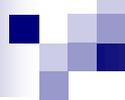




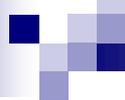
Martinsville City Treasurer's Office

Cindy Dickerson, Treasurer



The Duties of Local Treasurers

- The receipt and collection of revenue.
(State and Local)
- The safekeeping of revenue.
- The appropriate accounting for and disbursement of revenue.



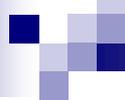
What We Collect:

- Real Estate Taxes
- Personal Property Taxes
- Utility Bills
- Dog License
- Business/ABC License
- Meals Tax



What We Collect Cont:

- Building Permits
- State Income Taxes
- Estimated Income Taxes
- Parking Tickets
- Cigarette Tax
- Misc Payments
- Etc.



Who We Collect From:

- The citizens
- Mortgage Companies
- Lawyers Offices
- Internal Offices: Examples: Senior Center, Parks & Recreation, Schools, Library, Courts, Police, Soccer Complex, Commissioner of the Revenue, Fire Department, Etc.



Other Responsibilities of the Treasurer's Office:

- Assisting customers & processing transactions at the drive-thru window, the front counter and relief for both as needed.
- Opening and processing the mail and night drop daily.
- Accurately balance cash drawer and prepare deposits.
- Assisting customers over the phone in a timely and courteous manner.
- Bank statement/balancing with the Finance Dept.
- Completing department invoices for payment to vendors.
- Retrieving and processing daily EDI's.



Other Responsibilities Cont:

- Maintain mortgage codes in Munis.
- Processing transfer reports from the Commissioner's office.
- Adjusting and printing supplemental bills.
- Processing abatements.
- Processing Treasurer's Liens.
- Processing State and Estimated Income and DOA reports.
- Processing Sheriff's fees including the disbursement to the State.
- Processing return checks.
- Processing Web payments.
- Processing and removing DMV Stops.
- Processing Set Off Debt.
- Processing refunds for overpayment of accounts.



We Print And Mail Bills:

- Real Estate Bills
- Personal Property Bills
- Animal License Bills
- Business/ABC License Bills
- State Income Bills

The Treasurer's Office Contact Information:

- Hours of operation: Monday – Friday
8:30 am. – 5:00 PM.
- Main office number: 403-5240
- Fax number: 403-5298
- Mailing address: PO BOX 1023,
Martinsville, VA. 24114
- Treasurer: Cindy Dickerson
- Phone: 403-5243
- Email: cdickerson@ci.martinsville.va.us.

Method of Payments:

- Walk In:
 - Cash
 - Check
 - Credit/Debit card
- Drive Thru:
 - Cash
 - Check
 - Credit card
- Over the Phone:
 - Credit card
- Mail:
 - Checks/Money orders
 - Credit cards
- Automatically deducted from customers account. ***See Utility Billing to Sign Up.
- Drop Box- Outside the drive thru
- Over the Web:
 - Echeck
 - Credit card



Other Methods of Collection:

- DMV Stops
- Set Off Debt
- Liens
- Payment Plans