



## INSTRUCTIONS TO TAXPAYER

1. Any increase in the amount of your tax was not put on by the Treasurer, and must be attributed to special tax levies and/or bond issues which were voted upon and passed by the voters of your taxing district or change in your property valuation.
2. **Payment must be in this office or postmarked by the closing date on this statement to avoid penalty.** In the first 10 calendar days after the closing date the penalty is 5%, after that it is 10% penalty.
3. Please make any necessary address changes on the space provided on the stub when it is returned with the payment.
4. ORC 323.131 (D) (only for parcels on the tax suspension list under section 319.48.): "Notice: the taxes shown due on this bill are for the current year only. Delinquent taxes, penalties and interest also are due on this property. Contact the county treasurer's office to learn the total amount due."
5. If you or a member of your family is in the "National Guard" or "Reservist Actively Engaged" in Operation Enduring Freedom, you may qualify for an extension of time to pay your taxes. Please call the treasurer's office for details.
6. NOTICE: If the taxes charged against this parcel have been reduced by the owner occupancy credit reduction for residences occupied by the owner but the property is not a residence occupied by the owner, the owner must notify the county auditor's office not later than March 31 of the year following the year for which taxes are due. Failure to do so may result in the owner being convicted of a fourth degree misdemeanor, which is punishable by imprisonment by up to 30 days, a fine up to \$250.00, or both, and in the owner having to repay the amount by which the taxes were erroneously or illegally reduced, plus any interest that may apply. If the taxes charged against this parcel have not been reduced by the owner occupancy credit reduction and the parcel includes a residence occupied by the owner, the parcel may qualify for the tax reduction. To obtain an application for the tax reductions or further information, the owner may contact the county's auditor's office at 419-734-6740.
7. "NOTICE: If taxes are not paid within sixty days from the date they are certified delinquent the property is subject to foreclosure for tax delinquency under chapter 5721, of the revised code."
8. Office Hours: 8:30 a.m. – 4:30 p.m. Monday through Friday, except Holidays.

---

## TREASURER'S STUB

ADDRESS CHANGE:

---

---

---

---

---

MAKE CHECKS PAYABLE TO:

**ANTHONY L. HATMAKER  
OTTAWA COUNTY TREASURER  
315 MADISON STREET, ROOM 201  
PORT CLINTON, OHIO 43452-1995**

**FOR TREASURER'S USE ONLY. DO NOT WRITE IN THIS AREA**

CHECK

CASH

MONEY ORDER