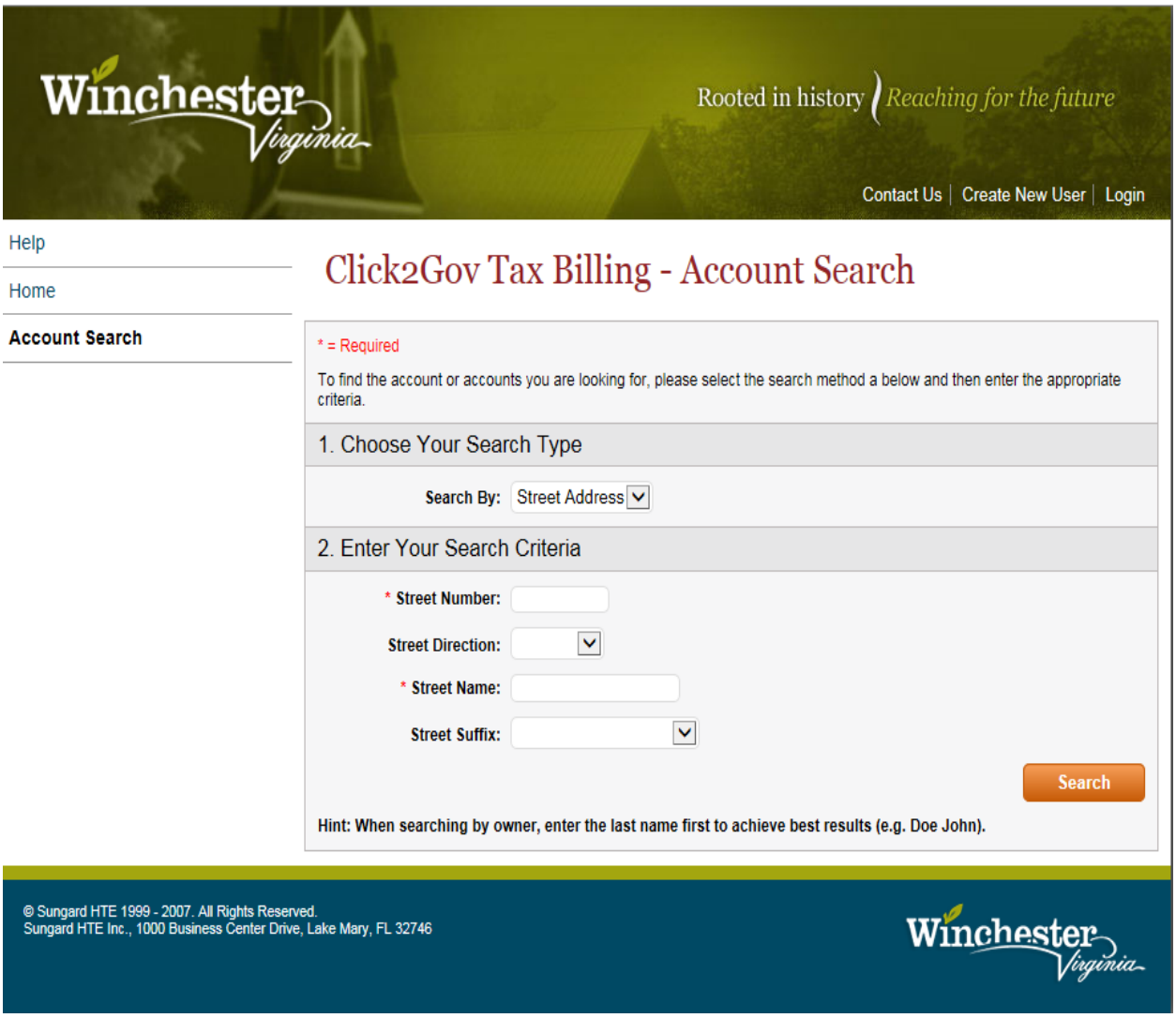
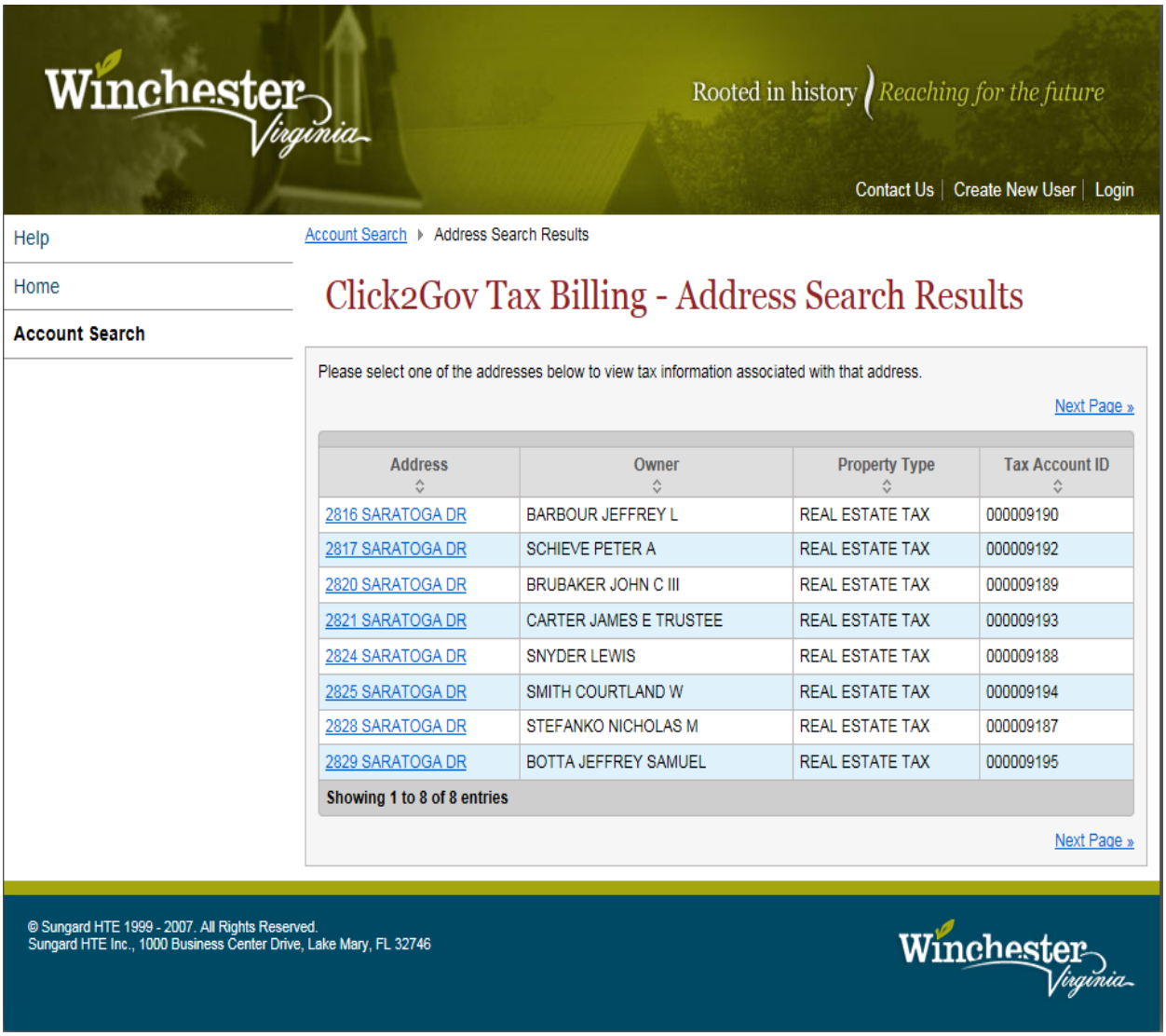
Click2Gov Helpful Hints
TAX BILLING

(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.)

