

CITY OF MARQUETTE - TAX INSTRUCTIONS

PHONE: Treasurer's Office (906)228-0475

EMAIL: propertytaxes@marquettemi.gov

WEBSITE: www.marquettemi.gov

Search parcels for tax amounts due, payments made, taxable values, SEV's, principal residence exemption (P.R.E.) percentages and more. Go to the top of home page to Pay and click Utility and Tax Bills then Property Look Up.

PROPERTY NUMBER:

City parcel numbers are **7 digits long** and are the **final numbers** within the County reference number (52-52-0XXXXXX). All communications should identify the city parcel number.

POSTMARK ACCEPTANCE:

Postmarks are honored when calculating interest/penalty -- however -- validated bills and payment records will reflect **the date the payment is received** in the Treasurer's Office. Postmark acceptance **NOT** possible after February 28th.

END OF CALENDAR YEAR RECEIPTS:

Payments must be received in our office by December 30 to receive a posting date of the calendar year.

INCORRECT PAYMENTS:

Incorrect payments are either RETURNED to the sender or processed as PARTIAL payments. Returning mail may cause sender to incur additional interest/penalty. If uncertain of amount due, please look up the parcel on our website or call the Treasurer's Office for correct payment amounts.

INTEREST/PENALTY CALCULATION:

Interest/penalty is calculated on TAX amount only. The 1% ADMINISTRATION FEE is not included in the calculation. Due dates and amounts are provided on the bill and the website.

MORTGAGE/TAX PROCESSING COMPANIES REQUESTS FOR TAX BILLS:

Request lists must be sent using the automated process. This will include the property number 7 digits only and the Bank Code assigned to you. Send the email to propertytaxes@marquettemi.gov and provide a total count of the properties requested and a contact person's name and number in case of any questions. Emails must reach our office by **May 31st** and **October 31st**.

Payment files should be emailed to the same address. The check(s) and payment listings are mailed to the Treasurer's Office 300 W Baraga Ave, Marquette MI 49855.

Tax files are emailed by July 1st and December 1st (or the next business day). If we may be of further assistance, please contact our office.