



OFFICE OF THE MAYOR

CITY OF SCHENECTADY
NEW YORK

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PRESS RELEASE

New Drop-Box Installed for City of Schenectady Bureau of Receipts Payments

SCHENECTADY – The City of Schenectady announced there is a new outdoor drop-box at the Franklin Street entrance of Schenectady City Hall for Bureau of Receipts payments. Payments can be made in-person, online, or by mail.

Paying in-person

- Drop-box at Franklin Street entrance for payments by check or money order.
- Please put payment stub and check in an envelope before placing in the drop-box.
- Receipts will be mailed to the address on the payment stub unless indicated otherwise.
- Payments received after business hours will be processed the next business day.

Paying by mail

- Do not send cash.
- Detach stub and mail along with check.
- If requesting a receipt, please mark the appropriate box on the payment coupon.
- If paying without payment coupon, remember to indicate the property address.
- Mail to: City of Schenectady, PO Box 947, Schenectady, New York 12301

Paying online

- Visit www.cityofschenectady.com and click the “Online Payment” icon in top left corner.
- Choose Citizen Self-Service on the right
- Choose Real Estate on the right
- Enter the street number and street name or parcel number and click search.
- Click on your parcel number and a list of bills will be displayed. The current year will be on the bottom.

For additional information, visit their website at www.cityofschenectady.com/185/Bureau-of-Receipts-Tax-Payments. The City of Schenectady Bureau of Receipts can also be reached by phone at (518) 382-5016.