

INSTRUCTIONS FOR MAKING AN ONLINE PAYMENT

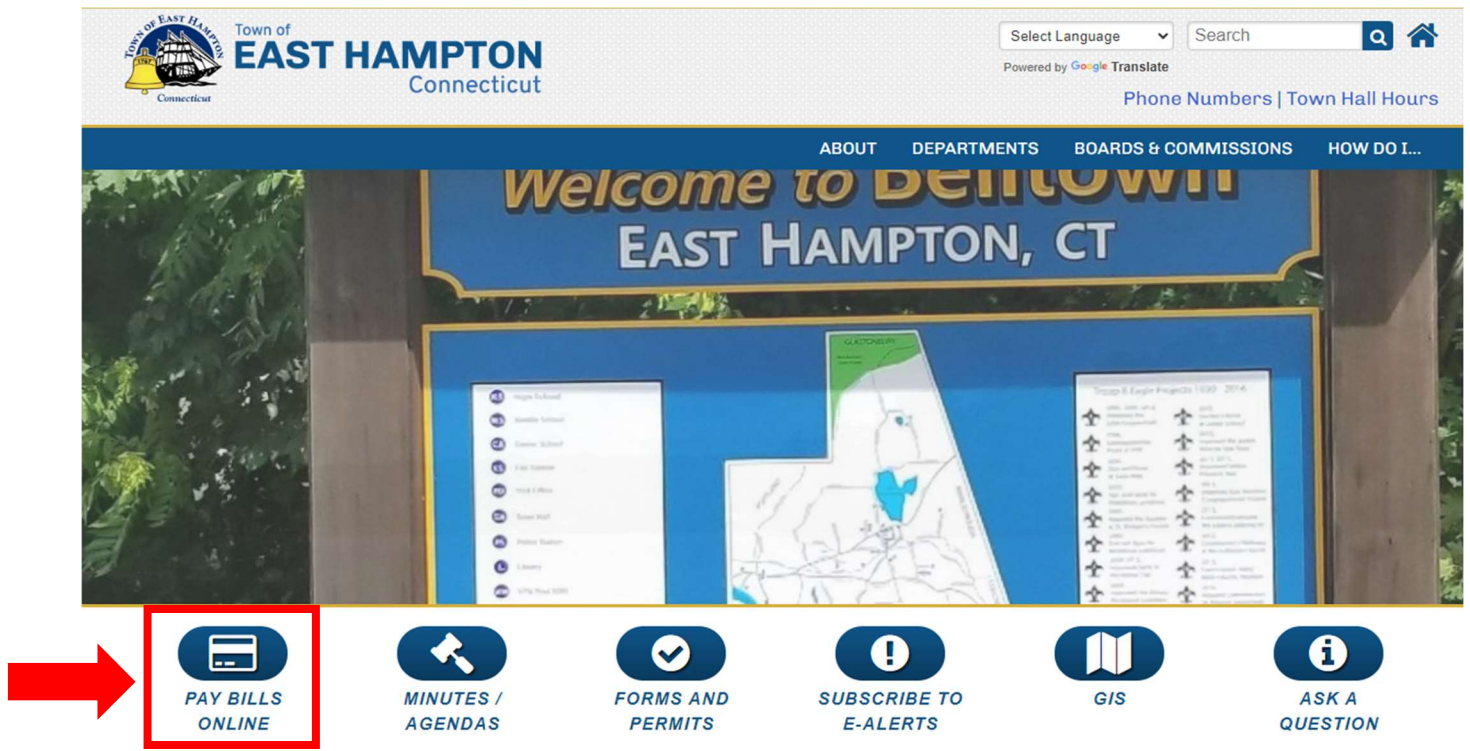
There is a convenience fee for paying your taxes online that goes directly to our online service provider, the Town does not receive the fees. The fees are as follows:

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, click the “Pay Bills Online” button on the home page.



2. Click on the link that reads Tax Payments.



3. For **Tax** 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: 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.

The screenshot shows the Town of East Hampton website. At the top, there is a logo for the Town of East Hampton, Connecticut, and a shopping cart icon indicating 0 bills for \$0.00. Below the header, there are navigation links for Home, Shopping Cart, and Checkout. A blue bar contains the text "TAX BILLS" and "SEWER/WATER/MISC". Below this bar, there are instructions: "Click on Sewer/Water/Misc if you want to search Sewer/Water/Misc bills only." and "Click on Tax Bills if you want to search your Real Estate, Personal Property, Motor Vehicle or Supplemental Bills." The search interface includes a "SEARCH BY" dropdown menu with options: Name, Property Location, Bill #, Unique ID, and List Number. A red arrow points to the "Name" option. To the right of the dropdown, there is a text input field labeled "Enter the search criteria below:" and a "Search" button. Below the input field, there is a text prompt: "Enter Last Name then space then 1st Initial (example SMITH J) or Business Name (No comma)". At the bottom, there are radio buttons for "All", "Due Now", "Balance Due", and "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
East Hampton Connecticut

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

See Example

Enter the search criteria below:












SAMPLE B

Search


Enter Last Name then space then 1st 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

TOTAL: \$100.00

[VIEW CART](#) | [CHECKOUT](#)