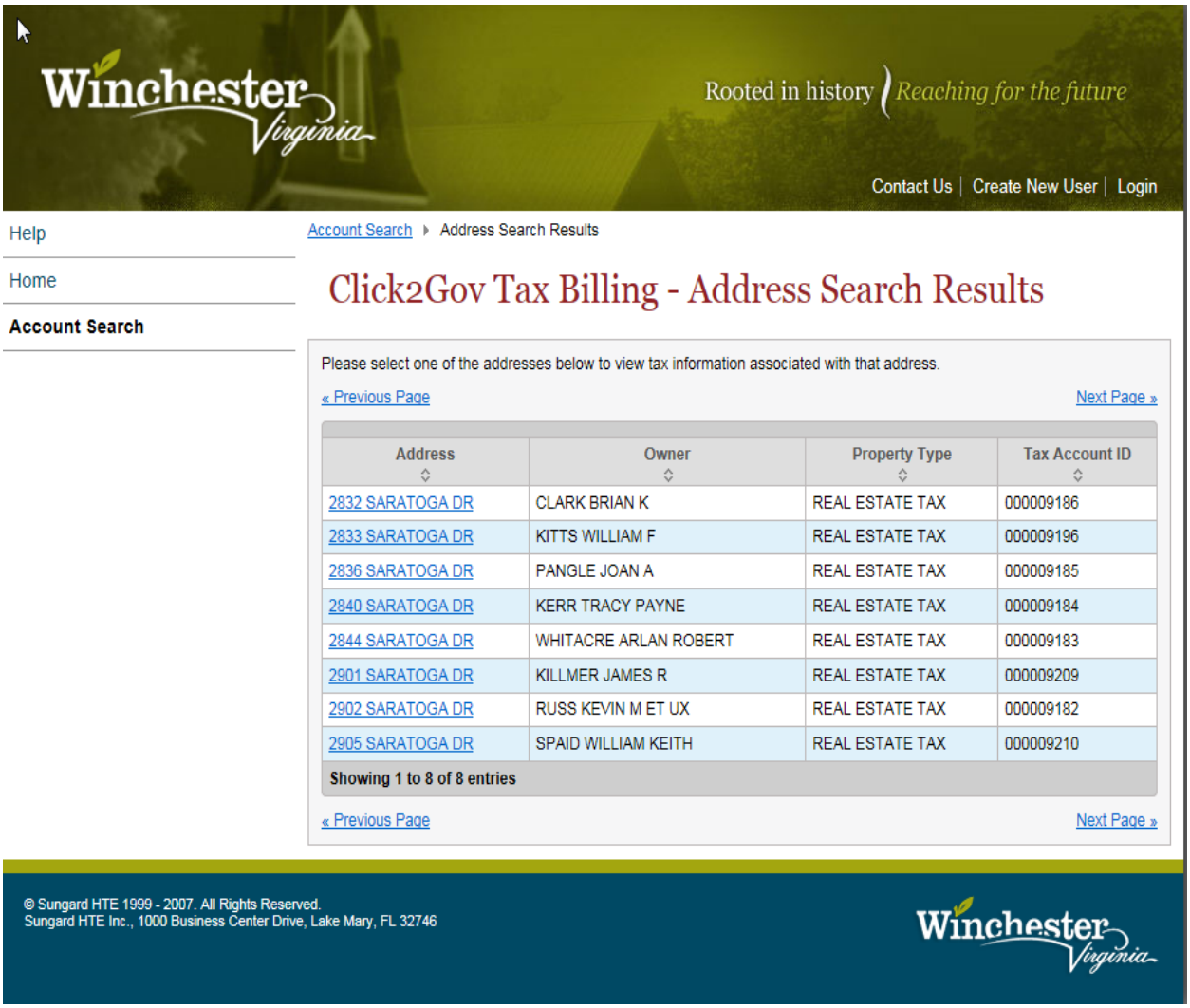
1. To begin, select "Account Search" from the left side of this screen.
2. If you want to search by "Street Address" populate the field that is marked with a red * and then click on the "Search" button at the bottom right of the screen. Other "search types" are Owner Name, Account ID and Parcel.



