's bank account for three equal installments on either the 5<sup>th</sup> or 20<sup>th</sup> of each quarter in March, June and September. A final payment will be debited from the bank account once the balance due amount is calculated in November. The payments will be electronically deposited into a newly established escrow account. Our plan is to email confirmation of the debit transaction to the taxpayers. This confirmation will also serve as a record of their payments.
  - For those taxpayers who do not wish to use APS or are unable to, we plan to mail out three coupons when you sign up. The coupons will allow the taxpayers to either mail or bring their payment into the office. The payments will be manually deposited into a newly established escrow account. The coupons will show the parcel number to be paid, amount and date due.
- Even though the intent is to have three equal installments, taxpayers not signing up for the plan by March 15<sup>th</sup> will have the option of doubling a payment to "catch up." The adjusted December amount due will be higher if only two payments were received.
- The funds will not be distributed to the taxing entities until the entire amount of the bill is received. Interest earned on the quarterly payments will remain with the county.
- Once the tax bills are created, we will transfer the payment information from the quarterly payment system to the current tax collection system. Final balance due notices will be sent to the taxpayers. Once this final payment is received, either by APS or by those paying with the coupons, we will mail out paid receipt notices. Our plan is to accomplish this through program changes being developed at this time.
- If final payment is not received by December 31<sup>st</sup>, penalties and late fees will apply to the balance due tax amount only.
- Postmarks will determine month of payment on those payments made by mail.