

## INSTRUCTIONS FOR MAKING AN ONLINE PAYMENT

There is a convenience fee for paying your taxes online that goes directly to our online service provider, the Town does not receive the fees. The fees are as follows:

**Credit Card/Debit Card/Paypal/Google Pay - 3.25% of Total Charged**

**ACH/E-Check – Free (No Fee Charged)**

*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.*

1. Visit [www.easthamptonct.gov](http://www.easthamptonct.gov), click the “Pay Bills Online” button on the home page.

The screenshot shows the Town of East Hampton website. At the top left is the town logo and name. On the right, there is a search bar and a language selector. Below the header is a navigation menu with links for ABOUT, DEPARTMENTS, BOARDS & COMMISSIONS, and HOW DO I... The main content area features a large banner with the text "Welcome to BELTOWN EAST HAMPTON, CT" and a map of the town. Below the banner is a row of six service buttons: "PAY BILLS ONLINE" (highlighted with a red box and a red arrow), "MINUTES / AGENDAS", "FORMS AND PERMITS", "SUBSCRIBE TO E-ALERTS", "GIS", and "ASK A QUESTION".

2. Click on the link that reads Tax Payments.



3. For **Tax** you may search by:

- a. **NAME** (Enter Last Name then space then 1<sup>st</sup> 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: 2022-01-XXXXX, 2022-02-XXXXX, and 2022-03-XXXXX.
- d. **LIST NUMBER:** (Link year, then link type and then link number) Example: 2017-MVXXXX 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.

For **Sewer** (please click “Sewer/Water/Misc” at the top of the page) you may search by:

- a. **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: 2022-06-XXXXXXXX.
- b. **UNIQUE ID:** Please enter R0XXXX, continue to enter zeros as place holders after the “R” so that there are five numbers in the field.

Account info last updated on Sep 21, 2023

0 BILL(S) - \$0.00

Home Shopping Cart Checkout

**TAX BILLS** SEWER/WATER/MISC

Click on Sewer/Water/Misc if you want to search Sewer/Water/Misc bills only.  
Click on Tax Bills if you want to search your Real Estate, Personal Property, Motor Vehicle or Supplemental Bills.

**SEARCH BY**

- Name
- Name**
- Property Location
- Bill #
- Unique ID
- List Number

Enter the search criteria below:

Search ?

Enter Last Name then space then 1<sup>st</sup> Initial (example SMITH J) or Business Name (No comma)

All  Due Now  Balance Due  IRS Payment Records for Year 2022

- Previous year bills will show along with current year. The bills with a balance will show an amount in the “Outstanding” tab, and a green shopping cart will show as well.

Town of East Hampton

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0 BILL(S) - \$0.00

Home Shopping Cart Checkout

**TAX BILLS** SEWER/WATER/MISC

Click on Sewer/Water/Misc if you want to search Sewer/Water/Misc bills only.  
Click on Tax Bills if you want to search your Real Estate, Personal Property, Motor Vehicle or Supplemental Bills.

SEARCH BY  
Name  
See Example

Enter the search criteria below:  
SAMPLE B Search

Enter Last Name then space then 1<sup>st</sup> Initial (example SMITH J) or Business Name (No comma)

All  Due Now  Balance Due  IRS Payment Records for Year 2022

01 - REAL ESTATE	02 - PERSONALPROPERTY	03 - MOTOR VEHICLE	04 - MOTOR VEHICLE SUPP
05 - SEWER ASSESSMENT	06 - SEWER USAGE		

BILL #	NAME/ADDRESS	PROPERTY/VEHICLE	TOTAL TAX	PAID	OUTSTANDING	OPTIONS	PAY
2021-03-0000123 12345	SAMPLE BILL	2022 MAKE MODEL	\$150.00	\$150.00	\$0.00		
(MOTOR VEHICLE )							
2022-03-0000123 12345	SAMPLE BILL	2022 MAKE MODEL	\$100.00	\$0.00	\$100.00		
(MOTOR VEHICLE )							

- Click the green shopping cart if you want to pay the bill. Add the bill to your cart.
- In the top right you will see your cart. Click the cart, and navigate to “Checkout” to continue.
- On the next screen, click on the yellow “Pay Now” button. You will then be redirected to our payment website to complete the checkout process.

1 BILL(S) - \$100.00

2022-3-12345	\$100.00
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**TOTAL: \$100.00**

VIEW CART | CHECKOUT