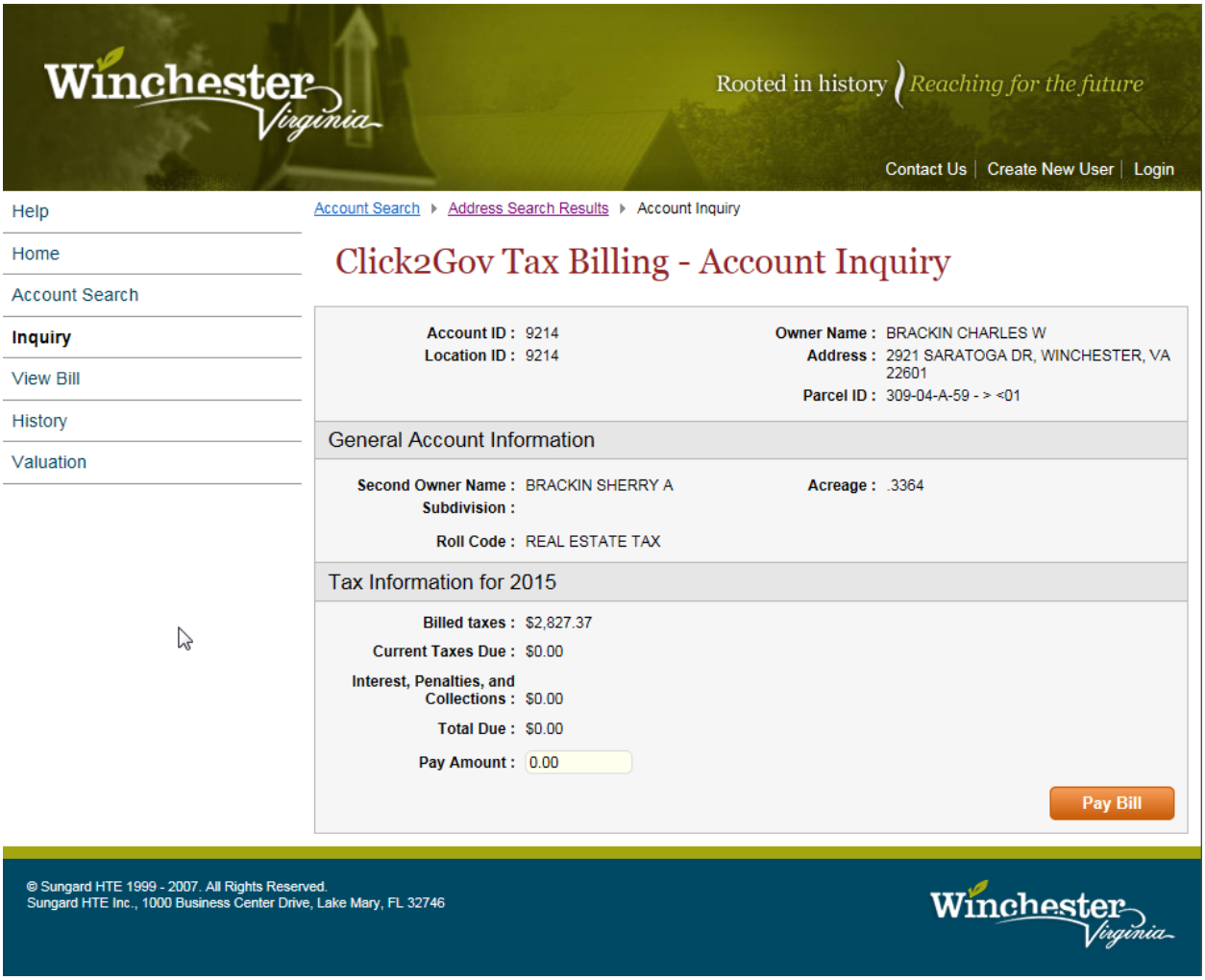
3. Once the address search results appear, click on the address you are searching. If you want to move to the next page, click on “Next Page” at the right side of the screen.



