Town of Corinth Policy Regarding Payment of Taxes

PURPOSE.

It is in the best interest of the Town and its residents, and the interest of most individual taxpayers, that taxes be paid when due. Failure of taxpayers to remit taxes in full by the due date increases the cost of Town operations for all taxpayers, and especially increases the cost of taxes for individual taxpayers. The purpose of this policy is to ensure consistent and transparent application of the Town's tax processes and policies for all taxes due by law in the Town of Corinth.

AUTHORITY.

This policy is adopted by the Corinth Selectboard to document and administer the procedures and policies in effect as of January 1, 2026. The Selectboard is authorized to set administrative policy governing the conduct of Town business. See Title 32, Vermont Statutes Annotated, Chapter 133. The administrator of delinquent tax collection is the Delinquent Tax Collector elected by the voters. See the Town website at www.corinthvt.org for contact information.

POLICY.

The Town of Corinth, Vermont assesses the fees, penalties and interest on the unpaid principal of taxes due, by installment due dates set herein. This policy is primarily applicable to real property assessments but may be applied to other assessments due to the Town at the discretion of the Selectboard.

TAXPAYER RESPONSIBILITY.

It is the taxpayer's responsibility to pay taxes or ensure that they are paid by a third party and to ensure that the Town has received the current and accurate mailing address for delivery to taxpayer by United States Postal Service for each parcel held by taxpayer at least sixty days prior to the date taxes are due. Failure to receive mail does not relieve the taxpayer of responsibility to pay taxes when due, or relieve the taxpayer from applicable penalties and interest when late.

Filing for any applicable exemptions, including exemptions for those of nonprofits approved by the voters or for veterans, or for reductions due under an applicable Homestead Declaration or other government support program, are the responsibility of the taxpayer. More information is available from the treasury department staff during posted business hours. Note that most exemptions or reductions must be arranged far in advance of the tax due date, even if there is a categorical exemption or reduction that is applicable.

Taxpayer responsibility includes directly contacting the Delinquent Tax Collector by email or U.S. mail for any request or explanation. The taxpayer may request a written agreement for payment with the Delinquent Tax Collector, so long as the taxpayer acts in good faith, honors the written agreement, and completes any agreed payment plans on time.

DUTY OF THE TOWN.

It is the duty of the Town to proceed with all appropriate and lawful collection methods available, with the input and direction of the Delinquent Tax Collector, for all delinquent tax payments. The Selectboard may, at its discretion, exclude delinquent taxpayers from winning bids or entering into contracts with the Town.

TAX DUE DATES AND PAYMENT.

The voters of the Town of Corinth chose to divide the payments due each year into two payments. Taxes will be collected by the Treasury Officers each year on or before the close of business on the second Tuesday following Labor Day and on the second Tuesday of February. Taxes are due before close of business on those dates; post marks on the due date are not accepted as the day of receipt. There is a mail chute available at the Town Hall for purpose of delivering taxes before or after business hours (except after business hours on the due date).

Tax payments may be made by U.S. mail sent to Treasurer, Town of Corinth, PO Box 461, Corinth, VT 05039 or by delivery to the treasury office during posted business hours (see the website at www.corinthvt.org) located at 1387 Cookeville Road, Corinth, Vermont. Cash, check or money order are accepted. Taxes may also be paid by direct debit by prior application received not less than 15 business days (Monday – Friday) before the payment due date. Credit card payments are also accepted for an additional fee. See the Town Website for more information.

Payments must include the parcel number and payor name, or pay stub from the tax bill, and be remitted for the exact amount due. Partial payments are accepted. No cash or change can be made by staff at the Town Hall, and no net amount will be credited to the next payment due or to another parcel. Such prepayments significantly increases the cost of accounting and oversight. All current payments are applied proportionately to principal and interest due at each payment. Any amount not paid is delinquent, and accrues interest and penalties according to this policy.

HOMESTEAD DECLARATION.

A reduction in the amount due for education taxes may be available to the taxpayer who owns a homestead. Vermont state homestead declarations (see Form HS-122) must be filed *each year* by every Vermont resident whose property meets the definition of a homestead. A homestead as presently defined is the principal dwelling and 2 acres of land surrounding and including the dwelling. The property owner who seeks a homestead reduction must file the declaration on time, providing the owner meets two requirements: (a) you are a Vermont resident as defined, and (b) you own and occupied the homestead as your domicile as of April 1 of the next tax year. Homestead applications that are filed after the due date stated in the application are subject to a penalty that will affect the amount of the reduction. See the Listers office for more information.

