AFFIDAVIT OF TAX BILL MAILING

If tax bills are issued after the statutory mailing date, the law requires that the bill include notice of the payment date after which interest will be charged back to the statutory due date. In order for proper internal controls to be maintained and transactions audited, it is necessary for the tax collector to certify the date by which all original bills were mailed and the date by which payment is to be received without interest (see payment schedule information in Section 1 of the guide to Chapter 72, Laws of 1994). This certification is to be filed with the municipal clerk, who must keep it on file as an official document.

A certification must be filed if extended payment dates are required. A separate certification is required for each mailing of tax bills mailed after the statutory dates, whether calendar or state fiscal year, estimated or reconciled. The certification does not apply to mailing of advice copies, only the original bill.

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# AFFIDAVIT OF TAX BILL MAILING

I, the undersigned, certify as follows,

1. I am the Tax Collector of the (insert name of municipality) in the County of (name of county)
2. The mailing or other delivery all of original tax bills for the (insert quarters covered in the mailing) installments for tax year (insert tax year) was completed on (date completed).
3. Pursuant to N.J.S.A. 54:4-66 et seq., the payment for the (quarter immediately due) installment must be received by (insert payment date), after which time all receipts shall be deemed delinquent, with interest accruing from (insert statutory due date).

I do certify that the foregoing statements made by me are true.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name Cert.#

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised – LFN (11/01/95)