How to PAY Your Taxes Online

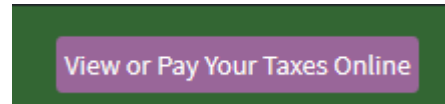1. Go to http://www.ashfordtownhall.org/ and click the button in the footer of the page or click the link at the top of the page.

2. In the search bar enter your last name, space, and first initial.

    Ex. Name: John Smith

3. If there is a shopping cart under the pay section, then there is an outstanding balance.

    Click that button to add as many bills to your cart as you want

4. Find which bill you want to pay
Ex.

   2002-01-37
   - ■ 2002 is the Grand List →

BILL #
2002-01-0000037 00004200-LIEN
(REAL ESTATE)
2003-01-0000038 00004200-LIEN
(REAL ESTATE)
2004-01-0000040 00004200-LIEN

   2002-01-37
   - ■ 01 is Real Estate
     - o 02 Is Personal Property
     - o 03 is Motor Vehicle
     - o 04 is Motor Vehicle Supplement

   2002-01-37
   - ■ 37 is the bill number

   - ■ You MUST pay the OLDEST bills FIRST
     - o Oldest Grand List

5. When all of the bills are in your shopping cart
Click [🛒 0 BILL(S) - $0.00 ▼] and Check Out

6. Read the Terms and Conditions before you press [Pay Now]
   - ■ Especially if You Have Past Due Taxes

7. Make sure the next cart is the same as the previous one and choose how you would like to pay. Then press [Continue to Payment Information ›]
   - ■ Treat All Debit Cards As Credit Cards

8. Enter Payment information, Review, and Submit.
   - ■ There is a 2.95% fee for Credit and Debit Cards
   - ■ There is a $1.95 fee for Checking Account