

**Mortgage Company, Escrow Acct Svc Agencies, Title Company Information**  
**For Menominee Township**

1. The Menominee Township Treasurer has an Office at his Home where most of the “Township” treasurer’s business is conducted. The present treasurer’s 4yr office term is 20 Nov 2008 – 19 Nov 2012 and depending on who is elected for the next term, the following information could change (presently running unopposed and if elected would be 20 Nov 2012 – 19 Nov 2016. The present treasurer’s mailing address is:

**Menominee Township Treasurer**  
**David R. Wesoloski**  
**N2920 Bay de Noc Drive**  
**Menominee, MI 49858**

2. The Township Hall and Main Office address is the township’s permanent facility; however, the township does not have a manager or full-time staff to operate daily business hours. The Township’s Official Address (all mail opened by the Twp Clerk) is:

**Menominee Township**  
**N2283 O-1 Drive**  
**Menominee, MI 49858**

**DO NOT SEND TAX PAYMENTS TO THE Twp Hall, the O-1 Drive ADDRESS.**

3. Although we refer to the municipality as Menominee Township the Official name of the municipality is:

**Township of Menominee**

4. a. Phone Calls are normally not answered at the hall unless someone happens to be there but the hall phone has an answering machine that is checked by the Clerk, Deputy Supervisor and Assessor for messages. The Hall Phone number is **(906) 863-9410**.

b. The Phone Numbers of various elected officials are posted on the website.

c. The Township Treasurer’s Home Residence Phone number is **(906) 863-7979**. Most times the answering machine picks up the calls. It is important to leave a call-back number, the parcel number of the property, your name and a short message. Sometimes on lengthy messages, the phone message is cut off. The treasurer does his best to get a call-back phone number but sometimes without a phone number, a return call cannot be made. Secondary response method is a mailed return message if documentation will answer a situation better.

d. The Menominee Township Treasurer does not have FAX capability at his residence. If FAX is the only means available, he can FAX from the Twp Hall on his next visit to the hall.

e. Email is a good way to communicate; however, many times unidentified emails get sent to the SPAM bucket by the virus scanner. The Township Treasurer's personal email under "LTCDAVE" should be used sparingly. The address is not fully posted to prevent additional spam. Requested email responses with email addresses are actioned the best possible. The Cybrzn email (Twp Hall) posted on the web is not used by the treasurer.

5. The information posted on the website and the BSA Tax Data Site can be accessed by going to [www.menomineetownship.com](http://www.menomineetownship.com) If you are reading this, you've already got to the main (home) page – and clicked on "**Mortgage & Title Company Information**".

a. The Treasurer has an icon on the left side of the (home) web page.... Click on **Treasurer** and a drop down appears.

-Click **Tax Collection Schedule** for Hall hours. At least once a month the treasurer is at the hall for collection. Phone calls are returned later in the evening or the next day.

- Click **Tax Information** to access the BS&A Tax Data Base. A new window opens..... Click on "**Tax Information Search**" in that window. A Search by **Owner** box appears - type in the **last name** of the "Property Owner. The next page will show all property owners with that last name. To finalize the search - click on the **parcel number** of the property owner that you need the tax information on. Scroll down to see the history. Various tabs can be opened and closed on that page to show details.

b. **The treasurer is not responsible for assessment issues**; the Assessor is responsible with oversight provided by the Township Supervisor. You can access the same BS&A data site which has the assessors' information posted to get answers to many assessment questions. Many times a title company will call asking if a property has well & septic. The assessors' data on that site has that information and more posted.

c. The **Township of Menominee does not collect for Sewer or Water**. A small number of properties closer to the City of Menominee may have Water & Sewer service provided to them by the city. That service is billed and collected by the city – not part of the township's tax bill.

d. **Menominee Township has no special assessments or utility charges**.

5. An address for overnight delivery service (FEDEX, UPS or USPS) is the Township Treasurer's Residence address listed previously. Do not FEDEX/UPS to the Hall address.

6. Presently, Menominee Area Public School district has contracted to have Menominee Township collect the school taxes during the Summer Season. Stephenson Area Public School Districts taxes are collected by the township but their collection occurs during the Winter Season with Menominee County Intermediate School District.

7. The Township Treasurer works various hours and has no set standard work schedule or specific hours at home. The elected official for 2008-2012; to the office of Menominee



15. Current tax amounts are NOT available at the county during the Townships 8 month Collection period from July 1<sup>st</sup> thru the end of February current tax year. Internet post amounts are presently only current during that township collection period. The County has amounts only after the winter tax has become delinquent on March 1<sup>st</sup> each year.

16. Over/Under Payments.

a. Duplicate (over amt due) payments are refunded to the property owner with a note recommending that they contact their mortgage company, especially if a third party (tax service) is involved. Occasionally the refund is made out to both property owner and mortgage company to ensure that the escrow account is properly adjusted. If a payment is intended for another municipality, the treasurer may send the payment directly to that municipality with a note to fix the mailing address so as not to penalize a property owner or it may be sent back directly to the originator.

b. Under payments. If it is caused by Township BOR action; another copy of the tax bill will be forwarded to the mortgage company or tax service with an extension of payment timeframe of 30 days. If the amount is off by \$1.00 or more; the property owner will receive notice - depends when the mortgage company payment is received. (See Paragraph 10 above on preferred payment dates) Responsibility for accurate timely tax payment still falls on the owner's shoulders and it would be their responsibility to monitor amounts paid by 3<sup>rd</sup> and 4<sup>th</sup> parties. Whatever is sent is applied to the account indicated on the payment.

17. Automation process information is not offered. Mortgage companies can easily access the data they need by going to the BS&A site and draw off information that is required.

18. For those who do not use the township's BS&A tax data base and opt to call the County for data, there is a fee associated with that information. Do not send fee payments to the township treasurer. Send all COUNTY related requests to the County Treasurer, 839 10<sup>th</sup> Avenue, Menominee, MI 49858. Again – the county phone number is (906) 863-5548 if there are questions about this process or if you need information on delinquencies.

19. Although the county has a standard bank mortgage code listing; the system used may vary from township to township.

20. Property (Parcel) Numbers.

a. Menominee County property numbers begin with “**55**” and usually not used in the payment ID process for our township.

b. It is desired that the 11-digit township property number appears on single payment checks for single accounts. (I.e. “**010-000-000-00**”) The first three digits indicate the township so all Menominee Township Numbers begin with “**010**”.

21. If there are any other helpful items that you wish to have displayed for new bankers, employees of tax services, title companies, etc ..... please contact the Menominee Township Treasurer via mail. Hope this information proves to be helpful.