How To Make ONE TIME PAYMENTS By Credit/Debit Card or Electronic Check
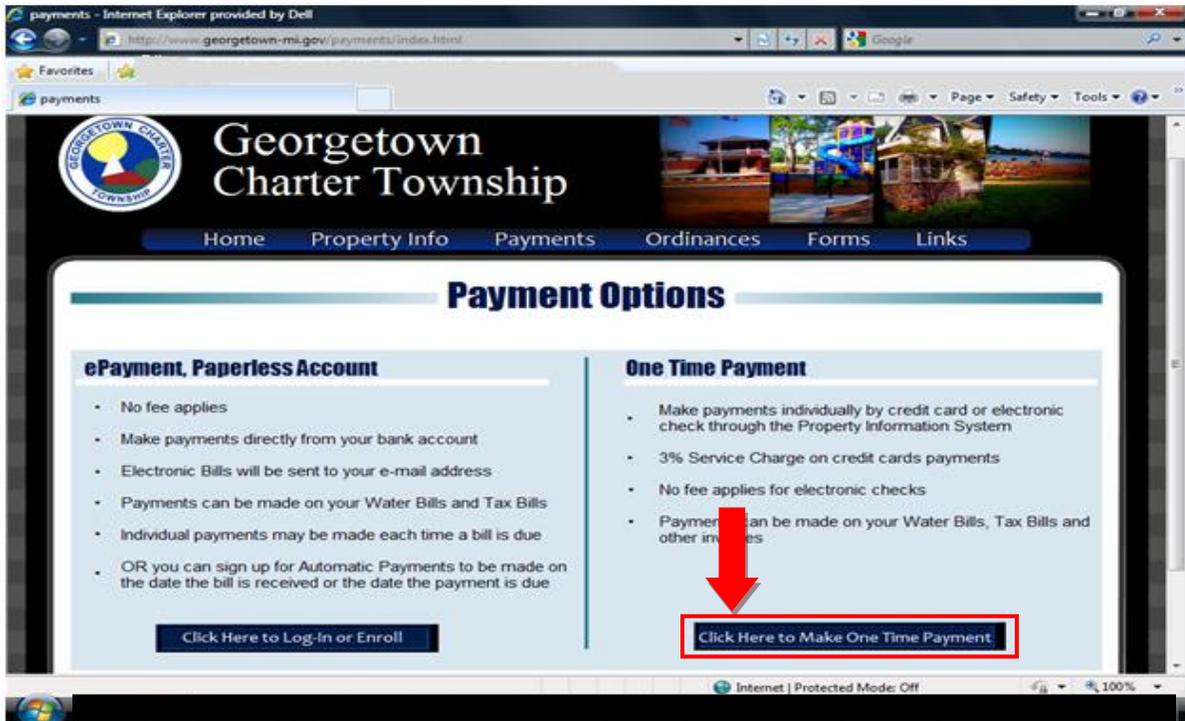
Follow these steps to make a one time utility bill payment, see the last page for a one time tax payment.

1. To make a **ONE TIME PAYMENT** with a credit or debit card, or electronically through a checking account, **Click** on the box [Click Here to Make One Time Payment] (see below).


2. You are now accessing Georgetown Township's **PROPERTY INFORMATION SYSTEM**. To pay a Utility Bill, **Click** on **UTILITY BILLING SEARCH** (see below).
