

ADDED SERVICES FOR LAST-MINUTE PAYMENTS ON JANUARY 31!

OFFICE HOURS – We will offer extended hours from 7:30 a.m.-5:00 p.m. at the Main Office in New Braunfels. Our Satellite Offices located in Bulverde and Sattler will offer their regular hours from 8:00 a.m.-4:30 p.m.

NEW EXPRESS DRIVE-THRU BOXES IN SATTLER & GARDEN RIDGE!!! For our **Garden Ridge** customers, a Tax Office Drive-thru Drop-off Box has been added to the parking lot of the Garden Ridge Municipal Building. In **Sattler**, a box has been added in the parking lot on the right side of the building. Be sure to include a stamped, self-addressed envelope to receive a mailed receipt for these new 365/24/7 services. No need to park your car – just keep on driving!

EXPRESS DRIVE-THRU IN NEW BRAUNFELS - We will once again feature our popular EXPRESS DRIVE-THRU from 7:30 a.m.-5:30 p.m. at the New Braunfels office. Follow the directional signs to our EXPRESS DRIVE-THRU, where we will accept *ONLY* pre-written, envelope-sealed payments by check, money order, or cashier's checks. We will be happy to mail you a receipt *if you include a self-addressed, stamped envelope*.

If you have a question about your account, would like an immediate receipt, or prefer to pay with cash or credit card, these transactions will need to be taken care of *inside* any of our three locations.

AFTER-HOURS PAYMENTS – After our doors close, you may still drive through and drop off your payment in Sattler or Garden Ridge. At the New Braunfels and Bulverde offices, you will find a door slot in each of the buildings.

PLEASE REMEMBER –

To avoid penalty & interest - Your payment must either be postmarked, paid in person, or an online transaction completed with a date no later than January 31 in order to avoid penalty & interest. It is the taxpayer's responsibility to confirm that all payments that are mailed, shipped, and/or paid online are processed and postmarked with a date no later than January 31. Last-minute online payments may not process immediately because of high traffic volumes, and may be subject to penalty and interest. Any mailed payments postmarked February 1 or later will accrue penalty and interest, as mandated by the *Texas Property Tax Code*.