

# ***ST. LAWRENCE COUNTY***



## ***REAL PROPERTY TAX SERVICE AGENCY***

***Courthouse Room 249, 48 Court Street  
Canton, New York 13617-1169***

***Bruce Green, IAO  
Director***

***VOICE (315)379-2272***

***FAX (315)229-3222***

***WEB SITE: <http://www.stlawco.org/departments/realproperty/>***

TO: Town Tax Collectors

FROM: Bruce Green, IAO, Director **BG**

DATE: December 27, 2023

SUBJECT: 2024 Tax Rolls

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Attached please find the following:

- 1) A PDF file of your 2024 tax roll
- 2) Warrant (copy) – those that get a printed roll in a binder will have the tax warrant taped to the inside of the back cover of the binder, those that get a PDF file only of the roll emailed to them will get the copy of the warrant at the end of their PDF file of the tax roll
- 3) Blank fill-in version of the “Notice of Receipt of Tax Roll and Warrant” – as a sample for the notice that goes in the newspaper – see attached law in regards to the publishing requirements
- 4) Tax collection zipped file

The instruction sheet on how to load the tax collection zipped file are included in this email.

The Treasurer’s office will send you further instructions at the end of your collection on how to proceed at that time.

If you have any questions about the tax collection program, please call Emily at the Treasurer’s Office (315) 379-2012.

Attachments

cc: Emily Wilson  
Patricia Fletcher, Sr. Real Property Tax Service Aide  
Bruce Green, Director, Real Property Office

*N:\ Account clerk-Joycee\Forms\Town - Tax Roll Forms\Memo to Collectors*

**Christine Carbone, Coordinator of Real Property Tax Services**  
**Joycee Chakranarayan, Tax Aid Lisa Ciccicarelli, Tax Map Tech /CAD Spec.**  
**Patricia Fletcher, Senior Real Property Tax Service Aide, Lena Kanitz, Data Collector Bonnie Law, Tax Aide**  
**Darlene Nelson, Tax Aide Michael Pearson, Tax Map Tech/CAD Spec Kai Vebber, Tax Map Tech**

As of 10/15/2020 11:26AM, the Laws database is current through  
2020 Chapters 1-249

## **Real Property Tax**

§ 920. Notice of receipt of tax roll and warrant. 1. Upon receipt of the tax roll and warrant, the collecting officer of each city and town shall cause a notice to be published once a week for two successive weeks in the official newspaper of such city or town, or if no newspaper has been designated the official newspaper, in a newspaper having general circulation in the city or town, that he has received such roll and warrant. In addition, the collecting officer of each town shall cause a copy of the published notice to be posted on the sign-board maintained for the posting of legal notices at the entrance of the town clerk's office pursuant to subdivision six of section thirty of the town law.

2. Such notice shall specify one or more convenient places in the city or town where he will receive the taxes listed on the roll on at least three days during usual business hours, and if in a city on at least five days, in each week during the month of January, which days shall be set forth in the notice.

3. Such notice shall also contain a statement of the interest required to be added by section nine hundred twenty-four of this chapter and the date for the return of unpaid taxes to the county treasurer.