City of Southfield

Treasurer’s Office · Irv M. Lowenberg, Treasurer

interoffice memorandum

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| **DATE:** | October 13, 2023 | c: K. Cove |
| **TO:** | Treasury and Assessing Staff |
| **FROM:** | Allyson Bettis, Deputy Treasurer |
| **SUBJECT:** | 2023 Winter Tax Bills | |

The following will be our schedule for the 2023 Winter Tax Bills and Rolls:

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| 11/03/2023 |  | Complete all tax master changes, including name and address changes, mortgage companies, MTTs, **Winter PREs**, etc.. |
| 11/03/2023 |  | Final Updates & Adjustments to tax master. |
| 11/03/2023 |  | Check and balance totals of billing season. |
| 11/6-8/2023 |  | Anticipated verification and sign-off from Oakland County. |
| 11/8/2023 |  | Commit Taxes. Submit information for printing tax bills to Whitlock. |
| 11/29/2023 |  | Non-Mortgage Tax Bills delivered to Post Office **for December 1st** delivery. |
| 11/29-30/2023 |  | Mortgage-Coded Tax bills delivered to Treasury; mailed by 12/4/2023. |
| Week of 12/11/2023 |  | Mailing of “Informational Copy” to Residents |