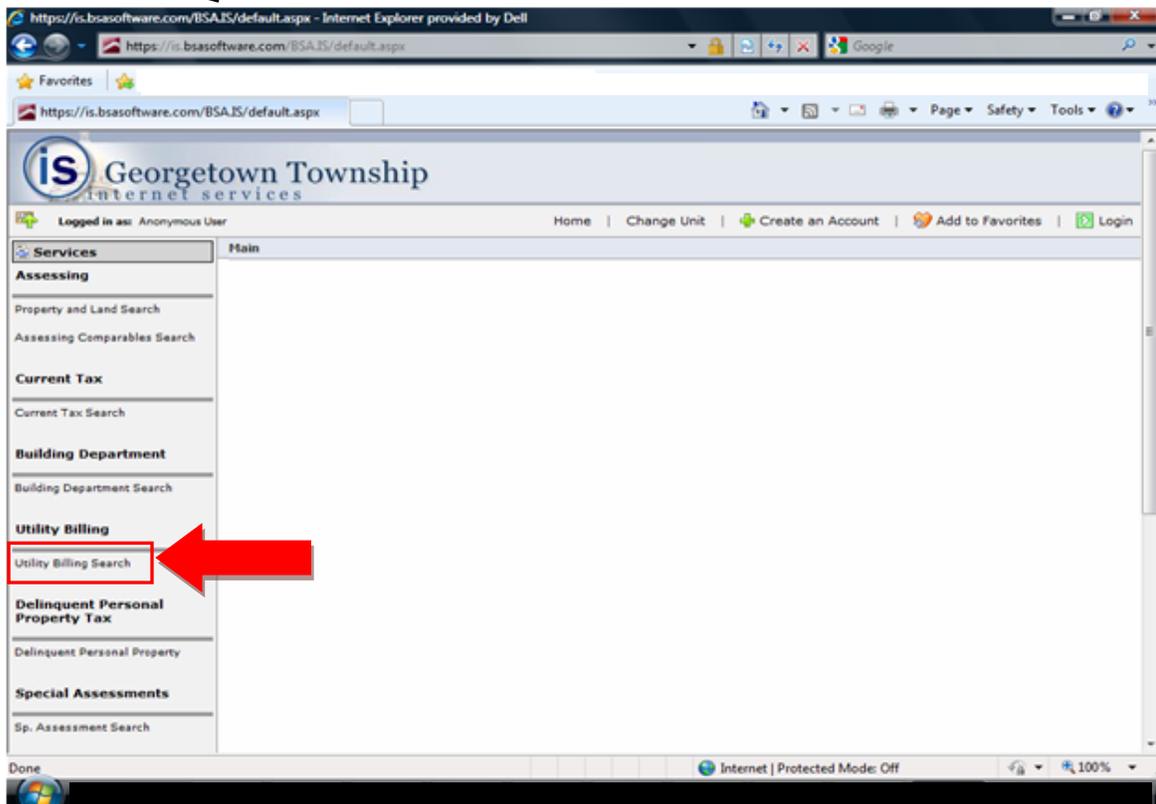
3. Search for your Utility account. Choose the search option of your choice and enter the required field.
****Helpful Hint** Searching by account number produces the best results.**
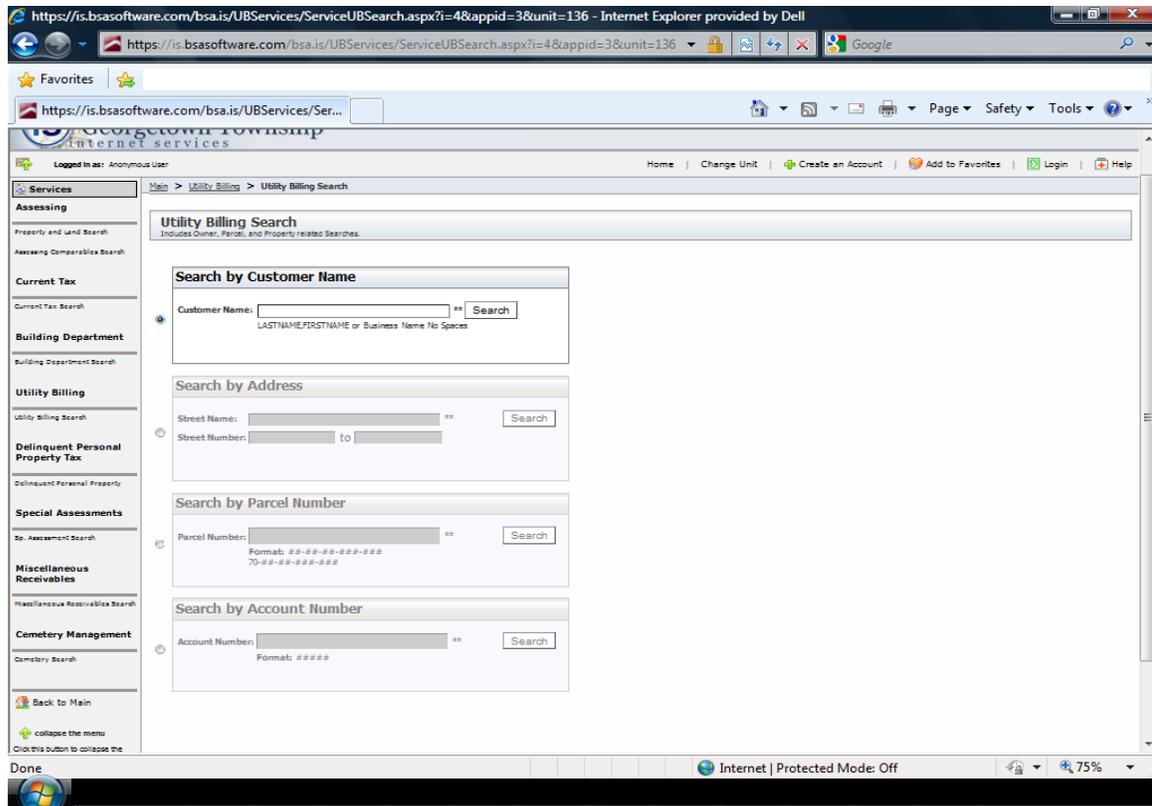
4. On the **SEARCH RESULTS** screen, **Click** on your account number to access to your account.
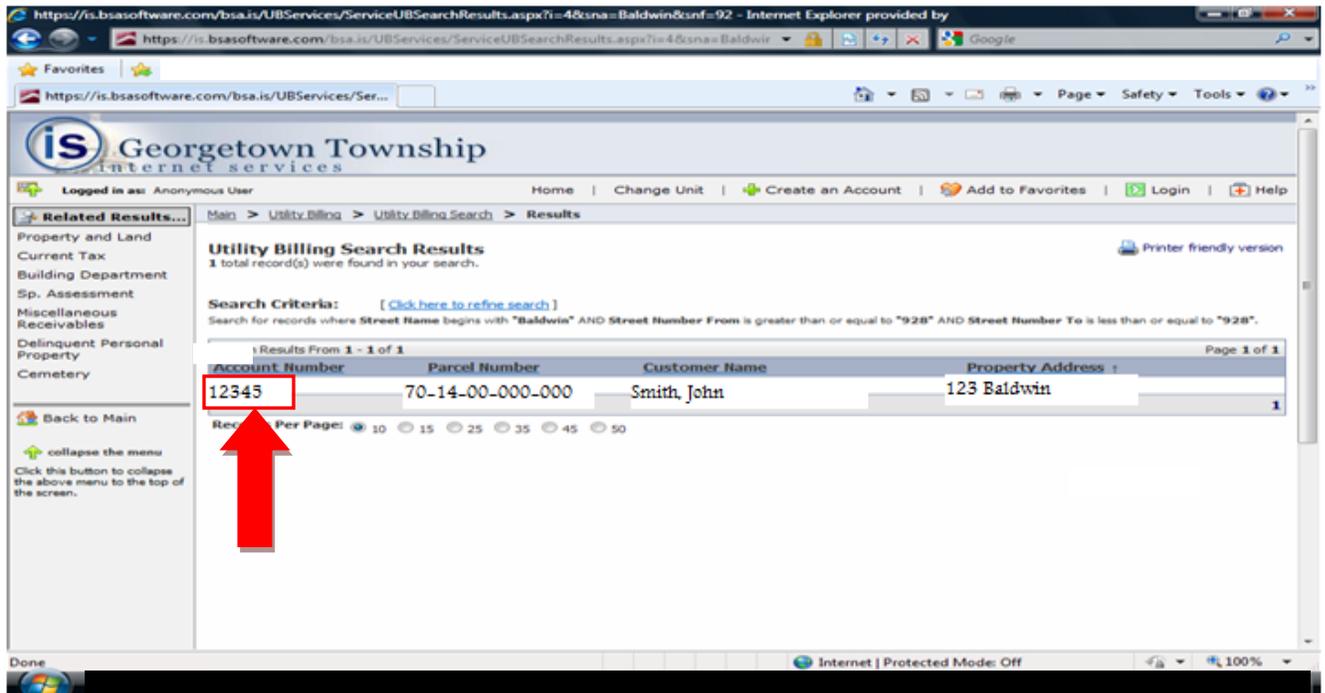
5. If a payment is due you will see a balance amount on the right hand side of the screen under BILLING ITEMS. ↰Click | **Pay Online** | (see below)
