

BOONE COUNTY TREASURER

765-482-2880

HOURS: MONDAY-FRIDAY 8:00-4:00

SPRING INSTALLMENT DUE DATE: MAY 12, 2025

FALL INSTALLMENT DUE DATE: NOVEMBER 12, 2025

1. Tax statements are mailed out one (1) time a year in mid-April. When you receive the envelope from our office, you will see a “Remittance Coupon” for both the Spring and Fall installments.
2. If you receive a Remittance Coupon with a watermark containing the wording “IN ESCROW” across it, that signifies that a Mortgage Company has requested that we send them the tax information on that parcel in an electronic file. The actual Remittance Coupon is sent to the homeowner, so they can review the taxes owed with the tax distributions their mortgage company makes to the Boone County Treasurer for your property taxes.
3. Receiving a Remittance Coupon that states “IN ESCROW” typically indicates that your mortgage company holds your money in Escrow to pay your taxes. It is possible that you could receive a Remittance Coupon that states “IN ESCROW” and you have re-financed, paid off the mortgage, or for some reason no longer have an escrow agreement with the mortgage company. Receiving the Remittance Coupon with the “IN ESCROW” watermark and not having an existing escrow agreement could indicate a change has taken place with your mortgage company escrow agreement after the date the Boone County tax information file was sent to the print vendor for printing the remittance coupons, or a Mortgage Company requested an incorrect Parcel Number. It is your responsibility to know the agreement you have with the mortgage company regarding the status of your escrow and who is responsible for paying the property taxes. If you receive a remittance coupon that states “IN ESCROW” and you are responsible for making the payment you may use that remittance coupon to make the payment. Remember if your escrow status changes after the tax statements are mailed in April you will not receive another mailing. You will need to find the remittance coupon or go online and print one to mail in with your payment. If you have questions feel free to call the Treasurer’s Office.
4. You can pay both installments by the Spring due date if you would like. If not, remember that you will not receive a second (2nd) mailing from us regarding the

November due date. Your phone may be a useful tool by setting a calendar reminder or alarm in October “Taxes Due” to help you remember.

5. It is highly recommended that you enclose the specific “Remittance Coupon” that you intend to pay in the envelope with the payment.
6. We are required to send remittance coupons for \$0 due. However, you do not need to send us the remittance coupon back for \$0 amount due.
7. On the “Remittance Coupon” the mailing address is:
Boone County Treasurer
P. O. Box 6469
Indianapolis, IN 46206-6469
8. If you use the window envelope provided, it will be mailed to the above address. This is an approved collecting agent for the Boone County Treasurer. They have been helping the Treasurer’s Office for many years. We have determined they are a valuable partner in helping us process the large volume of mailed payments received in a short period of time. Possible reasons your payment posting could be delayed are if you do not include the remittance coupon, if your check is not filled out properly, if the check is not signed, or if the check total does not match the remittance coupon.
9. We also suggest a phone # be provided on the check or remittance coupon. This allows us to contact you immediately with questions or clarifications we may have and will allow us to resolve any issues quicker.
10. Tax Statements are available to view, print or pay online at:
<https://boonecounty.in.gov/> Follow steps to Make a Tax Payment. It is best to use the County Parcel Number with dashes. If you have the County Parcel Number, there is no need to enter the Name. Be sure to select the most current year and Spring or Fall Invoice and always view the Invoice before making a payment. Once the due date has passed, if no payment was made then you will have additional penalties! You will need to look at the next Installment invoice as the unpaid amounts will be rolled to the next invoice and it will \$0 out the current invoice as if nothing is due. If you are not sure if you are paying the correct amount, contact the Treasurer’s Office at 765-482-2880. We will be happy to help you and make sure you are making the necessary payment.
11. If you choose, you may pay with a Credit Card. Payments are accepted through a 3rd Party Vendor online or by phone only. No credit card payments are accepted in the

office currently. See #10 above for instructions to access the website. The Vendor charges 2.95% to the user for using this payment option.

