

Welcome to: the **County of El Dorado's Online Property Tax System**  
[Help Documentation](#) – Tax Bill Payments

1. Pay Tax Bills
2. Pay for Multiple Bills in 1 transaction

### 1. Pay a Tax Bill

Tax bills can be placed into the shopping cart for payment by click on either individual installment buttons, both installment buttons, redeem buttons or the Pay Total button; located under the “Pay” column.



Current Owner: Taxpayer, John A. 999-020-48-100

| Description                   | 1 <sup>st</sup> Installment | 2 <sup>nd</sup> Installment | Due               | Default Due | Year      | Bill/Default #         | Pay   |
|-------------------------------|-----------------------------|-----------------------------|-------------------|-------------|-----------|------------------------|---|
| Secured                       | \$738.64                    | \$738.64                    | \$1,477.28        |             | 2012-2013 | <a href="#">068463</a> | <input type="button" value="1st"/> <input type="button" value="2nd"/> <input type="button" value="Both"/> |
| Default                       |                             |                             |                   | \$1,020.29  | 2012      | 104222                 | <input type="button" value="Redeem"/>   |
| Totals                        |                             |                             | \$1,477.28        | \$1,020.29  |           |                        |   |
| Grand Total Secured Taxes Due |                             |                             | <b>\$2,497.57</b> |             |           |                        | <input type="button" value="Pay Total"/>  |

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Questions about Tax Bills/Payments? Call (530) 621-5800



Buttons are greyed out if they are already paid or are already in the shopping cart. Because California State law requires that taxpayers must pay the 1<sup>st</sup> installment before the 2<sup>nd</sup> installment, you cannot select the 2<sup>nd</sup> installment unless the 1<sup>st</sup> installment is already paid or already in the shopping cart. If you would like to pay both installments, you can use the “Both” button. The Pay Total button puts all unpaid tax bills into your shopping cart.

## 2. How do I pay multiple Properties/Accounts in 1 transaction?

The shopping cart is designed to make paying for multiple bills, multiple properties and multiple accounts possible; thusly, saving you money by bundling them into 1 transaction.

Begin by entering an APN or account number at the APN or Account number entry screens.

The screenshot shows the 'Secured Property Tax' interface. At the top, it says 'County of El Dorado California' and 'C.L. RAFFETY, CPA Treasurer & Tax Collector'. There are 'Unsecured' and 'Exit' buttons. The main section is titled 'Secured Property Tax' and contains the following elements:

- 'Enter Assessor's Parcel Number ?-' (with or without dashes): A text input field containing '999-999-99-99' and a blue arrow pointing left.
- 'Pay or Show Tax Summary' button.
- 'View Tax Bill' button with a dropdown menu showing '2012-2013'.
- 'Lookup Assessor's Parcel Number by Name ?-': A sub-section with a note '(names are generally listed as last name then first name - % can be used as a wildcard)'. It includes a text input field and a blue arrow pointing left.
- 'Lookup APN' button.

At the bottom, there is a 'Policies and disclaimers' link.

The screenshot shows the 'Unsecured Property Tax' interface. At the top, it says 'County of El Dorado California' and 'C.L. RAFFETY, CPA Treasurer & Tax Collector'. There are 'Secured' and 'Exit' buttons. The main section is titled 'Unsecured Property Tax' and contains the following elements:

- 'Enter Account Number ?-': A text input field containing '9-999-999-9999' and a blue arrow pointing left.
- 'Pay or Show Unsecured Sum' button.
- 'Lookup Your Account Number by Name ?-': A sub-section with a note '(generally listed by business name or last name, first name - % can be used as a wildcard)'. It includes a text input field and a blue arrow pointing left.
- 'Lookup Acct Num' button.

At the bottom, there is a 'Policies and disclaimers' link.

Click on the “Pay or Show Tax Summary” or “Pay or Show Unsecured Summary” buttons.

