

How to View/Pay Your Personal Property Tax Bill

You can pay your Dare County Personal Property Tax bill with your VISA or MasterCard. Your payment will be posted to your tax bill as of the day you make your online payment.

Before you can pay your bill, you must first locate and view the bill. Please note that as you navigate through the screens additional information relevant to the screen you are viewing is available by clicking on the “Options” button.

Locate/View Bill:

Click on the “Personal Property Taxes” link in the lower half of the screen, or click on “Services” button at the top, then “Personal Property Taxes”. The “Personal Property Inquiry” screen will appear.

In the “Personal Property Inquiry” screen, enter one of the following:

- Property Address: Street number and street name (do not enter the street type such as St, Rd, Ave, etc.)
- Owner’s Name: Enter the property owner’s name using the format LAST, FIRST.
- Property Code: Enter the 9 digit parcel number, do not enter spaces or dashes

Click on “Submit Request” or depress Enter. *Please be patient!* There are a large number of records that must be searched to process your request.

If the “Personal Property Detail Information” screen appears, only one property met your search criteria.

If the “Selected Personal Property” screen appears, more than one property met your search criteria. If the property you want to look at is listed on the “Selected Personal Property” screen, click on the Property Code in the left column to select it. The “Personal Property Detail Information” screen appears.

If the property you want to look at is not listed on the screen, move your mouse to the “Options” button at the top of the screen, then click on “New Search” and re-enter your search criteria, being careful that the information is correct.

Click on “View/Pay Bill” at the bottom to view the “Personal Property Bill Information” screen. You’ve now located the bill and can proceed to pay it.

Pay Bill:

From the “Personal Property Bill Information” screen click on the “Pay Bill” button. The “Summary of Bills to be Paid” screen appears. (If there is a \$0 balance or credit on the

bill, the “Pay Bill” button will not appear and you will not be able to make any online payments to this bill.)

The current amount due will appear automatically in the “Amount to Pay” column. If you want to pay a different amount, type the amount in the “Amount to Pay” column. Note: The amount you enter must be greater than \$0.00, but less than or equal to the amount due. You cannot overpay your bill.

Click on “Continue”. The “Payment Information” screen appears.

Enter your credit card information EXACTLY as it appears on your credit card or bank statement. Provide an e-mail address if possible. Then click on “Pay Bill(s)”.

Note: If any of the required fields were not completed, the payment screen will reappear with the required fields in bold.

If all required fields were completed, a small verification window appears. If all information is correct, click on “Continue”, otherwise click on “Cancel” to return to the payment screen.

Please wait while your transaction is processed. If the transaction processed successfully, a “Payment Confirmation” screen appears. **Print this screen as a receipt for your records.** Your payment will be applied to your tax bill as of the day you make your online payment.

If the transaction did not process successfully, a “Payment Declined” screen appears. In this case you can either try to reenter your payment information by clicking on the “Options” button, then “Bill Info” to restart the process, or contact your credit card issuing bank with the decline code.

Exit the Dare County Online Payments website as you would any website, or click on the “Options” button then “Additional Information” to select another Dare County web link.

Contact Information:

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