# HOW TO PAY BY CREDIT/DEBIT CARD

## 3% (\$2 MINIMUM) CONVENIENCE FEE ADDED

What you need: Your credit or debit card information

Click on CREDIT/DEBIT CARD button:

**CREDIT/DEBIT CARD** 

3% Fee/\$2 minimum

## Choose the quick instructions below <u>or</u> the detailed directions with step-by-step screenshots.

## **QUICK INSTRUCTIONS:**

- 1. Search at the top or under *Getting Started*... by last name, address (use house # only) or parcel # (starts with 22-23).
- 2. Select your property record. \*\*\*\* Make sure you are paying on the correct property \*\*\*\*
- 3. Enter the amount you are paying or leave it at the full amount and click on *Pay Taxes*.
- 4. Enter your (cardholder) information if it is different than what shows.
- 5. For *Payment information* keep the payment method *Credit or Debit Card*.
- 6. Enter credit card information requested, continue, review fee, and submit.

**DETAILED STEP-BY-STEP DIRECTIONS**: (follow this after you choose the CREDIT/DEBIT CARD button) You should be on the following page called **Step 1: Search** to search by name, address, or parcel number.

Choose one:

- (1) Name enter last name only and choose your property.
- (2) **Address** enter the house number without street name and choose your property. (street name entered must exactly match the bill).
- (3) Parcel number number starts with 22-23, dashes are automatically entered.



## **Step 2: Select Record** Pick the property you want to pay property taxes for.

\*\*\*(5) Remember to match the name, address, and parcel number to pay on the correct property.\*\*\*

Step 1: Search Click here to return to this step	Step 2: Select Record Select a record below to continue with making a payment.	<u>Step 3:</u>	
arch Results for <b>"FARMINGTON"</b> using	the <b>Name</b> Search.		
t finding what you are looking for? Click Step 1 above to refi	ne your search to narrow your results or changing your search type.		
4 1 2 3 4 5 6 7 ▶ №			
ime	Reference #	Address	
TY OF FARMINGTON HILLS	22-23-19-426-057	GRAND RIVER	
TY OF FARMINGTON HILLS	22-23-21-127-004	THORNBROOK	
TY OF FARMINGTON HILLS	22-23-21-127-006		
Y OF FARMINGTON HILLS	22-23-21-203-001		
Y OF FARMINGTON HILLS	22-23-21-251-001	FARMINGTON	
TY OF FARMINGTON HILLS	22-23-21-327-001	FARMINGTON	
TY OF FARMINGTON HILLS	22-23-21-327-002	FARMINGTON	
TY OF FARMINGTON HILLS	22-23-21-401-001	24711 FARMINGTON	
TY OF FARMINGTON HILLS	22-23-21-401-003	FARMINGTON	
TY OF FARMINGTON HILLS	22-23-21-401-004	24915 FARMINGTON	
TY OF FARMINGTON HILLS	22-23-21-401-005	24705 FARMINGTON	
TY OF FARMINGTON HILLS	22-23-21-451-007		(5) select your proper
TY OF FARMINGTON HILLS	22-23-22-226-003	31841 ELEVEN MILE	
ITY OF FARMINGTON HILLS	22-23-22-226-025	31555 ELEVEN MILE	vour proper

**Step 3: Make Payment** (6) Enter amount to pay (defaults to total balance due).

(7) Click *Pay Summer/Winter Taxes* to be sent to the payment page.

Step 1: Search Click here to return to this step	Step 2: Select Record Click here to return to this step	Step 3: Make Payment Verify your selected record and enter your payment amount.	
rcel: 22-23-32-226-066			
me & Address Information			
YOUR NAME YOUR ADDRESS			
ditional Record Information			
clicking the link below you can view additional information	for Parcel 22-23-32-226-066.		
ew Additional Parcel Information			
y Taxes on this Parcel			
Enter the Amount Paying for either season for which there i	is an Amount Due. Verify that you have entered the correct amount before clicking the Pay [	[season] Taxes button.	(6)
Interest and Penalty calculation (if applicable) curre	ent as of 10/29/2020		
Interest and Penalty calculation (if applicable) curre	nt as of 10/29/2020	Amount Due	Amount Paying

#### You will be sent to:

#### **City's payment website using Point and Pay Services**

Step 1: Select Payments(8) Enter cardholder information - all fields are mandatory except email address.(9) Pick Credit or Debit Card using down arrow.

- (10) Enter credit card information.
- (11) Press continue.

FAR	MINGTON HILLS Michigan	
Note: * indicates a required My Bills	t Payments low. When finished, click the Continue button and you wi	mation and Receipt
Cardholder Infon First Name: * Address Line 1: * City: *	Mation Last Name: * Address Line 2:	Those fields marked with * must be filled in before continuing.
Phone Number: *	Michigan V Email Address:	
Expiration Date: * (in mm/y) CVV: * Untere is this number?		(11) noel Continue

**Step 2: Review and Submit** Remember there is a <u>3% third-party processing fee</u> charged by Point and Pay (PNP).

Step 3: Confirm and Receipt Make sure you print a receipt for your records.

Your credit card statement will show the following information for each charge:

Property tax amount: FARMINGTON HILLS TAX

Third party processing fee: PNPFARMINGTON SERVICE FE