

Click2Gov Helpful Hints

TAX BILLING

(If your bank returns your credit card payment for any reason, you will be responsible for paying the City of Winchester the total of your credit card payment along with a \$25.00 bank return charge fee. The only form of payments accepted for reimbursement of the returned credit card payment and bank fee will be either cash or certified funds. The City of Winchester will not, in any case, be responsible for refunding the credit card fee as the City is billed for these fees by the credit card merchant.)

1. To begin, select "Account Search" from the left side of this screen.
2. If you want to search by "Street Address" populate the field that is marked with a red * and then click on the "Search" button at the bottom right of the screen. Other "search types" are Owner Name, Account ID and Parcel.

Winchester Virginia

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Account Search

Click2Gov Tax Billing - Account Search

* = Required

To find the account or accounts you are looking for, please select the search method a below and then enter the appropriate criteria.

1. Choose Your Search Type

Search By: Street Address

2. Enter Your Search Criteria

* Street Number:

Street Direction:

* Street Name:

Street Suffix:

Search

Hint: When searching by owner, enter the last name first to achieve best results (e.g. Doe John).

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- Once the address search results appear, click on the address you are searching. If you want to move to the next page, click on "Next Page" at the right side of the screen.


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Click2Gov Tax Billing - Address Search Results

Account Search

Please select one of the addresses below to view tax information associated with that address.

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Address ⬇	Owner ⬇	Property Type ⬇	Tax Account ID ⬇
2816 SARATOGA DR	BARBOUR JEFFREY L	REAL ESTATE TAX	000009190
2817 SARATOGA DR	SCHIEVE PETER A	REAL ESTATE TAX	000009192
2820 SARATOGA DR	BRUBAKER JOHN C III	REAL ESTATE TAX	000009189
2821 SARATOGA DR	CARTER JAMES E TRUSTEE	REAL ESTATE TAX	000009193
2824 SARATOGA DR	SNYDER LEWIS	REAL ESTATE TAX	000009188
2825 SARATOGA DR	SMITH COURTLAND W	REAL ESTATE TAX	000009194
2828 SARATOGA DR	STEFANKO NICHOLAS M	REAL ESTATE TAX	000009187
2829 SARATOGA DR	BOTTA JEFFREY SAMUEL	REAL ESTATE TAX	000009195

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- You may toggle back and forth between pages by using either the “Previous Page (left side of screen)” or “Next Page (right side of screen).”


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Account Search

Click2Gov Tax Billing - Address Search Results

Please select one of the addresses below to view tax information associated with that address.

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Address ⌵	Owner ⌵	Property Type ⌵	Tax Account ID ⌵
2832 SARATOGA DR	CLARK BRIAN K	REAL ESTATE TAX	000009186
2833 SARATOGA DR	KITTS WILLIAM F	REAL ESTATE TAX	000009196
2836 SARATOGA DR	PANGLE JOAN A	REAL ESTATE TAX	000009185
2840 SARATOGA DR	KERR TRACY PAYNE	REAL ESTATE TAX	000009184
2844 SARATOGA DR	WHITACRE ARLAN ROBERT	REAL ESTATE TAX	000009183
2901 SARATOGA DR	KILLMER JAMES R	REAL ESTATE TAX	000009209
2902 SARATOGA DR	RUSS KEVIN M ET UX	REAL ESTATE TAX	000009182
2905 SARATOGA DR	SPAID WILLIAM KEITH	REAL ESTATE TAX	000009210

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5. Once you have selected the address the following screen will open giving you such options as “Inquiry, View Bill, History and Valuation.” The screen below is the “Inquiry” screen. Also from the “Inquiry” you have the option to pay your bill by clicking on the “Pay Bill” button at the bottom right corner of the screen. **PAYMENTS WILL BE APPLIED TO OLDEST TAX YEAR!** Be sure to **VERIFY** payment amount and account information are correct before you complete the payment transaction. If you have a Contract (Payment Plan) with the Treasurer’s Office, please notify the Treasurer’s Office directly (540-667-1815) before making your payment.

