

- 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:**
- This will take you to our **DISCLAIMER** page. You **MUST** read this entire page and **ACCEPT** this disclaimer at the bottom of the page to continue.
- The online software defaults to searching for **TAX BILLS**. If you need to search for a SEWER bill, please click on the words to the right of TAX BILLS, **SEWER/WATER/MISC**, until these words are bolded and highlighted yellow. The only way to search for a 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 **MuniciPAY** 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.