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

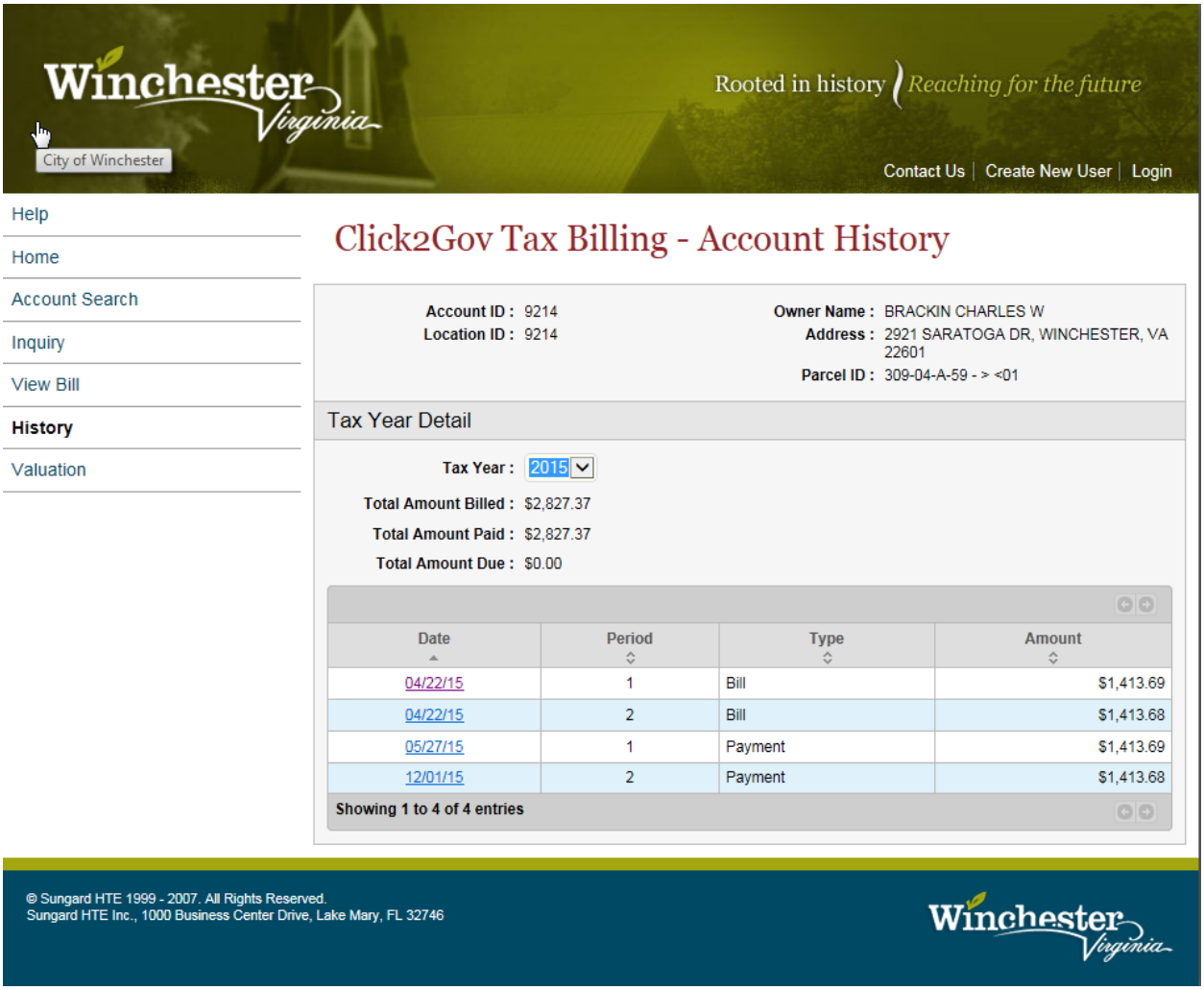


5. Once you have selected the address the following screen will open giving you such options as "Inquiry, View Bill, History and Valuation." The screen below is the "Inquiry" screen. Also from the "Inquiry" you have the option to pay your bill by clicking on the "Pay Bill" button at the bottom right 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.