FEE AND INTEREST STRUCTURE APPLICABLE TO LATE PAYMENT.

Tax payments not received by the due date (each of the two deadlines set by the voters) are subject to interest and late payment penalty.

- **Interest:** Interest is 1/2% per month on all unpaid principal tax balances. [1]

- **First Installment Penalty:** A one-time 8% penalty applies to unpaid delinquent first-installment principal amounts. [1]
- **Second Installment Penalty:** A 3% penalty is assessed on unpaid final installment amounts, increasing by an additional 5% in the month following the final due date on any remaining unpaid principal. [1]
- **Tax Sales:** Properties with long-standing unpaid taxes may be subject to a municipal tax sale, and the lawful charges of additional expenses and attorneys' fees. See Collection of Deliquent Taxes, below.

ENFORCEMENT. This policy is intended to establish administrative requirements and does not alter any rights, duties, or procedures established by law. The status of unpaid taxes is a matter of public record. Interest and penalties are automatically assessed on late payments, subject to notice. The Delinquent Tax Collector, upon not less than sixty days advance notice to the Selectboard, may engage legal counsel for the sale of property for collection of delinquent taxes.

DELINQUENT TAX NOTICES.

The Town may provide a courtesy notice to tax payers who miss a tax payment. Any outstanding balance that remains after the due date of the second installment payment will be subject to a Delinquent Tax Warrant (32 VSA Section 4913) which is tendered to the Delinquent Tax Collector, who will issue notice of the amount of the delinquent tax, the assessed penalty, and interest accrued to date. Notices of delinquent taxes and penalties will be issued periodically at the discretion of the Delinquent Tax Collector and as required by statute prior to the sale of properties. Mortgage holders and lien holders will be notified of a pending sale of a parcel for tax collection.

COLLECTION OF DELINQUENT TAXES.

Ten days after the due date for taxes the Town may initiate collection procedures in court consistent with statutory collection procedures. The proportionate cost associated with the collection process, including court fees and attorneys' fees (up to the statutory cap as a percentage of delinquent taxes due), will be added to the delinquent tax, interest and penalties due from the taxpayer.

A taxpayer may, on his/her/their own initiative, contact the Delinquent Tax Collector to discuss making a written payment agreement. The Delinquent Tax Collector is to be available to the taxpayers to make the agreement and has discretion to set the terms. The terms shall not be so lenient as to create a material burden to other Town taxpayers. Payment amount and frequency may be structured by the Delinquent Tax Collector to maximize the probability of payment. In no event shall a payment agreement set a payment period that exceeds thirty-six months, or set a principal amount that is less than the total of delinquent taxes due as of the date of the agreement. Every payment agreement requires that current tax payments are made on time for the duration of the payment period. Property owned by a taxpayer who has entered into a written payment

agreement that is in full force and effect at least 60 days prior to the date set for tax sale shall not be subject to a tax sale.

The following conditions shall apply to each payment agreement:

1. Current taxes must be paid on time in any year during the payment period.
2. All agreements must include a first payment upon execution.
3. Any default of the payment agreement automatically results in termination of the payment agreement.
4. All payments will be applied to principal, interest, penalties and other fees due, proportionately.

ABATEMENT.

Each taxpayer has a right to apply to the Board of Adjustment for abatement of property taxes. See the Town Clerk during regular business hours for more information and see state statute at Title 24, Section 1535. Filing an abatement application does not stop the collection of property taxes or stay the accrual of interest. Not every taxpayer is eligible for abatement of taxes. The decision on the abatement and the amount depends on the findings of the Board of Adjustment as to the facts as presented by the taxpayer in one or more of the following applicable categories:
-persons who have died insolvent;
- persons who are removed from the state;
-persons unable to pay taxes and related interest and penalties;
-manifest error or mistake in the assessment or by the listers;
-real or personal property lost or destroyed during the tax year;
- exemptions that are not timely, due to sickness or disability or other good cause;
- closure of a mobile home park or removal of a mobile home required by statute.

AMENDMENT AND REVIEW.

This policy may be amended by majority vote of the Selectboard. The Selectboard agrees to review this policy periodically and update it as needed to reflect changes in Town operations, technology systems, records practices, or legal requirements.

EFFECTIVE DATE. This policy shall take effect on October 1, 2026.

Adopted by the Corinth Selectboard on: October 6, 2026

Signatures:

Stephen H. Devoto

Martha A. Brough

Attested by Town Clerk