

*****ATTENTION*****

CITY OF HOPEWELL TAXPAYERS

**SECOND HALF 2016 REAL ESTATE AND
MACHINERY AND TOOLS TAXES
ARE DUE BY DECEMBER 5, 2016**

TAX BILLS FOR BOTH HALVES OF REAL ESTATE AND MACHINERY AND TOOLS TAXES WERE MAILED TO PROPERTY OWNERS OR MORTGAGE HOLDERS IN MAY 2016. SECOND HALF REMINDER NOTICES WERE ALSO RECENTLY MAILED. FAILURE TO RECEIVE A BILL DOES NOT RELIEVE THE TAXPAYER OF LATE CHARGES IF THE TAX IS NOT PAID BY THE DUE DATE. IF YOU HAVE NOT RECEIVED YOUR BILL(S), PLEASE CONTACT OUR OFFICE AT 541-2240.

PAYMENTS MADE BY MAIL SHOULD BE SENT TO TREASURER, CITY OF HOPEWELL, P. O. BOX 199, HOPEWELL, VA 23860 AND **MUST BE POSTMARKED BY DECEMBER 5, 2016** TO AVOID BEING ASSESSED LATE CHARGES. TAXES MAY ALSO BE PAID AT THE CITY TREASURER'S OFFICE LOCATED AT 300 NORTH MAIN STREET. REGULAR HOURS ARE FROM 8:30 AM TO 5:00 PM MONDAY THROUGH FRIDAY. THE OFFICE IS CLOSED ON WEEKENDS AND HOLIDAYS.

PLEASE NOTE THAT THE TREASURER'S OFFICE WILL CLOSE AT NOON ON WEDNESDAY, NOVEMBER 23RD FOR THANKSGIVING AND WILL REOPEN MONDAY, NOVEMBER 28TH AT 8:30 AM.

FOR OUR CITIZENS' CONVENIENCE, AN AFTER-HOURS DRIVE-UP **DROP BOX** IS LOCATED BEHIND THE MUNICIPAL BUILDING ACROSS FROM THE POLICE DEPARTMENT ENTRANCE. PAYMENTS MAY ALSO BE MADE AT THE **HOPEWELL BRANCH OF SUNTRUST** LOCATED AT 200 NORTH MAIN STREET. WHEN PAYING AT SUNTRUST, PLEASE BRING YOUR BILL WITH YOU.

TO PAY BY PHONE OR ONLINE BY **CREDIT/DEBIT CARD OR ECHECK** THROUGH PAYMENTUS, PLEASE CALL (844) 567-2505 OR GO TO THE CITY'S WEBSITE AT www.hopewellva.gov AND SELECT THE "ONLINE PAYMENT" BUTTON. A SERVICE CHARGE IMPOSED BY OUR SERVICE PROVIDER WILL APPLY. YOU WILL BE REQUIRED TO ENTER THE SUB. DIV. NO. AND PARCEL NO. (7 DIGITS) LOCATED ON THE FRONT OF YOUR BILL. IF PAYING BY PHONE OR ONLINE, PLEASE PAY AT LEAST TWO DAYS BEFORE THE DUE DATE TO ENSURE TIMELY RECEIPT OF PAYMENT.

TERESA L. BATTON, CITY TREASURER
FOR MORE INFORMATION, PLEASE CALL (804) 541-2240