**Tax Collector**

1. Upon receipt of Certificate of Assessment and printed property tax bills, complete mailing of bills to taxpayers.
2. Receive property tax payment, record payment, receipt appropriately, and one to two times a month, forward receipted materials to Treasurer
3. File tax collector report with Selectboard and Treasurer once a month
4. Send reminder notice of payment due to unpaid taxpayers one month before interest calculation begins ( currently Dec. 1)
5. Provide tax information to inquiring parties upon request
6. Send final notice for unpaid taxes on or about April 1, warning of unpaid listings in town report
7. Begin tax lien mortgage proceedings on any unpaid taxes within 8 months, and before 1 year after commitment date ( currently Oct. 1 )
8. File tax lien mortgages on any unpaid taxes before 1 year deadline; turn lien mortgage properties over treasure
9. Maintain corrected mailing address list of all tax payers
10. Help assessors maintain corrected list of all property transfers and exemptions
11. File report to be included in the Annual Town Report
12. Prepare materials as requested for annual town audit
13. Position reports to the Selectboard