

Cash Only Payment Policies and Procedures

In order to aid the community in understanding Cash Payment policies, the following policies and procedures should be followed.

Effective Date: January 1, 2015

- ***All cash payments are to be collected by the Tax Collector***
 - *Customer must obtain a completely filled out four color carbon form with a receipt number from the respective department. Gold carbon copy stays in the book for the City's records.*
 - *Report to the Tax Collector's Office with three (3) carbon copies and cash for payment.*
 - *The Tax Collector will endorse the receipts and keep the yellow copy for their records, and return the pink and white copy to the customer.*
 - *Customer is to return to the respective department and hand over the pink copy, and keep the white copy as proof of payment.*

This procedure is to be followed for all documents that have a fee requirement being paid in cash.