12. You may use the pay by phone option by calling 1-877-886-1892. You will be prompted to choose the type of invoice you are paying. The options are Personal Property, Real Estate, or Mobile Home. Unless you are paying for Business Personal Property you will want to choose either Real Estate or Mobile Home. You will need to enter the County Parcel Number when prompted.

13. Important: if it is the due date and after office hours, you can make the payment online until 11:59pm for 2.95% instead of the penalty set out in the Indiana Code of 5% or 10%.

The Indiana Code is very specific with regards to Property Tax Due Dates. As unfair as it sounds, the Post-Mark by the Post Office is what determines “timely” or “late” tax Payments. The envelope for payment of Property Taxes obviously must be received by the Post Office on or before the due date to be a timely payment. If the post mark date is not on or before that due date, penalties will be applied. The Indiana Code does not allow a County Treasurer to make exceptions. Important information to remember if you are close to the due date when mailing your payment, please walk the envelope inside the Post Office. You can ask for a current date “hand stamped” post-mark. Once again, we still must receive that payment, but this will ensure a current day postmark from the Post Office. You may also request and purchase a certificate of mailing for a minimal fee. You take the sealed envelope (with the remittance coupon and check enclosed), fill out a certificate of mailing form that shows who it is going to, and a return name and address. They place part of the form on your envelope and post-mark that and give you a receipt to keep. You will need to provide this receipt to the Treasurer’s Office if penalties are applied and we will be able to review for possible removal of those penalties.

14. We accept Cash or Check payments in the office. Approved methods of payments through the mail include personal checks, money orders, cashiers or certified checks. **We do not recommend Bank Initiated payments or Bank Bill Pay Checks!** Once again, Post-Mark by the Post Office is the “Key” to the timely payments! Bank Bill-Pay Check payments are deducted from your account and typically sent, possibly electronically at this step, to a 3rd party Processing Center. This processing center then prints and cuts a check payable to the Boone County Treasurer and sends us the payment which is in the form of a check who then mails us the check. We do not allow entities to have electronic access to the Boone County Treasurer bank accounts! These payments are then mailed in a Pre-Sorted First-Class Envelope, which most times are NOT sent through the post-mark machine at the Post Office. If the envelope does not have a post-mark, we must use

the date the payment is Received in the Treasurer's Office or received at the approved Collecting Agent as the date for determining timely or late payment.

15. If you still choose to make a Bank Initiated Payment or pay with a Bank Bill-Pay Check, it is preferred that you send the payment directly to the:

Boone County Treasurer
209 Courthouse Square
Lebanon, IN 46052

It is your responsibility to ensure the correct County Parcel Number is on the check, if no "Remittance Coupon" is included with your payment. We also ask for a phone number to be included under your name and address. These payments MUST be received by the Boone County Treasurer or an approved Collecting Agent of the County Treasurer on or before the due date to be considered a timely payment. The information provided by your bank confirming your request to pay that may state "Payment has been mailed" or "Payment to be delivered" does not provide sufficient evidence of the post-mark by the Post Office.

16. North Salem State Bank is a local approved collecting agent for the Boone County Treasurer. You do not have to be a customer of NSSB to take advantage of this payment opportunity. The Boone County branches are located at:

North Lebanon Street, Lebanon
and
1 W. Main St., Jamestown

NSSB will accept payments during regular business hours in the form of cash, personal check, and cash advance on a debit or credit card. NSSB will not charge a payment processing fee. However, you should verify what your bank will charge you for the transaction. You MUST have the current installment remittance coupons for all the parcels you intend to pay, a photo ID will be required for all payments using the debit or credit card cash advance payment option.

17. If you have built a new home and lived at a different location while building the home, it is your responsibility to contact the County Auditor's Office at nwoolery@co.boone.in.us or alseymour@co.boone.in.us or call 765-482-2940 to change the mailing address to receive future Assessment Forms and Tax Statements from the County.