

WAYNE TOWNSHIP

POLICY AND PROCEDURE UNDER WHICH THE ASSESSOR'S OFFICE IS ACCESSABLE TO TAX PAYERS:

- a) Assessor William J. Kays, 269 621-3604, Email kayswj@gmail.com, All inquiries may be made by telephone or electronic mail.
- b) Response time for submitted taxpayer inquiries, not to exceed of 7 business days.
- c) Assessor Office hours, the taxpayer may arrange an in-person meeting, within 7 business days by telephone or electronic mail.
- d) Inspection or production of records may be made by telephone or electronic mail.
- e) Taxpayer may arrange an in-person meeting by telephone or electronic mail. to informally hear or resolve disputes before the March Board of Review.
- f) All Assessing services, parcel information, land value studies and documentation and economic condition factors on line.

Adopted:

1/2/2023

By Wayne Twp Resolution

R-23-01-02