

INSTRUCTIONS FOR MAKING AN ONLINE PAYMENT

1. Visit www.easthamptonct.gov
2. Click on the link that reads Tax Payments
3. You may search by:
 - a. **NAME** (Enter Last Name then space then 1st Initial)
 - b. **PROPERTY LOCATION:** (Property number first and then property name)
 - c. **BILL #:** (Bill year, then bill type and then bill number) this number can be found in the upper left hand corner of your tax bill. Example: 2017-01-XXXXX, 2017-02-XXXXX, and 2017-03-XXXXX.
 - d. **LIST NUMBER:** (Link year, then link type and then link number) Example: **2017-MV-XXXX** if you have more than one vehicle we link the bills together; please choose the payment option "list number" (even though your tax bill will read bill number).
 - e. **UNIQUE ID:** is to search for your real estate tax. Please enter R0XXXX, continue to enter zeros as place holders after the "R" so that there are five numbers in the field.

There is a convenience fee for paying your taxes online that goes directly to a service provider, the Town does not receive the fees. When paying by credit card there is a 3% fee of the total payment amount, when paying by debit card there is a fee of \$3.95 and when making an ACH payment there is a fee of \$0.50 for the whole transaction. An ACH payment is when you enter your banks routing number and checking account number (very similar to a debit card payment) this information can be located at the bottom of your checks.