

STEP BY STEP INSTRUCTIONS FOR ONLINE-EPAYMENT OF TAX BILLS

1. Go to City of Saratoga Springs web page: www.saratoga-springs.org
2. See **Online Services** (left hand side of page): Click on Online Payment.
3. Select the payment you wish to make by clicking on Parking, **Tax**, or Utility Bill.
4. Search for your Tax Bill by using any of the fields below, then clicking on the Search button (bottom of page).
 - a. **If you have your bill:** Use the **Parcel ID** listed on the top of the bill. This ensures that you will find your exact bill for payment.
 - b. **If you do not have your bill:** Search by **address** or **name** is suggested.
 - i. **Address:** The type of street must be exactly as entered in the system. For example, a search for "Main Street" will not find "Main St". You may wish to leave out the type of street, and enter only "Main".
 - ii. **Name:** Use the last name, only.

Real Estate Property Taxes

Home > Citizen Self Service > Real Estate Property Taxes

Please enter search information for Address, Name or Parcel ID.
When searching by address do not include the type of street, for example use "Main" instead of "Main Street" or "Main St".
To search by name, use just the last name.

Address

Number

Street name

Owner name

Parcel ID

Tax year

5. **Find Your Bill:** From the Search Results, find your name/address/account number, and click on **View Bill**. This will take you to a list of outstanding bills.

Real Estate Property Taxes
Home > Citizen Self Service > Real Estate Property Taxes > Search Results

Search Results
[Modify Search](#) | [New Search](#)

6 Found

Address	Unit	Owner	Parcel ID	Tax Year	Bill Type	View Bill
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2013	CITY & COUNTY	View Bill
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2013	CITY & COUNTY	View Bill
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2013	CITY & COUNTY	View Bill

6. **Confirm:** Installments that are currently due will be pre-selected. You may pay additional installments by checking the box next to the installment number. **Confirm the Amounts and click on the “Pay Bill” button. This will start the payment process.**

Tax payments may also be paid **in person** at City Hall, Office of Finance, 474 Broadway, or **mailed** to the Commissioner of Finance, PO Box 328, Saratoga Springs, NY 12866-0328. In addition, tax payments may be paid at Adirondack Trust Co. and Saratoga National Bank. You must have your tax stub to make payments at these locations.

Real Estate Bills
Home > Citizen Self Service > Real Estate Property Taxes > View Bill

View Bill

Bill Year: 2014
Bill: [Redacted]
Owner: [Redacted]
Parcel ID: [Redacted]

[View payments/adjustments](#)

Installment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
<input checked="" type="checkbox"/> 1	3/3/2014	\$1,253.32	\$0.00	\$1,253.32	\$0.00	\$1,253.32
<input type="checkbox"/> 2	6/2/2014	\$1,253.34	\$0.00	\$1,253.34	\$0.00	\$0.00
<input type="checkbox"/> 3	9/2/2014	\$1,253.34	\$0.00	\$1,253.34	\$0.00	\$0.00
<input type="checkbox"/> 4	12/1/2014	\$1,253.34	\$0.00	\$1,253.34	\$0.00	\$0.00
Interest and Penalties						\$75.20
TOTAL		\$5,013.34	\$0.00	\$5,088.54	\$0.00	\$1,328.52

Total selected: \$1,328.52
[Pay Selected Installments](#)

AT THIS POINT YOU WILL BE SENT TO THE OFFICIAL PAYMENTS WEBSITE TO HANDLE THE TRANSACTION.

7. **Payment Amount:** The Payment Amount will include **all selected installment (plus interest and penalties)**.

Tax payments may also be paid **in person** at City Hall, Office of Finance, 474 Broadway, or **mailed** to the Commissioner of Finance, PO Box 328, Saratoga Springs, NY 12866-0328. In addition, tax payments may be paid at Adirondack Trust Co. and Saratoga National Bank. You must have your tax stub to make payments at these locations.