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Click2Gov Tax Billing - Account Inquiry

Account ID : 9214 Location ID : 9214	Owner Name : BRACKIN CHARLES W Address : 2921 SARATOGA DR, WINCHESTER, VA 22601 Parcel ID : 309-04-A-59 - > <01
General Account Information	
Second Owner Name : BRACKIN SHERRY A Subdivision :	Acreage : .3364
Roll Code : REAL ESTATE TAX	
Tax Information for 2015	
Billed taxes : \$2,827.37	
Current Taxes Due : \$0.00	
Interest, Penalties, and Collections : \$0.00	
Total Due : \$0.00	
Pay Amount : <input type="text" value="0.00"/>	
Pay Bill	

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6. The “View Bill” option provides you the opportunity to view what is owed on a given piece of property. If there is nothing owed you will see a notice as well.

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Click2Gov Tax Billing - Current Tax Bill

Account ID : 9214 Location ID : 9214	Owner Name : BRACKIN CHARLES W Address : 2921 SARATOGA DR, WINCHESTER, VA 22601 Parcel ID : 309-04-A-59 - > <01
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General Information

Total Taxes : \$0.00
Pending Payment(s) Amount : \$0.00

No open tax bills found for tax account ID selected.

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7. The “History” option (see screen below) will show account, tax year and bill detail (bill created and paid). On this screen you have the option to select different tax year.

Winchester Virginia City of Winchester

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Click2Gov Tax Billing - Account History

Account ID : 9214 Owner Name : BRACKIN CHARLES W
Location ID : 9214 Address : 2921 SARATOGA DR, WINCHESTER, VA 22601
Parcel ID : 309-04-A-59 - > <01

Tax Year Detail

Tax Year : **2015** ▾

Total Amount Billed : \$2,827.37
Total Amount Paid : \$2,827.37
Total Amount Due : \$0.00

Date	Period	Type	Amount
04/22/15	1	Bill	\$1,413.69
04/22/15	2	Bill	\$1,413.68
05/27/15	1	Payment	\$1,413.69
12/01/15	2	Payment	\$1,413.68

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8. On the "History" screen, you may click on the "date" and it will bring up "Bill Detail (see below)."
Please be reminded that the real estate due dates are June 5 and December 5 of each year.

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Click2Gov Tax Billing - Bill Detail

Account ID : 9214 **Owner Name :** BRACKIN CHARLES W
Location ID : 9214 **Address :** 2921 SARATOGA DR, WINCHESTER, VA 22601
Parcel ID : 309-04-A-59 - > <01

General Information

Bill Name : BRACKIN CHARLES W
Bill Address : 2921 SARATOGA DR, WINCHESTER, VA 22601
Delinquent Date : 06/06/15
Tax Year : 2015
Billing Period : 1
Original Tax Amount : \$1,413.69
Total Tax Amount : \$1,413.69

Taxable Value	Tax Amount
\$310,700.00	\$1,413.69

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9. On the “Valuation” screen you can view the assessment year and gross assessment. You can change the assessment year and the gross assessment will change accordingly.

The screenshot displays the 'Click2Gov Tax Billing - Valuation' interface. At the top, the Winchester Virginia logo is on the left, and the tagline 'Rooted in history Reaching for the future' is on the right. Navigation links for 'Contact Us', 'Create New User', and 'Login' are in the top right. A left-hand menu includes 'Help', 'Home', 'Account Search', 'Inquiry', 'View Bill', 'History', and 'Valuation' (which is highlighted). The main content area shows account details: Account ID: 9214, Location ID: 9214, Owner Name: BRACKIN CHARLES W, Address: 2921 SARATOGA DR, WINCHESTER, VA 22601, and Parcel ID: 309-04-A-59 - > <01. Below this is a 'General Information' section with a dropdown for 'Assessment Year' set to 2015 and a 'Gross Assessment' of \$310,700.00. A table below shows 'Showing 1 to 2 of 2 entries'. The footer contains copyright information for Sungard HTE and the Winchester Virginia logo.

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Click2Gov Tax Billing - Valuation

Account ID : 9214
Location ID : 9214

Owner Name : BRACKIN CHARLES W
Address : 2921 SARATOGA DR, WINCHESTER, VA 22601
Parcel ID : 309-04-A-59 - > <01

General Information

Assessment Year : 2015

Gross Assessment : \$310,700.00

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Winchester Virginia

If you have questions regarding these screens, please contact the City of Winchester Treasurer’s Office at (540) 667-1815, M-F, from 8:00 a.m. to 5:00 p.m.