**Pay or Show Unsecured Sum**

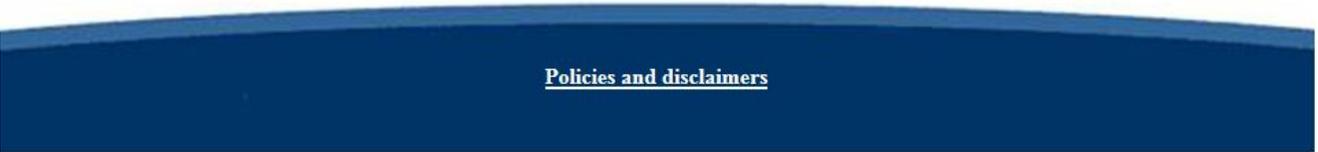
From the Tax summary page; You can place tax bills into your shopping cart by selecting either an individual installment, both installments or all bills payable through the online system (by clicking on “Pay Total”).



| Account Number: 8-505-000-1580  |                  |           |          |             |           |                |           |
|---------------------------------|------------------|-----------|----------|-------------|-----------|----------------|-----------|
| Description                     | Name             | Prop Desc | Due      | Default Due | Year      | Bill/Default # | Pay       |
| Unsecured                       | BOOKKEEPING SVCS | EQUIPMENT | \$121.06 |             | 2012-2013 | 000015         | 1st       |
| Unsecured                       | BOOKKEEPING SVCS | EQUIPMENT |          |             | 2011-2012 | 000015         | 1st       |
| Unsecured                       | BOOKKEEPING SVCS | EQUIPMENT |          |             | 2010-2011 | 000015         | 1st       |
| Unsecured                       | BOOKKEEPING SVCS | EQUIPMENT |          |             | 2009-2010 | 000015         | 1st       |
| Totals                          |                  |           | \$121.06 | \$0.00      |           |                |           |
| Grand Total Unsecured Taxes Due |                  |           | \$121.06 |             |           |                | Pay Total |

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| Current Owner: 775-150-27-200 |                             |                             |            |             |           |                |              |
|-------------------------------|-----------------------------|-----------------------------|------------|-------------|-----------|----------------|--------------|
| Description                   | 1 <sup>st</sup> Installment | 2 <sup>nd</sup> Installment | Due        | Default Due | Year      | Bill/Default # | Pay          |
| Secured                       | Paid on: 08/29/2012         | \$738.64                    | \$738.64   |             | 2012-2013 | 068463         | 1st 2nd Both |
| Default                       |                             |                             |            | \$1,020.29  | 2012      | 104222         | Redeem       |
| Totals                        |                             |                             | \$738.64   | \$1,020.29  |           |                |              |
| Grand Total Secured Taxes Due |                             |                             | \$1,758.93 |             |           |                | Pay Total    |

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Once the first bill or bills are in your shopping cart, use the “Another Property” button



You can move between the secured and unsecured tax sections by clicking on the icons on the top right of those entry screens.



Now, enter in a new APN or Account number and go to the tax summary page for that APN/Account. Select tax bills for payment and they will be added to your shopping cart.

There is no limit to the number of tax bills you can put in your shopping cart. The shopping cart icon will indicate the total number of items in your cart.



The only requirement is that the shopping cart is paid with 1 payment method. That is all the bills in a shopping cart will all be paid by 1 credit card or by 1 Electronic Fund Transfer.



**Your Shopping Cart**



You have **3** items currently in Your Cart

| Description     | APN/Account  | Bill/Default Number | Installment # | Year | Amount       | Remove            |
|-----------------|--------------|---------------------|---------------|------|--------------|-------------------|
| Secured         | -150-27-200  | 068463              | 2             | 2012 | \$738.64     | Remove            |
| Secured Default | -150-27-200  | 104222              | 1             | 2012 | \$1,020.29   | Remove            |
| Unsecured       | 1- -000-1580 | 000015              | 1             | 2012 | \$121.06     | Remove            |
|                 |              |                     |               |      | <b>Total</b> | <b>\$1,879.99</b> |

**Method of Payment**  
 Electronic Funds Transfer  
 \$0.75 Convenience Fee will be added

EFT

**Credit Card**  
 \$3.00 + 2.2% Convenience Fee will be added

Credit Card

You may choose a method of payment by clicking on either the EFT or Credit Card icons in the lower center of the screen.

You can remove individual installments by clicking on the remove buttons on the far right of the table. Because California State law requires that taxpayers must pay the 1<sup>st</sup> installment before the 2<sup>nd</sup> installment, you cannot remove the 1<sup>st</sup> installment if the 2<sup>nd</sup> installment is also in the shopping cart.

