**City of Butler**

**REAL ESTATE TAX**

Real estate taxes collected in the Treasurer’s Office include those for the City and those for the Butler Area School District. Taxes may be paid by mail, in person at the Treasurer’s window, or by placing your check and related tax card in a sealed envelope and depositing it into our tax collection slot beside the front door of the City Building. All payments must be accompanied by the original bar-code portion of your tax bill, or a duplicate fee of $10 will be required to cover the cost of reprinting and manual processing.

* We do not accept electronic payments (debit or credit cards).
* We do not accept bank/online check payments.
* We do not accept partial payments.
* From December 15 until December 31, NO PERSONAL OR BUSINESS CHECKS are accepted for tax payments. During that time, taxes may be paid only by cash, money order or cashier’s check.

If you mail your payment and desire a receipt, please include both top and bottom portions of your tax card along with your check, and also enclose a self-addressed, stamped envelope.

Tax collection hours at the Treasurer’s window are Monday-Friday, 8:30 AM – 4:00 PM, with the exception of City holidays. The Treasurer’s window may occasionally be closed from 1:00-2:00 PM for lunch. You may call ahead to verify open hours if you plan to visit our office during that time.

**City Taxes**: City tax bills (also known as tax cards) are mailed each spring by March 1. If you do not receive your tax bill by the end of March, please notify the City Treasurer’s Office.

City taxes include real estate taxes for those who own city property and per capita taxes for all adults residing in the city. Please see Per Capita Tax Information for more information.

City Tax Due Dates:

* City taxes are due at the **discount** rate (face amount minus 2%) from March 1 through April 30.
* Taxes are due at the **face** amount from May 1 through June 30.
* During the remainder of the year (through December 31), taxes are due at the **penalty** rate (face amount plus 10%).

**School Taxes:** Butler Area School District tax bills are mailed each summer by August 1. If you do not receive your tax bill by the end of August, please notify the City Treasurer’s Office.

 School taxes include real estate taxes for those who own city property and per capita taxes for all adults residing in the city. Please see Per Capita Tax Information for more information.

 School Tax Due Dates:

* School taxes are due at the **discount** rate (face amount minus 2%) from August 1 through September 30.
* Taxes are due at the **face** amount from October 1 through November 30.
* During the remainder of the year (through December 31), taxes are due at the **penalty** rate (face amount plus 10%).