## **PAYMENT DROP BOX**

## MAKE YOUR TAX PAYMENT 24 HOURS A DAY

The payment Drop Box is located at the main entrance of the A.B. Graham Building, 31 N Limestone Street, Springfield, Ohio.

Payment can be placed in the box 24 hours a day. Envelopes are located on the left side of the drop box.

All payments deposited in the Payment Drop Box by 11:59 p.m. on the payment due date will be accepted without penalty.

The payment drop box will be closed for 10 days after each real estate due date.

Your cancelled check will serve as your receipt, however, if you would like a paid receipt, enclose the entire statement and a self-addressed, stamped envelope and a receipt will be mailed back to you.

## DO NOT PUT CASH IN THE DROP BOX!

Payments deposited after the due date will be subject to a penalty as required by state law.