

Town Clerk's Office

We are located at 43 Portland St , diagonally across from the Post Office. Our hours are Monday, Tuesday, Thursday and Friday from 8:30 am to 4:30 pm. On Wednesday, we are open to the public from 8:30 am to 12:30 pm. We prepare marriage licenses, dog licenses, certified copies of birth , death and marriage certificates and register people to vote. We also supply notary services at no cost. We require a photo ID such as a Driver's License to show proof of your identification. We also have DMV supplies and process renewals. We have copies of the Village and Town Ordinances for residents to view.

All official notices are published in the "News & Citizen"

The **Lister's Office** is open from 8:30 am to 12: 30 pm, Monday - Friday. Morristown properties were reappraised in 2007 and before that in 2003. We are at a 93.05% CLA as of December 2009.

The **Zoning Administrator** is available Monday - Friday 9:00 am - 3:00 pm.

Tax Bills

The Town of Morristown operates on a fiscal calendar (July 1 to June 30). The Village operates on a annual calendar- (Jan 1 to Dec 31).

Bills are sent out from the Town Treasurer at least 30 days before the first installment is due on November 15. You will receive only one bill for the current tax year, and it will include coupons for the first and second installments of your Morristown tax bills. The bill that you receive will also include applicable Village taxes. You will not receive a second notice of payment due for the second Town installment due on May 15.

By law, taxes are levied on both real and personal property as it exists in the owner of record on the April 1st prior to the fiscal year start date of July 1st. Tax bills are mailed to the April 1st owner of record at the address on file with the Listers' Office. If all or a part of the taxed property is sold, it is the seller's responsibility to forward the tax bill to the new owner. **Failure to receive a tax bill does not relieve any taxpayer of responsibility to pay the property taxes, interest or penalties when they become due to the Town of Morristown.** Please notify the Town office of any address changes.

Currently dated checks should be made payable to the Town of Morristown and mailed to PO Box 748, Morrisville, VT 05661. Post dated checks or other checks not meeting the requirements will be returned and penalties will be added if applicable. All checks returned by the bank will cause the tax payment to be cancelled, any receipt issued will be void, and delinquent penalties will be added. Payments are due in the hand of the Treasurer by 4:30 PM on the due dates. Only official U.S.P.S. cancellation marks will be considered timely. For a receipted copy of the tax bill, you must send both the white and the yellow copies of the tax bill, and a self addressed, stamped envelope with your payment. To properly credit your account, we would appreciate it if you would return the installment coupon with your payment.

FIRST INSTALLMENT – DUE NOVEMBER 15:

Interest charges of 1% per month for the first 3 months and 1 1/2 % per month thereafter as provided in 32 V.S.A Section 5136, will be added to the unpaid first installment of taxes after the close of business at 4:30 PM on November 15. **Only official U.S.P.S. cancellation marks will be considered timely. Post-dated checks will be returned.** After May 15, any unpaid balance of this first installment will be delinquent and subject to an 8% penalty, 1 1/2% interest per month, and all collection costs.

SECOND INSTALLMENT – DUE MAY 15:

An 8% penalty on the entire unpaid tax due plus collector's costs and interest charges of 1% per month for the first 3 months and 1 1/2 % per month thereafter as provided in 32 V.S.A. Section 5136, if payment is not received in the office at the close of business at 4:30 pm on May 15. **Only official U.S.P.S. cancellation marks will be considered timely. Post-dated checks will be returned.**

PAYMENT METHODS: The Town of Morristown offers a menu of choices for paying your property tax bill.

- You may initiate direct debit entries from your checking account to the Town of Morristown. Download the form from the Town website, complete and return to the Town Clerk's Office.
- You may make your tax payments electronically. **POWER PAY™**, a highly secure form of electronic funds transfer, allows you to pay your bills online by using your computer and internet connection. Check with your bank for availability.
- Enjoy the convenience and flexibility of paying your property taxes by **credit card** by phone or over the internet. Call 1-800-272-9829 or visit www.officialpayments.com. Please have your tax bill information in front of you. You will need your parcel ID number. At the prompt, enter **Jurisdiction Code 5503**.
- **Mail** currently dated **personal checks** or money orders, made payable to the Town of Morristown, to PO Box 748, Morrisville VT 05661. For a receipted copy of the paid tax bill, you must send a self-addressed, stamped envelope with your payment along with the yellow receipt portion of your installment coupon.
- You can always **come in** personally to pay your property taxes at the Municipal Building at 43 Portland St.
- **IMPORTANT:** You can pay property taxes more frequently than the two installments. Our system is capable of receiving tax payments weekly, monthly, quarterly or whatever way accommodates your budget, as long as the taxes are paid in full by the due dates.

If a property owner has his/her property taxes held in escrow by a mortgage company, the Town will no longer forward a copy to the institution. The property taxpayer must contact the escrow service with all the information included on the property tax bills.