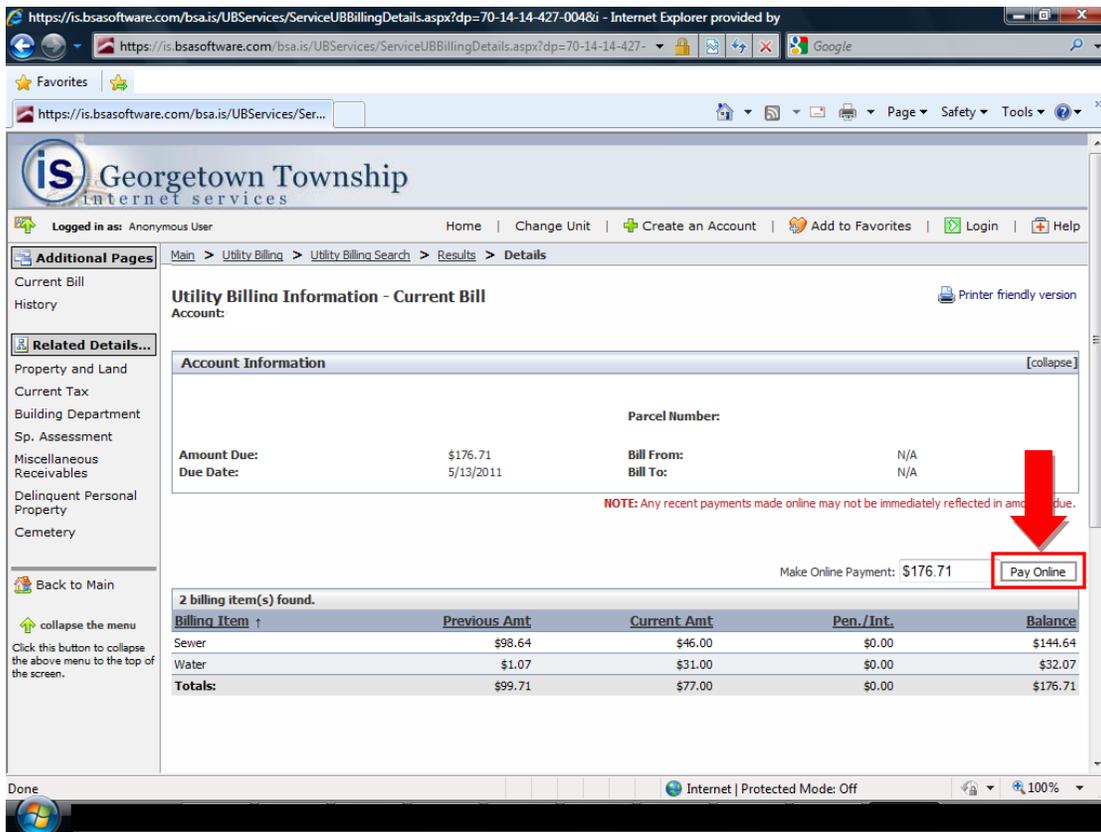
6. Choose your payment method. ↰**Click** the drop down box to choose <u>**Credit/Debit Card or Electronic Check**</u>. Fill in the remaining required fields and ↰**Click** | **REVIEW >>** | at the bottom of the page to continue on with your payment (see below)
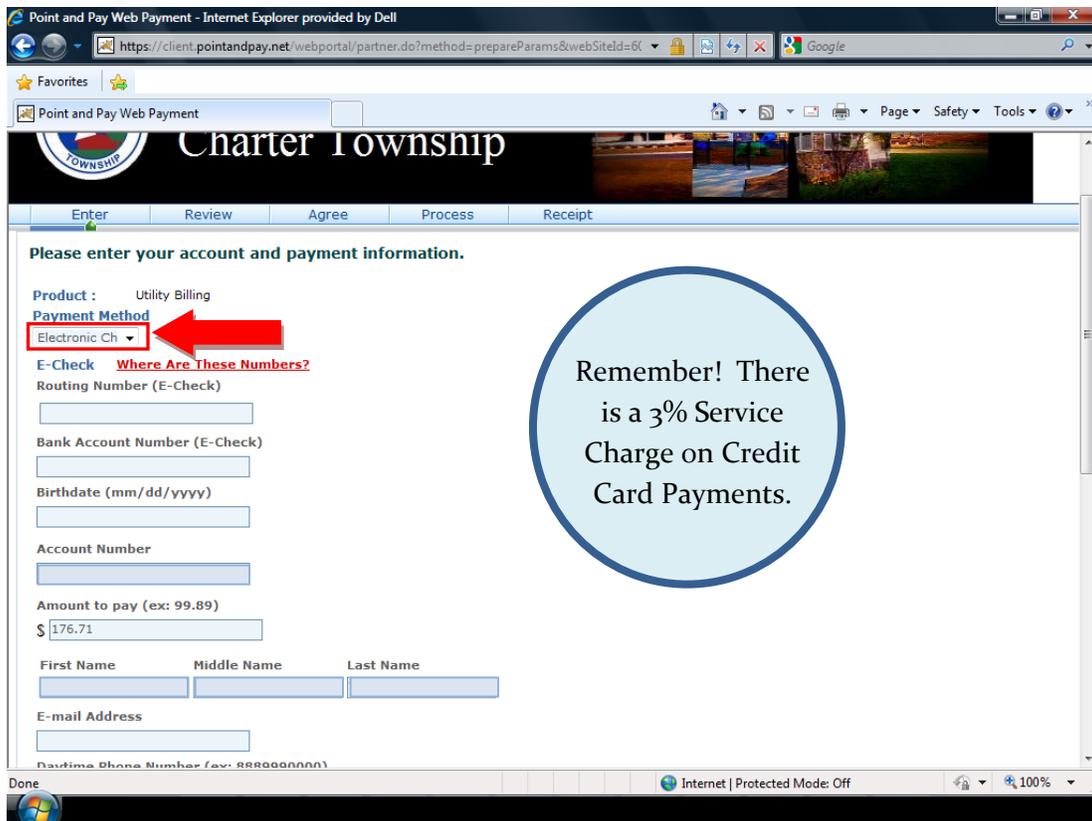
7. **Review** the information and continue on to process your payment

Payment Complete! **The payment will post immediately to your utility account. If paying by electronic check you will see the deduction from your bank account within two business days.**

How To Make a ONE TIME PAYMENT for a Tax Bill

On the **PROPERTY INFORMATION SYSTEM** Click **CURRENT TAX SEARCH** (see below). Search for your property (a parcel number produces the best results). **Click** on your parcel number to access your account and follow the steps above to make a payment.
