On your computer (desktop or laptop), hover your mouse over the word GOVERNMENT and under DEPARTMENTS, locate the TAX COLLECTOR’S OFFICE and click on it.

**NOTE:** If you are on a smart phone or tablet, once on the website, you need to select CLICK FOR MENU, then GOVERNMENT. Under DEPARTMENTS, locate the TAX COLLECTOR’S OFFICE and click on it.

These steps will bring you to the Tax Collector’s home page. There are various quick links on this page with an abundance of information on various topics.

**PAYING AND/OR VIEWING YOUR BILLS ONLINE**

- On the homepage of the TAX COLLECTOR’S OFFICE, click on the Search & Pay Bills Online icon. Example: Check for sewer usage bill is by the 12-digit unique ID number we supplied you with on your bill. Example: 0123456-55555 (You must include the hyphen.)
- Regarding your tax bills, you can search by several different methods online, but the system will default to SEARCH BY: Name. If you wish to change this, please click on the down arrow under SEARCH BY and choose a different method.
- If you keep the search by Name, in the box entitled Enter the search criteria below, enter in your last name, then a space and then your first initial. To narrow the search, you can choose the Due Now or Balance Due option below this box search criteria box. If you do not want to search by Name, choose which option you prefer.
- You can also search the records you paid in the prior calendar year for your IRS (income tax) filings.
- Once you have the information you are searching by entered, click on the Search icon to the right of the search criteria box. You will see what bills are outstanding according to your search criteria towards the bottom of the screen.
- Any outstanding tax bills will have a green shopping cart to the right of the bill information under the Pay column.
- All online payments will incur a convenience fee as follows:
  - Credit/Debit Card – 2.65% convenience fee (min $1.50 fee)
  - E-Check – $0.95 convenience fee
  - Please note all returned/bounced payments will incur a $20 fee.
- If you want to pay a bill, click on the green shopping cart all the way to the right of the bill information. A separate box will pop up and ask you what amount you want to pay. Please choose either the Pay in Full or Pay Due Now option and click Add to Cart. **PLEASE NOTE for Partial Payments:** If you would like to make a partial payment on a bill, you must add the ENTIRE bill amount to the shopping cart as it explains within a pop-up screen after you click on the green shopping cart.
- The bills you add to the shopping cart will subtotal in the upper-right hand corner of the screen. To begin the checkout process, please click on the down arrow of the cart in the upper-right hand corner of the screen and click Checkout.
- On the next screen, you must agree to all Terms and Conditions first before you proceed. Once you agree, click on the Pay Now button at the bottom right-hand side of the screen. You will then be redirected to our MuniPAY secure checkout.
- The next screen is where you enter in all your payment information as well as edit your payment amount if needed. At the top of the screen, a summary of your cart will appear. Just below where you must agree to pay, you can also Edit the items in the cart. This editing will allow you to make a partial payment on any of the bills in your cart. Once edited, update the item, and click Checkout.
- On the same screen, you can choose how you would like to pay, by either Credit/Debit Card (Mastercard, VISA, Discover or American Express) or E-Check – PLEASE REMEMBER THE CONVENIENCE FEES APPLY, AS STATED ABOVE.
- Finally, make sure you review all your information before you process your payment. Once satisfied, click on Submit in the lower right-hand corner.
- Please note the service fee amount as noted above as this fee is non-refundable. You will get a confirmation screen and then email once a payment has been completed. Please note, credit/debit card payments are confirmed immediately. An E-Check will be pending based on the information you entered for your account number and will only go through once confirmed by the bank clearing house.