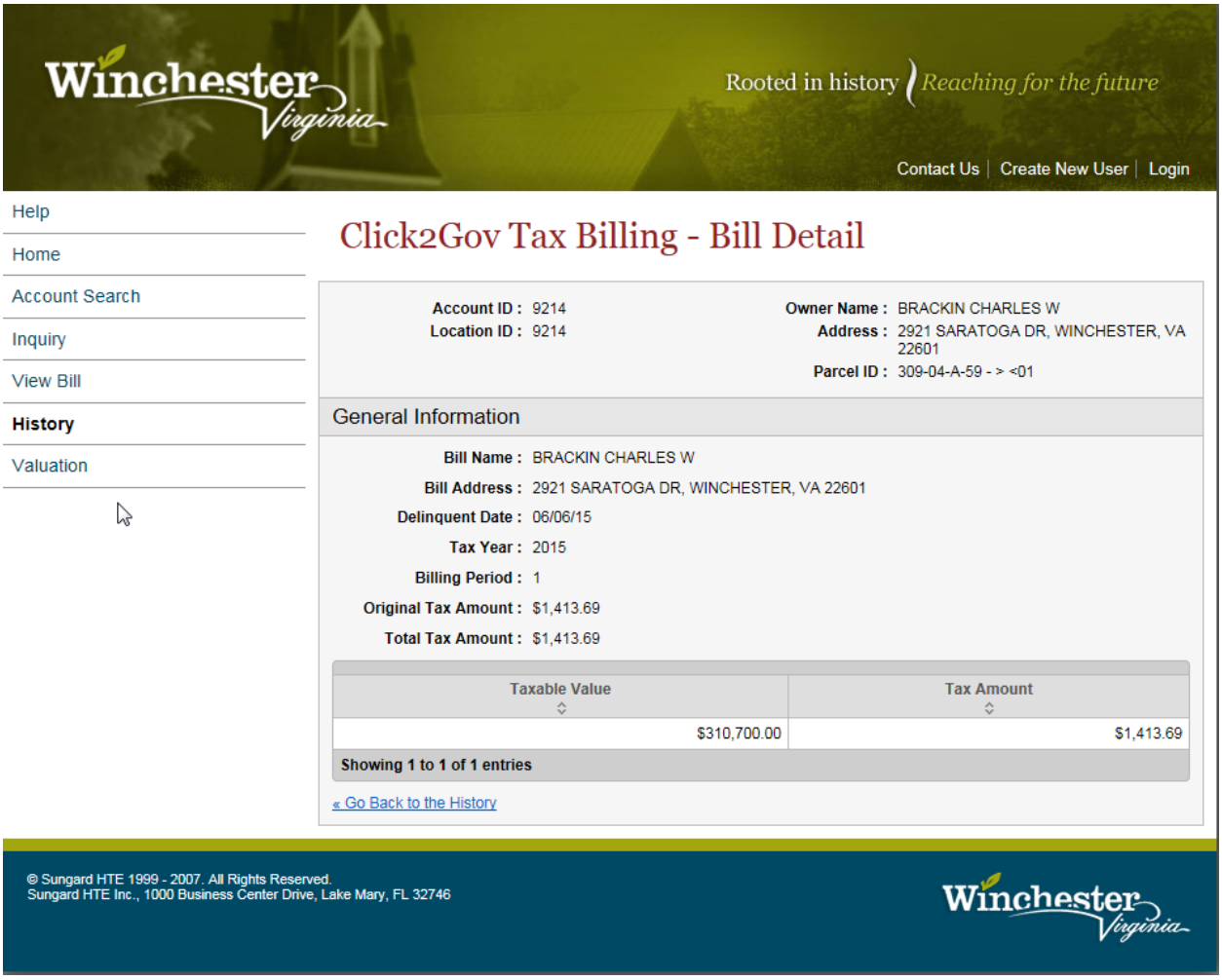


6. The “View Bill” option provides you the opportunity to view what is owed on a given piece of property. If there is nothing owed you will see a notice as well.

