

ATTENTION CITY OF BERLIN TAX PAYERS

IMPORTANT DATES AND INFORMATION

PLEASE READ CAREFULLY:

OFFICE HOURS AT CITY HALL

Regular Hours: Monday–Friday, 7:30 a.m. to 4:30 p.m.

Holiday Hours:

December 24: Open from 7:30 a.m. – Noon, Closing at Noon

December 25: Closed

December 31: Open from 7:30 a.m. – Noon, Closing at Noon

January 1: Closed

City Hall Clerk's Department Dropbox:

Located in the City Hall front entrance, available 24/7

How to Submit your Payment:

- First tax payment is due: Saturday, January 31, 2026
- Payable to City of Berlin Treasurer, 108 N. Capron St., Berlin WI 54923
- Accepted tax bill payment methods: Cash or Check (no two-party checks) via mail, in-person, or drop box at City Hall.
- Multiple parcels can be combined into a single check; however, parcels in different counties should NOT be combined. **** For owners with properties in Green Lake and Waushara Counties, please send a separate check along with your payment stubs from your tax bills for each county.**
- If you require a receipt, please include a self-addressed stamped envelope with your payment. Please also include payment stub from Tax Bill or write Tax Bill number on check.
- **Due to new postal processing policies, mail your payment ahead of time to ensure timely postmarking.** Postmarks may be applied by the Post Office 1-3 days after the mail is received/dropped-off/mailed, even when mailed in-person at the Post Office.

Payments ON/BEFORE December 31, 2025:

- If you wish your payment to be posted in 2025, the payment MUST be received in person at the Clerk's Office by Wednesday, December 31 at 12:00 p.m., postmarked by December 31, OR dropped off in the City Hall Clerk's Department Dropbox located in front entrance of City Hall available 24/7 by December 31.

Payments ON/BEFORE January 31, 2026:

- The payment MUST be received in person at the Clerk's Office by Friday, January 30, postmarked by January 31, OR dropped off in the City Hall Clerk's Department Dropbox located in front entrance of City Hall available 24/7 by January 31. Please note, our office is closed Saturday, January 31, but the dropbox is always available.

Payments AFTER January 31, 2026:

- Payable to Green Lake County Treasurer, 571 County Road A, Green Lake WI 54941
- Payment methods: Cash, Check, or Credit/Debit/Electronic Check (fees apply)

LOTTERY CREDIT: If both installments on your tax bill are equal amounts, you are not getting the lottery credit. If the residence listed on your tax bill was your primary residence as of January 1, 2025, you may qualify for the lottery credit. Contact the Clerk's Office at 920-361-5400 for more information.

Where Do your Tax Dollars Go?

The City of Berlin collects the first installment payment for all of the taxing jurisdictions; the County collects the second installment (if applicable).

With each dollar paid on your 2026 tax bill, you are funding:



*Amounts rounded to the nearest cent

Questions on your Tax Bill? Contact Information for all Taxing Entities:

Green Lake County County Administrator 571 County Road A Green Lake, WI 54941 920-294-4147	Berlin Area School District School Superintendent 222 Memorial Dr, #100 Berlin, WI 54923 920-361-2004	Moraine Park Technical College Director of Finance 235 N National Avenue Fond du Lac, WI 54936 920-924-3236
Waushara County County Treasurer 209 S. Ste Marie St Wautoma, WI 54982 920-787-0445	City of Berlin City Treasurer 108 N. Capron Street Berlin, WI 54923 920-361-5400	

ADDITIONAL CITY OF BERLIN UPDATES AND REMINDERS

- ***NEW* Garbage and Recycling Pick-Up Date**
 - Garbage and recycling will now be picked up weekly on **THURSDAYS in 2026. The first Thursday is January 1, 2026, which is an observed holiday. The first pickup will be Friday, January 2.**
 - See attached 2026 Waste Management collection calendar.
- **2026 Dog Licenses**
 - 2026 Dog Licenses are due to be renewed in January.
 - Late fees will be assessed starting April 1, 2026.
 - City of Berlin Green Lake County residents will need to obtain their dog licenses in-person at Berlin City Hall.
 - City of Berlin Waushara County residents will now obtain dog licenses from the Waushara County Clerk's Office. See the attached memo for additional information.
- **FIND US ONLINE!**
 - Visit the City of Berlin website at cityofberlin.net to find a wide range of information about our community, businesses, departments, resources, meeting agendas and minutes, and more!
 - Follow us on Facebook, City of Berlin, Wisconsin, to see current announcements.
 - Find us on YouTube, [@cityofberlin5623](https://www.youtube.com/c/cityofberlin5623), to watch City meetings both live and recorded.