

***Hello and welcome,***

*It's that time of year and we are open for tax payments but this year we will be doing things a little differently.*

- A. You MUST wear a mask when you enter the building. If you do not have one, one will be provided to you.*
- B. No more than 2 people inside the lobby at any time and while you are waiting, we ask that you please practice social distancing.*
- C. Taxes will be received in the meeting room. Please place your taxes at end of the table and have a seat in the chairs available. There will be extra masks, hand sanitizer and wipes available to you along with clean pens should you need.*
- D. The clerk will process your bill and leave a receipt at the same end you dropped your bill off to. Once this has been completed you may pick up your receipt and enjoy the rest of your day.*
- E. Pens, tables, chairs and doors will be wiped down in between customers so please be patient.*

*If at all possible, we would like to accept tax payments between the hours of 10am-12pm and again from 1pm-3pm, on Tuesday and Wednesday, Friday from 10am-12pm. We understand this may not be feasible for all so please keep in mind you may also mail in your taxes to:*

*The Village of Bemus Point  
PO BOX450  
Bemus Point, NY 14712*

*\*if you would like a receipt returned to you please include a self-stamped, addressed envelope as stated on the back of your tax bill.*

*\*\*We ask that at this time you do not enter the main Mayor/Clerk office without an appointment.*

*As always should you have any questions or concerns we can be reached via email at [villageofbemuspoint@gmail.com](mailto:villageofbemuspoint@gmail.com) or by phone 716-386-4398.*

*Our office hours are as follows: Monday, Tuesday, Wednesday 9-4 and Fridays 9am til Noon. Closed Thursdays.*

***Thank you for your understanding and cooperation during these times.***

