

**Intergovernmental Agreement Between  
Capital Township And «Township» Township  
Concerning Printing and Mailing of Property Tax Bills and the  
Processing of the First Installment of Property Tax Payments for 2012  
Taxes Payable 2013.**

WHEREAS, pursuant to Section 5 of the Intergovernmental Cooperation Act, 5 ILCS 220/5 local governments can enter into contracts to provide services, and

WHEREAS, Townships in Sangamon County have elected Township Collectors who are responsible for preparing and mailing property tax bills and are also responsible for collecting and disbursing the first installment of the taxes, and

WHEREAS, the Sangamon County Treasurer is by law the Capital Township Collector and the Capital Township Collector is responsible for preparing and mailing bills for Capital Township and collecting and disbursing the second installment of taxes as County Collector, and

WHEREAS, Capital Township and other Townships have cooperated in the past to maintain one set of consolidated records on the amounts levied, payments of property taxes, and disbursements to taxing districts, and

WHEREAS such cooperation results in reduced cost for Capital Township, Sangamon County and «Township» Township and increased customer service to the general public, Capital Township and «Township» Township hereby establish an intergovernmental agreement including the following terms:

**Standard Terms**

- 1 Capital Township agrees to print tax bills. «Township» Township agrees to reimburse Capital Township for cost incurred in printing property tax bills at \$.02 per bill.
- 2 Capital Township agrees to receive payments and disburse tax payments for the first installment when payments are sent or delivered to Capital Township at no cost to «Township» Township. «Township» Township authorizes Capital Township to perform this service.
- 3 Capital Township agrees to process payment stubs for payments received by the Township at no cost to «Township» Township. «Township» Township authorizes Capital Township to perform this service.
- 4 Capital Township agrees to print distribution reports for payments received by the «Township» Township at no cost to «Township» Township. «Township» Township authorizes the Capital Township to perform this service.
- 5 Capital Township agrees to receive Electronic Payments and disburse tax payments for the first installment when payments are received through the internet or by other electronic means to Capital Township at no cost to «Township» Township. «Township» Township authorizes Capital Township to perform this service.
- 6 Payments for all services are expected by **July 1, 2013**.

**Optional Services. Please indicated acceptance by check marks:**

**Mailing Options (Select one)**

\_\_\_\_\_ Mailing Option 1 - «Township» Township will fold, stuff and mail the tax bills at its own cost.

\_\_\_\_\_ Mailing Option 2 - Capital Township agrees to fold, stuff and mail tax bills on behalf of the «Township» Township. The «Township» Township authorizes the Capital Township to perform this service and agrees to reimburse Capital Township for the cost of the postage at \$.43 per bill.

**Envelope Options (Select one)**

\_\_\_\_\_ Envelope Option 1 - «Township» Township will provides it own envelopes for mailing of bills.

\_\_\_\_\_ Envelope Option 2 - Capital Township agrees to provide Sangamon County return address envelopes for mailing tax bills. «Township»Township authorizes Capital Township to perform this service and agrees to reimburse Capital Township for the cost of the envelopes at \$.025 per envelope. I need \_\_\_\_\_ Boxes of 500 envelopes @ \$12.50.

\_\_\_\_\_ Envelope Option 3 - Capital Township agrees to provide **blank** return address envelopes for mailing of tax bills. «Township»Township authorizes the Capital Township to perform this service and agrees to reimburse Capital Township for the cost of the envelopes at \$.025 per envelope. I need \_\_\_\_\_ Boxes of 500 envelopes @ \$12.50.

**Processing/Distribution Options (Select One)**

\_\_\_\_\_ Processing Option 1 - «Township» Township will collect, deposit, distribute, and record tax payments based on stubs processed by Capital Township.

\_\_\_\_\_ Processing Option 2 - Capital Township agrees to receive and disburse **mailed** tax payments for the first installment at no cost to «Township» Township.  
«Township»Township authorizes the Capital Township to perform this service.

\_\_\_\_\_ Processing Option 3 - Capital Township agrees to process stubs from «Township» Township and include those stubs in the Capital Township’s distribution to the taxing agencies. «Township» Township authorizes Capital Township to perform this service and agrees to pay the tax proceeds represented by those stubs to Capital Township for distribution.

\_\_\_\_\_ Processing Option 4 - Capital Township agrees to receive **all** payments and disburse all tax payments for the first installment from the Township Collector at no cost to «Township» Township. «Township»Township authorizes the Capital Township to perform this service.

THEREFORE be it resolved by the Capital Township Board of Trustees that this Intergovernmental Agreement is hereby approved by the Board at its \_\_\_\_\_ meeting.

The above agreement was approved by the Capital Township Board

\_\_\_\_\_  
Township Clerk

\_\_\_\_\_  
Township Supervisor

THEREFORE be it resolved by the «Township» Township Board of Trustees that this Intergovernmental Agreement is hereby approved by the Board at its \_\_\_\_\_ meeting.

The above agreement was approved by the «Township» Township Board

\_\_\_\_\_  
Township Clerk

\_\_\_\_\_  
Township Supervisor