

# Making a Payment Online with CollectMax

Convenience Fees for Online Payments:

- eCheck Payments – No fee
- Credit Card Payments – 2.35% of total tax paid will be applied. Minimum fee amount of \$1.20

Search by Parcel Number or Property Address. Enter the information then click **Search**.

The following screen will appear. Click on the Parcel Number button for the parcel information.

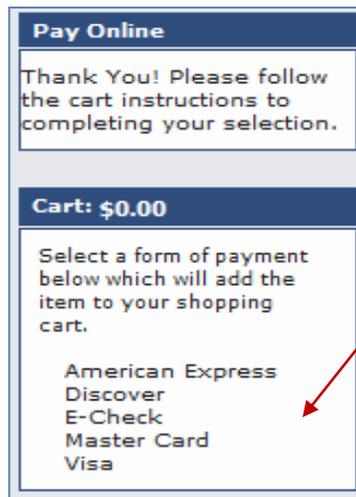
From the following screen in the Pay Online area, select **Total Due** or **Partial**.

**Total Due** is total amount of unpaid current year taxes.

1. If you want to pay the full amount, you can just click **ADD TO CART**.
2. If you want to pay just a portion, click **Partial** and type in the amount you want to pay. Use this option to pay 1<sup>st</sup> ½ taxes and any amount other than the full year.

| Tax Year | Original Tax | Paid to Date | Penalty/Fees Due | Interest Due | Total Due   |
|----------|--------------|--------------|------------------|--------------|-------------|
| 2013     | \$21,338.00  | \$0.00       | \$0.00           | \$0.00       | \$21,338.00 |
| 2012     | \$20,604.00  | \$21,016.08  | \$0.00           | \$0.00       | \$0.00      |
| 2011     | \$20,242.00  | \$20,242.00  | \$0.00           | \$0.00       | \$0.00      |
| 2010     | \$18,138.00  | \$20,314.56  | \$0.00           | \$0.00       | \$0.00      |
| 2009     | \$17,170.00  | \$18,453.46  | \$0.00           | \$0.00       | \$0.00      |
| 2008     | \$17,390.00  | \$18,085.60  | \$0.00           | \$0.00       | \$0.00      |

When you click **ADD TO CART** the only thing that changes is the box allowing you to select a form of payment.



**Pay Online**

Thank You! Please follow the cart instructions to completing your selection.

---

**Cart: \$0.00**

Select a form of payment below which will add the item to your shopping cart.

- American Express
- Discover
- E-Check
- Master Card
- Visa

Click on the payment method you plan to use. Note: eCheck payments must be made from an ACH allowed checking account and not a savings account. The box will change (as displayed below) to show what you are paying.



**Cart: \$10,945.31**

| Item                          | Amount             |
|-------------------------------|--------------------|
| <b>Payment for 07.0180300</b> |                    |
| Due: 3/22/2013                | \$10,694.00        |
| <b>Fees:</b>                  | \$251.31           |
| <b>Total:</b>                 | <b>\$10,945.31</b> |

[Edit](#) | [Checkout](#)

If this is the only parcel you are paying, click **Checkout** and proceed to instruction below.

### Instructions to Pay Multiple Parcels Online with One Transaction.

If you want to add another payment click on **Search Results** button at top of page. Search for the next parcel you want to pay. Enter the amount you want to pay can click **Add to Cart**. Continue until with this procedure until you have selected all the parcels you wish to pay. When you are finished selecting all parcels, verify all amounts. If they are correct, click **Checkout**.

You will get the following screen. Verify all amount listed. If all amounts are correct, continue by clicking **Proceed to Checkout**. NOTE: If you want to use more than one form of payment, please see *"Instructions to Pay Online with Two Different Forms of Payment"* on page 5.

## Payment Cart Instruction

### Payment Options Include:

- **eCheck** – No fee. Payment must be made from an ACH allowed checking account. Cannot be made from a savings account.
- **Credit Card** – Convenience fee of 2.35% of total tax paid will be applied. Minimum fee amount of \$1.20.

Note: All convenience fees are charged and collected by our payment vendor Link2Gov.

Payments will be considered received on date submitted if transaction is completed prior to 11:59 PM CST. Any payment completed after 11:59 PM CST will be considered received on the next day.

| Carver County Taxpayer Services Taxes | Date      | Pay By   | Amount             |
|---------------------------------------|-----------|----------|--------------------|
| Payment for 07.0180300                | 3/22/2013 | Discover | \$10,694.00        |
| Convenience fees:                     |           |          | \$251.31           |
| Total amount due:                     |           |          | <b>\$10,945.31</b> |

<< Return   Proceed To Checkout   Empty Cart

The following screen will appear which lists the fee amount that you will be charged for this transaction.

Pay with Discover  
Total amount \$10,945.31

- 1: Agreement
- 2: Billing Form
- 3: Receipt

### ePayment Processing Agreement

**A convenience fee in the amount of \$251.31 is included in the total amount due.**

This fee is collected by a third party vendor to provide electronic payment services to you. If you do not agree to these fees you may end your transaction at this time and seek other payment alternatives.

All transactions posted will be dated using the Central Time Zone. It is your responsibility to insure payment of said items are in accordance to the date in which they are due and if you encounter technical difficulties such as downtime due to system maintenance or any other occurrence it is still your responsibility to meet the obligations set forth. Any incorrect data entered during the checkout process or rejections thereafter by your financial or credit card institution could result in additional fees.

