

## How to view/pay your TAX bill(s) online

You can find and pay your bill by going through our town website...

Start by going to the town website (ridgefieldct.gov)...

Just below the picture banner of the left you will see 'Pay Taxes', click on that...

In the center of the next page click on the big green button that says 'View or Pay Taxes', click on that...

This brings you to the search page, by default it is set to 'TAX BILLS' click on 'SEWER/WATER/MISC' if you are paying a Sewer bill or leave it as is for Real Estate, Personal Property, & MV bills...

Choose your 'search by' in the drop down menu. You can do a search by NAME, PROPERTY LOCATION, BILL#, UNIQUE ID, or LIST NUMBER bill/list...

\*Sewer bills require a bill number or unique ID. If you are looking for a MV bill it is best to search by name. Enter Last Name then space then 1<sup>st</sup> Initial (example SMITH J) or Business Name (No comma)

Enter the search criteria and click on the search button to the right...

You should see your tax bills listed at the bottom...

To view: simply click on the red PDF icon next to the bill to download a bill detail...

**To pay:** click on the green shopping cart for any bill you want to pay that has an outstanding balance, it will then be added to your orange cart at the top of the page...

You should now see it in the orange cart at the top of the page, click on the pay cart option in the orange cart...

The next page is the terms and conditions, read the if you like then click on pay now...

The next page is the 'review your cart' page, if everything checks out continue forward with payment...

\*\*Please note the current fees: \$.95 for EFT or 2.99% for credit or debit with a minimum fee of \$3.95 \*\*\*If you are paying a delinquent MV tax bill it will take 10 business days before a DMV release is issued