



STAFF REPORT

AGENDA ITEM #: 18-128
COUNCIL MTG OF: October 23, 2018
FROM: David Caron, Town Administrator
OFFERED BY: Susan Hickey, CFO
PREPARED BY: Dawn K Enwright, CTC , Tax Collector
SUBJECT: Final Tax Bill – Payment information insert

PURPOSE: Seek Council approval to put an insert in with the final tax bill giving customers payment option information.

TOWN ADMINISTRATOR COMMENTS: The Council is encouraged to support Resolution #2018-063.

BACKGROUND: The 2018 final tax bill will be mailed out late October or early November, depending when we get the tax rate. When mailing the tax bills, RSA 76:11 states "Said bill shall be mailed separately and not included with mailing of other town or city bills, **unless the governing body of the town or city votes** to mail other town or city bills or **information directly related to municipal business** along with the tax bill." The credit card processor has offered at *no cost to the town* to provide a 1/3 sheet insert with the final billing of the 2018 tax levy, giving customers online payment options (attachment A).

DISCUSSION: The bill printer will work directly with the credit card processor regarding the printing and inserting of the notice. This insert will give customers information about the online payment services we provide through our web site (www.derrynh.org); outlining all fees which are paid directly to the processing company.

FISCAL IMPACT: No Cost to the Town of Derry.

RECOMMENDATION ACTION BY COUNCIL: I recommend the Council vote to authorize the inclusion of the free online payment informational insert with the final tax bill for the Levy of 2018 listed in Resolution #2018-063.

RECOMMENDED MOTION: Please see Resolution #2018-063.

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