

WARREN TOWNSHIP LOCK BOX PROGRAM INSTRUCTIONS FOR IMPLEMENTATION

Your tax payment should be **made payable to: Warren Township** and sent to the address below and **not** to 46 Mountain Boulevard, Warren, NJ 07059

Effective immediately, your Tax Payment(s) must be mailed to:

**Township of Warren Tax Collector
P.O. Box 1364
Bellmawr, New Jersey 08099**

1) Directions for Quarterly Payments:

PAYING BY CHECK:

Mail your check and tax stub to the address on the bill, which is: Township of Warren Tax Collector, PO Box 1364, Bellmawr, NJ 08099. **It is imperative that you include your tax stub with your check or your payment may not be properly credited to your Block and Lot.**

UTILIZING AN ELECTRONIC PAYMENT PROGRAM:

If you are utilizing an on line payment program which produces a check for forwarding to the bank, **please insure that your Block and Lot are clearly stated on the check** to insure proper posting to your property(s). Please ensure that your check is now forwarded to the Bellmawr, NJ address and not to 46 Mountain Blvd., Warren.

PAID BY YOUR MORTGAGE COMPANY:

If your taxes are paid by your mortgage company, they will receive appropriate instructions by the Tax Collector; you will not be required to take any action.

PAY IN PERSON:

For those residents who desire to pay their taxes in person, you may do so. The Tax Collectors office will continue to be staffed for those residents who desire to pay in person. The Township Committee fully understands that residents still enjoy the personal contact with our staff and the desire to remit payment in person. Payments in person will be taken as previously done, at the Tax Collector's office, 46 Mountain Blvd., Warren, NJ 07059.

- 2) **DO NOT INCLUDE ANY PAYMENTS TO THE WARREN TOWNSHIP SEWERAGE AUTHORITY in the same envelope.** This will result in additional costs. The Warren Township Sewerage Authority is not participating in this lock box program.
- 3) **DO NOT INCLUDE ANY PAYMENTS OR CORRESPONDENCE TO OTHER TOWNSHIP OFFICES.** Only your check and the tax stub should be in the envelope to Bellmawr.
- 4) **FROM NOW ON, PLEASE DO NOT MAIL YOUR TAX PAYMENT TO THE WARREN TOWNSHIP TAX COLLECTOR'S OFFICE AT 46 MOUNTAIN BLVD, WARREN.**