8. **Payment Method:** Select the payment method for your transaction and click on the Continue button.

Select a Payment Option, then click "Continue" to proceed with the payment process.

- Your convenience fee will be calculated and presented on the next page, if applicable.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

*Payment Amount \$.
(Without convenience fee)







Payment Options:

Debit Card

Debit Card

E-Check

Credit Card


9. **Convenience Fee:** The convenience fee charged by Official Payments is displayed. This fee is in addition to the bill amount.

10. **Accept:** If you agree to pay the Convenience fee in addition to the tax amount, and agree to the terms and conditions, click on the Accept button to proceed with the payment process.

OFFICIAL PAYMENTS®

Back to City of Saratoga Springs | Make A Payment | Payment Verification | Help

Make A Payment

 **City of Saratoga Springs, NY**
Real Estate Tax

This payment service is offered by Official Payments Corporation as authorized by the entity to which you are making a payment. Please confirm your payment amount, convenience fee and total (if applicable). Review the Terms and Conditions below and click "Accept" to proceed with your payment. Click "Back" button to change any of the information fields. Click "Decline" button to return to the beginning of the payment process.

- Do not use your browser's "Back" button. Instead, navigate using the buttons below.

Payment Type:	Real Estate Tax
Payment Amount:	\$2,464.71
Convenience Fee:	\$66.55
Total Payment:	\$2,531.26

Official Payments Terms and Conditions:

Official Payments Corporation charges a convenience fee to use this service to make the payment outlined above. This fee is separate from the primary obligation you are paying. The convenience fee is included in the "Total Payment" line above.

Completion of a payment transaction is contingent upon both the authorization of payment by

Printer Friendly

Back | Decline | **Accept**

11. Payment Information: Complete the payment information screen. Fields marked with a red * are required to complete the transaction.

12. Continue: Click on the Continue button once you have completed all the information. You will receive on screen prompts if there are any problems with the transaction or with the information that was entered. Once these are resolved, click Continue again. If these cannot be resolved, your transaction will not go through at this time.

*E-mail Address:
(Required for an e-mail confirmation and online verification.)

*Re-enter E-mail Address:





Bill Number:

Bill Year: 2013

Account Number:

Customer ID:

Payment Option
(May differ from the person owing the tax, bill, or fee.)

*Card Type:    


*Card Number:

*Expiration Date: / (mm/yy)

*Card Verification Number:
(To determine the location of your Card Verification Number, click here.)

Payment Information

Payment Type:	Real Estate Tax
Payment Amount:	\$2,464.71
Convenience Fee:	\$66.55
Total Payment:	\$2,531.26



13. **Review:** After you have successfully clicked Continue, you will be taken to a screen to review your information and confirm the payment amount that will be processed.

14. **Submit:** Once you have reviewed this information, submit your payment by clicking on the "Submit" button. **Please do this only once, or it may interfere with the payment processing.**

Payment Option	
Card Type:	MasterCard
Card Number:	*****4444
Expiration Date:	03/2014
Card Verification Number:	****
Payment Information	
Payment Type:	Real Estate Tax
Payment Amount:	\$2,464.71
Convenience Fee:	\$66.55
Total Payment:	\$2,531.26
<input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

15. **Process payment:** Your payment will be processed. This may take a few moments. During this time a progress bar will be displayed

It is important not to do anything with your browser while the payment is being processed, do not hit the back button or navigate to a different website.

Your payment is being processed.



Please wait while your payment is being processed.

16. **Print Confirmation:** Once completed you will get a confirmation screen. You should **print a copy of this screen** for your records by clicking on the Print Confirmation button (top right hand side of page):

Your payment has been completed successfully.

Confirmation Number: 123456
Payment Date:
Payment Time:



- Please print or write down your payment confirmation number for your records.
- Do not use your browser's "Back" button. Instead, navigate using the buttons below.