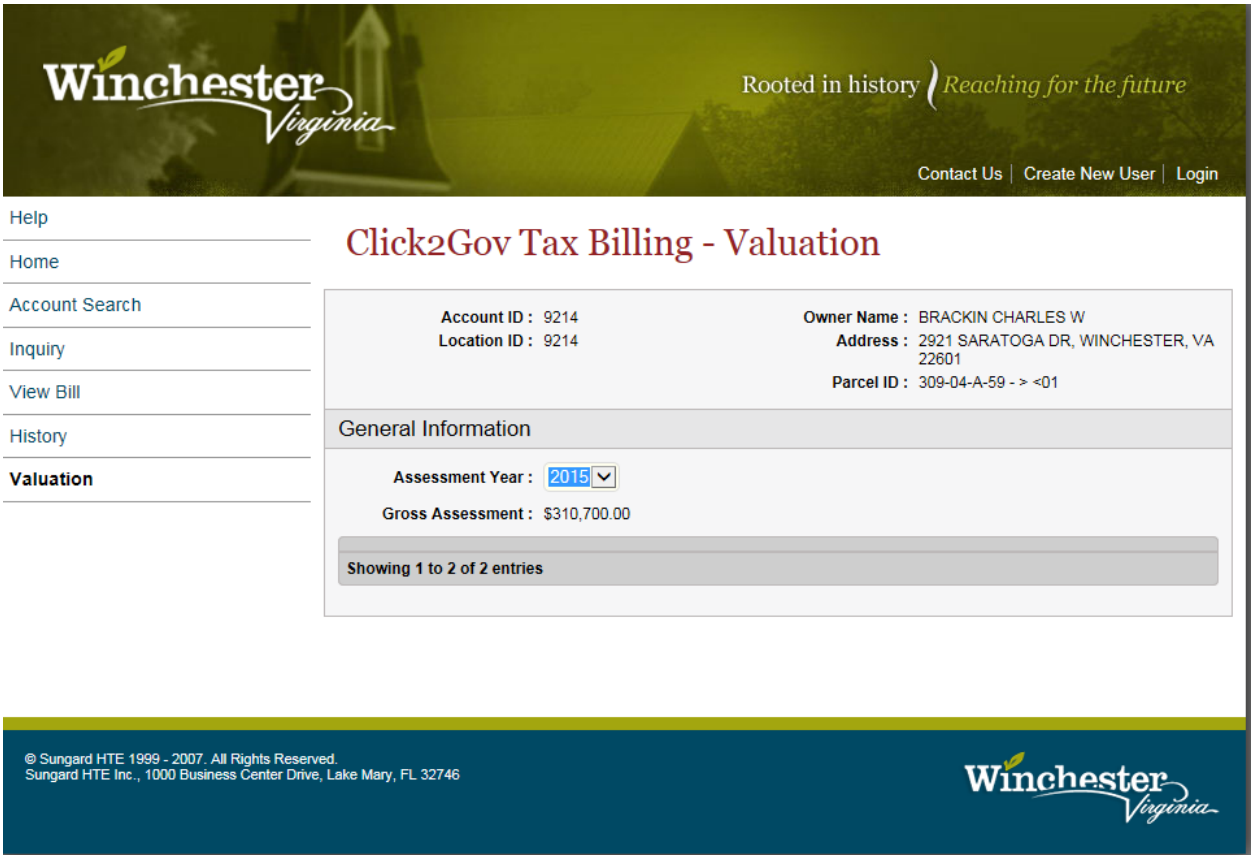
7. The “History” option (see screen below) will show account, tax year and bill detail (bill created and paid). On this screen you have the option to select different tax year.



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.



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.



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.