You may also return to the tax summary by clicking the Back button.

Once you have clicked on a method of payment you will be directed to the Payment information entry screen.



## Credit Card Payment



Card Type \*

Name on Card\*

Credit Card Number \*

Verification Code \*  

Exp. Date \*

Zip Code\*

Email Address

Tax Amount \$2,735.75

Fee<sup>1</sup> \$63.19

**Total** \$2,798.94



### Rejected Credit

When paying via Credit Card, please be aware of the following:

1. If your payment rejects for any reason, you are liable for a Returned Credit Card fee of \$15.00
2. If the deadline for paying property taxes passes and the credit card payment is subsequently rejected, you are also liable for the late payment penalties and costs.

The Tax Collector's Office is **NOT** responsible for any additional fees or penalties that become due because of a rejected Credit Card payment.



Do not click on the back button after submitting payment

\*Indicates required field

<sup>1</sup> A non-refundable convenience fee will appear on your Credit Card statement as a separate charge. This amount is in addition to the tax bill payment. El Dorado County does not receive any part of the convenience fee. It is imposed solely by the third-party payment processor.

\*Disclaimer

Payments made through the Tax Collector's web site will be considered timely if paid on or before midnight (Pacific Time) on the due date and are **NOT** rejected for any reason.

Or



## EFT Payment

First Name on Bank Account \*

Last Name on Bank Account \*

Bank Account Number \*

Confirm Bank Account Number \*

 [Routing Number](#) \*

Account Is \*

Account Type \*

Email Address

Tax Amount \$2,735.75

Fee<sup>1</sup> \$0.75

**Total** \$2,736.50

### Rejected Payment

When paying via Electronic Transfer of Funds (EFTs), please be aware of the following issues. EFTs are subject to validation with your bank, which is not an immediate process. There is a possibility that EFTs will NOT clear, due to insufficient funds in the account, or incorrect account information.

This can have the following consequences for you as the taxpayer:

1. You are liable for a Returned EFT fee of \$15.00
2. If the deadline for paying property taxes passes and the EFT payment is subsequently rejected, you are also liable for a late payment penalties and costs.

The Tax Collector's Office is **NOT** responsible for any additional fees or penalties that become due because of dishonored EFT payment by the Taxpayer's Bank.



Do not click on the back button after submitting payment

\*Indicates required field

<sup>1</sup> A non-refundable convenience fee will appear on your Credit Card statement as a separate charge. This amount is in addition to the tax bill payment. El Dorado County does not receive any part of the convenience fee. It is imposed solely by the third-party payment processor.

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After entering the required information, Click on the submit payment and your payment will be submitted for authorization. Please do not click on the submit payment button more than once.

If there is an error, a message will be generated on the information entry screen.

If no error exists, you will receive a CC/EFT confirmation. If you entered a valid email address, you will also receive an email with your CC/EFT confirmation.



**Your Credit Card/EFT Confirmation**



| Payment Confirmation #: 201208220103290549132000000001 Authorization Code: 235001 |                |                        |               |              |                   |
|---|----------------|------------------------|---------------|--------------|-------------------|
| Description   | APN/Account    | Bill/Redemption Number | Installment # | Year         | Amount            |
| Unsecured   | 2-114-601-6010 | 007534                 | 1             | 2012         | \$362.08          |
| Unsecured   | 1-380-000-9260 | 002396                 | 1             | 2012         | \$188.17          |
| Unsecured   | 2-003-121-0080 | 005087                 | 1             | 2012         | \$185.20          |
| Unsecured   | 2-003-017-0020 | 005038                 | 1             | 2012         | \$84.07           |
| Unsecured   | 2-955-823-0010 | 007555                 | 1             | 2012         | \$435.60          |
| Unsecured   | 2-009-256-0010 | 007284                 | 1             | 2012         | \$56.49           |
|   |                |                        |               | Tax          | \$1,311.61        |
|   |                |                        |               | Fee          | \$0.75            |
|   |                |                        |               | <b>Total</b> | <b>\$1,312.36</b> |

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**Disclaimer:**

Payments made through the Tax Collector's web site will be timely if paid on or before midnight (Pacific Time) on the due date and are NOT rejected for any reason.