

IMPORTANT TAX PAYMENT INFORMATION

2nd Quarter Taxes Due May 1, 2020

(The Borough has a 10-day grace period for tax payments)

Due to Covid-19 the Borough Hall is currently CLOSED to the public

The following methods may be used for the payment of 2nd Quarter Taxes:

A. Electronic Payment

1. Click on the **"PAY TAXES ONLINE"** tab located at the top right of the Borough website Home Page: www.usrtoday.org
2. Enter your name and/or address (other information is not necessary to access your file)
3. Click on circle next to your name
4. In box in middle of page, click on "Make a Payment" on left
5. Select Payment Method
6. Select Payment Amount
7. Click Continue and carefully **review fees** associated with electronic payment of taxes
8. In the FIS Pay Direct Box, enter the necessary information in the Payment Entry
9. Click Continue
10. Print Receipt

B. Drop Off: There are mail slots in both doors on each side of the Municipal Building. Tax payments may be dropped through the mail slot at your convenience. Please include Tax Coupon. If you need the Tax Statement stamped, you **must** include a stamped self-addressed envelope.

C. Mail: Tax payments may be mailed to Borough of Upper Saddle River, 376 West Saddle River Road, Upper Saddle River, NJ 07458. Attention: Tax Collector. Please include Tax Coupon. If you need the Tax Statement stamped, you **must** include a stamped self-addressed envelope.