**Do you agree to the terms above?**

Read the agreement and click **Yes – I Agree** to continue.

The next screen will ask for your billing information:

**Pay with E-Check**  
Total amount \$795.20

1: Agreement

2: Billing Form

3: Receipt

### Billing Information

**Billing Name \***   
Enter Name as shown on Check.

**Billing Address \***   
Enter Street Address

**City \***

**State \***

**Postal Code \***

**Email \***   
Enter a valid email address to send your receipt.

**Phone \***   
Phone number needs to be 10 digits. Do not use any characters or spaces. Example: 9525551234

**Routing Number \***

**Confirm Routing Number \***

**Account Number \***

**Confirm Account Number \***   
Enter Routing and Account numbers ONLY. Please contact your financial institution if you are unsure of which numbers to use.

**Bank Name**                      **Check Number**

9 Digit Routing Number    Year Account Number

\* Indicates a required field

Email information will be used to provide a copy of the receipt and will not be shared with other parties. It will also be used to contact you with any problems regarding this transaction.

Notice: If your payment is refused by your bank due to an account problem (i.e. incorrect account information, insufficient funds, etc.) we will notify you by email at the address you have specified.

If this should occur, your tax payment will be reversed and will require your attention. Returned payments will be assessed a \$30.00 fee. Reversals could result in added penalty and/or interest.

After you have entered all the required information, click **Pay Now** button.

If you have decided not to proceed, click the **Cancel** button. On the next screen, click the **Empty Cart** button. You will be asked to verify that you wish to empty the cart. If yes, click the **OK** button.

## Instructions to Pay Online with Two Different Forms of Payment.

When on the payment Screen:

- Click Partial Payment and enter the first amount you want to pay
- Click **Add to Cart**
- Pick your payment type
- Click **Edit** (you will see your first payment listed here)
- Click **Return**
- Click partial payment and enter the amount you want on the second payment
- Click **Add to Cart**

| Cart: \$3,070.50                                |            |
|---|------------|
| Item  | Amount     |
| <b>Payment for 07.0180300</b>                   |            |
| Due: 3/25/2013                                  | \$1,000.00 |
| <b>Payment for 07.0180300</b>                   |            |
| Due: 3/25/2013                                  | \$2,000.00 |
| <b>Fees: \$70.50</b>                            |            |
| <b>Total: \$3,070.50</b>                        |            |
| <a href="#">Edit</a>   <a href="#">Checkout</a> |            |

If you want to use more than one form of payment, you can continue by clicking **Return**. When you are done with the payments, continue to checkout as shown below.

- Click **Proceed to Checkout**

| Carver County Taxpayer Services  | Taxes                  | Date      | Pay By   | Amount            |
|--|------------------------|-----------|----------|-------------------|
| <input checked="" type="checkbox"/>  | Payment for 07.0180300 | 3/25/2013 | Discover | \$1,000.00        |
| <input checked="" type="checkbox"/>  | Payment for 07.0180300 | 3/25/2013 | Discover | \$2,000.00        |
| Convenience fees:  |                        |           |          | \$70.50           |
| Total amount due:  |                        |           |          | <b>\$3,070.50</b> |
| <a href="#">&lt;&lt; Return</a> <a href="#">Proceed To Checkout</a> <a href="#">Empty Cart</a> |                        |           |          |                   |
| <b>We Accept</b>   |                        |           |          |                   |

- Both payment amounts will appear with the same form of payment. Click the drop-down arrow to change the form of payment on the second payment entered.
- Click **Proceed to Checkout**.
- You will need to go through the Agreement/Billing Information/Receipt for each form of payment you have selected.

Tax Search Collection Cart

**ePayment Processing Agreement**

**A convenience fee in the amount of \$23.50 is included in the total amount due.**

This fee is collected by a third party vendor to provide electronic payment services to you. If you do not agree to these fees you may end your transaction at this time and seek other payment alternatives.

All transactions posted will be dated using the Central Time Zone. It is your responsibility to insure payment of said items are in accordance to the date in which they are due and if you encounter technical difficulties such as downtime due to system maintenance or any other occurrence it is still your responsibility to meet the obligations set forth. Any incorrect data entered during the checkout process or rejections thereafter by your financial or credit card institution could result in additional fees.

**Do you agree to the terms above?**

Yes -- I Agree No -- I Disagree

After you click the **Yes – I Agree** button, you will have to enter the Billing Information for each form of payment. Click **Pay Now** to continue to other payments listed.

Tax Search Collection Cart

**Billing Information**

Pay with Discover  
Total amount \$1,023.50

1: Agreement

2: Billing Form

3: Receipt

Pay with E-Check  
Total amount \$2,001.20

1: Agreement

2: Billing Form

3: Receipt

Billing Name \*   
Enter Name as shown on Credit Card.

Billing Address \*   
Enter Street Address

City \*

State \*

Postal Code \*

Email \*   
Enter a valid email address to send your receipt.

Phone \*   
Phone number needs to be 10 digits. Do not use any characters or spaces. Example: 9525551234

Card Number \*   
Enter your card number

When done with all payments, click **Pay Now** to finalize. If at any time you do not want to continue with the payments as entered, click **Cancel**. On the next screen click **Empty Cart** and verify you want to Empty Cart. You can either close the payment screen or start over by clicking on **Tax Search**.