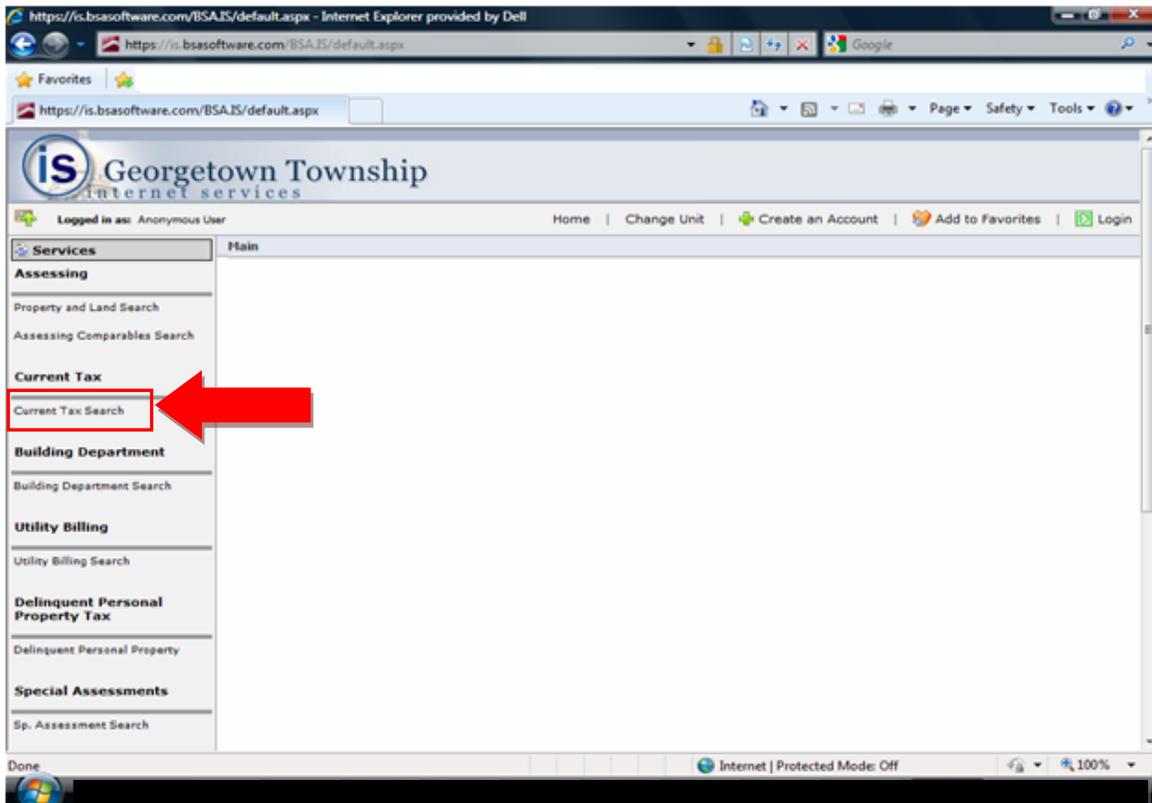
QUESTIONS?

If you have any questions,
call the Township Office
Monday – Friday,
8:00 a.m. to 5:00 p.m.

(616)457-2340