

TERMS & CONDITIONS

- Applications must be made by September 30 for enrollment in the current tax year. When enrolled in the alternative payment schedule, the owner remains enrolled until the owner provides a written request to terminate it. Requests to terminate the alternative payment schedule must be made before September 30 to apply to the current year. Termination requests made after September 30 will apply to payments for the next tax year.
- In November, the tax notice will provide information on the monthly installment amount. The seven monthly payments must be as equal as possible and are due by November 30, December 31, January 31, February 28, March 31, April 30, and May 31. Taxes may be paid before the due dates.
- Unless one-seventh of the taxes are paid on or before 5 p.m., on November 30 of each year or within 30 days after the tax notice is postmarked, whichever is later, and the remaining tax payments are paid on or before the alternative payment schedule due dates, the amount payable is delinquent and draws interest at the rate of 5/6 of 1% a month from and after the delinquency until paid, and 2% must be added to the delinquent taxes as a penalty.
- The county treasurer may not accept a payment from a third-party escrow service, lender, or mortgage company.
- "Primary residence" means a single-family dwelling unit, unit of a multiple-unit dwelling, trailer, manufactured home, or mobile home, and the surrounding land classified as class four residential property that was owned and occupied by the taxpayer for at least 7 months of the year. The term does not include a dwelling that is not on a permanent foundation, and that is classified by the Department of Revenue as personal property.
- Once approved and signed by the Treasurer's office, a confirmation copy of this document will be provided.
- Please email questions to treasurer@sanderscounty.gov or call (406) 827-6923.

ALTERNATIVE PAYMENT SCHEDULE CONTRACT FOR PRIMARY RESIDENCE

At the request of the owner of a primary residence, a county treasurer shall enter into a written agreement with the owner for the payment of current property taxes on an alternative payment schedule of seven payments. One-seventh of the taxes must be paid on or before 5 p.m. on the last day of each month, beginning on November 30 and ending on May 31, provided that the full amount of the taxes payable is made by 5 p.m. on May 31 of each year.

PLEASE PRINT

Name(s) _____

Daytime Phone () _____

Mailing Address _____

City, State, Zip Code _____

Email Address (required) _____

Primary Residence Taxpayer ID Number _____

Mail, In-Person, or Online Website Payment Options

I am requesting to be approved for the seven monthly payments made by mail, in-person, or online website payments, and acknowledge that if I am late on payment; penalty and interest will be assessed. Payments may be made before the due date. **(\$ 30.00) NSF Fee will apply if payment is returned by the bank**

AUTHORIZATION AGREEMENT Under penalty of law (§ 45-7-203, MCA), I certify that the statements made, and information contained on this form are true and correct to the best of my knowledge, information, and belief, and I am the person named on this form and if signing for a business entity or trust, I have full authority to do so.

Taxpayer Signature _____ Date _____

Treasurer Staff Signature _____ Date _____

Contract submission instructions (three options to choose from):

- Print, complete, sign, scan and email the completed contract to: treasurer@sanderscounty.gov
- Print, complete, sign and mail to: Sanders County Treasurer, PO Box 519, Thompson Falls, MT, 59873
- Print, complete, sign and bring to Sanders County Courthouse Treasurer's Office, 1111 Main St, Thompson Falls, MT, 59873

The Treasurer's office will countersign and return the completed contract to you via email within two weeks of receipt.

OFFICIAL USE ONLY

Added to BMS _____

Added to Excel Spreadsheet _____

Emailed signed contract _____

Emailed termination notice _____