Registering to Vote

One of the many great benefits of being a resident of the USA is the ability to vote on issues involving our community and the Nation. If you have decided to make Morristown your primary residence, then it is important to stop by the Town Clerk's Office and register to vote. Many people will change their address and information through the Vermont Department of Motor Vehicles. However, we would like to meet you personally and get all the information. It is also important to take the Voter's Oath in Vermont. If you have not done so already, we have notaries in our office and can administer the Voter's Oath.

Annual Town Meetings are still a very big part of Vermont history and culture. It is held annually on the first Tuesday in March. In order for you to participate in voting, it is necessary that you register to vote. You will then be eligible to vote during the Australian Ballot as well as Town Meeting where lots of discussion and concerns are raised. Absentee Ballots will be available from the Town Clerk's Office if any meeting requires Australian Ballot voting.

Dog Licensing

As with any new home we make for ourselves, it is important to register children in school and license our dog (s) to keep them safe. If you reside in Morristown, you will need to register your dog (s) at the Town Clerks Office. At the time of licensing your dog (s), you must present its most recent **Rabies Certificate** and a copy must be on file in the Town Clerk's Office. Most vets will supply you with two certificates, one to keep for your records and one for the Town Clerk. If your dog has been spayed or neutered you must also present a certificate from your vet in order to be charged appropriately. **All dogs are required to be licensed each year by April 1st.** You are able to come in between the end of January and April 1st before any late fee is added.

FEES:

To register your dog (s) before April 1st, the following fees apply:

For neutered/spayed dogs: License is \$4.00 and State fee \$4.00 for a total of \$8.00

Not spayed/neutered dogs: License is \$8.00 and State fee \$4.00 for a total of \$12.00

* The State fee is to fund the States' Rabies & Spay/Neuter Programs

**Morristown does not license cats.

Vehicle Renewals

We are fortunate that the Dept of Motor Vehicles allows us to renew vehicle registrations at our office.

FEES:

- * A check or money order made payable to DMV for the correct amount of renewal (no cash accepted).
- * A \$3.00 processing fee paid directly to the Town of Morristown for each renewal (cash accepted).

RESTRICTIONS:

- * Only preprinted renewal forms from DMV will be accepted for processing in this office.
- * Only renewals with current month or 2 previous month expirations will be accepted.
- * Only changes to the address or color of the vehicle are allowed.
- * Only 2 year renewals are available for pleasure car, school bus and trucks (6099 lbs or less).

EXPRESS RENEWAL:

- * by phone at 866-259-5368
- * via the internet at <http://www.vermont.gov/expressrenewal>

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has."

*-Margaret Mead
US Anthropologist &
popularizer of
Anthropology (1901-
1978)*



Please notify us at (802) 888-6370 or shaskins@morristownvt.org of any address changes so that you may receive timely information from our office regarding your tax bills, voting, dog licensing, zoning or other Town business.

Town of Morristown

Town Clerk's Office
P O Box 748
Morrisville VT 05661

Phone: 802-888-6370
Fax: 802-888-6375
Email: mawilson@morristownvt.org

The Heart of Lamoille County



State of Vermont

Chartered in 1781

MORRISTOWN

Town Clerk's Office Staff:


Mary Ann Wilson:
Town Clerk/Treasurer

Catherine Killian:
Assistant Town Clerk /Treasurer

Sara Haskins:
Administrative Assistant to the Town Clerk

Deb Farrington:
Clerical Assistant

If this home is your permanent residence, you are required EVERY YEAR to file your **HOMESTEAD DECLARATION with the Vermont Department of Taxes when you file your income tax return by April 15th.**



Forms are located in the VT State tax return book or you can file online at: <http://www.state.vt.us/tax>

For questions call 1-802-828-2865

You can also find valuable information about our town on our website at www.morristownvt.org



Volunteers are always needed for elections & special projects.

Please call us at 888-6370 if you are interested.

Important Contact Numbers:

Animal Control Officer	888-5629	All Emergencies	911
Community Garden	888-5096	Morristown Rescue	888-5628
Department of Motor Vehicles	828-2000	Morristown Police Department	888-4211
Fire Warden (Pager)	826-2626	Lamoille County Sheriff's Department	888-3502
Green Mountain Arena	888-0166	Town Administrator	888-5147
Green Mountain Transit Agency	223-7287	Copley Hospital	888-8888
Lamoille Regional Solid Waste Mgmt. District	888-7317	Town Clerk's Office	888-6370
Casella Waste Management	888-3627	Town Fiscal Office	888-6374
Lamoille Trash Services	888-2469	Town Zoning Office	888-6373
Lamoille South Supervisory Union Administration	888-4541	Town Lister's Office	888-6371
Graded School	888-4985	Road Crews:	
Elementary School	888-3101	Village Street Department	888-3398
Peoples Academy High School	888-4600	Town Highway Department	888-6369
Lamoille Valley Chamber of Commerce	888-7607	Water & Light Department	888-3348
Morristown Centennial Library	888-3853	Wastewater Department	888-3138
Morrisville Post Office	888-3557		
River Arts	888-1261		
Rural Community Transportation (RCT)	888-6200		