

County of Adams

Office of County Collector

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USING YOUR BANK'S "BILLPAY" SYSTEM TO PAY REAL ESTATE PROPERTY TAXES

Special rules apply if you choose to use an online bank Billpay system to pay real estate property taxes. Please review and use the specific instructions following this memo to set up your biller(s) and to initiate future Billpay payments.

I no longer receive paper checks for most Billpay tax payments. Instead, I now receive most payments electronically in a computer file. This means that the Property Index Number (the "PIN") and the payment amount must match exactly with the tax records.

Most payment problems occur because the payer:

- Enters the PIN incorrectly or in the wrong format.
- Enters the incorrect payment amount for the PIN.
- Uses one biller to make a tax payment for two or more properties.
- Uses the memo line to enter PINs or other payment information.

If the PIN and payment amount doesn't match, I cannot process the payment and I will return the funds to your account. Your taxes will remain unpaid. You could be liable for late payment fees if you cannot make a corrected payment by the due date. It may also take over a week to return the funds to your account.

Please contact your bank if you have any questions about setting up your billers, especially if you are paying taxes on two or more properties.

Billpay checks are a convenient option for paying taxes, but I need your help to get the required information to process your payment quickly and accurately.

Please contact me at 217-277-2223 if you have any questions.

Sincerely,



Adams County Treasurer

**SPECIAL INSTRUCTIONS
FOR USING BILLPAY CHECKS
TO MAKE REAL ESTATE PROPERTY TAX PAYMENTS**

BILLER: Use the following biller information:

**ADAMS COUNTY COLLECTOR
507 VERMONT ST STE G12
QUINCY IL 62301-2998**

ACCOUNT NUMBER: Your Property Index Number (the “PIN”) is the account number.
The PIN is at the top of each tax bill.

- **Enter the PIN as twelve digits.** Include all zeros but omit dashes
EXAMPLE: *If your PIN is 01-2-3456-789-00, enter “012345678900” as your account.*
- **Enter only the PIN.** Do not enter labels or any other information.
- For existing billers, compare your account number with the PIN shown on the current tax bill to ensure that it hasn't changed.

PAYMENT AMOUNT: Pay the exact installment amount due for the PIN as shown on the stubs.

- **Pay the exact amount that is due at the time of the payment.** If you initiate a payment after a due date, refer to the “Late Payment” schedule that is printed on each stub. Late fees are different for each installment.
- **Do not combine payments for multiple PINs.** Each PIN requires a separate payment.
- You may pay one or both installments.
- To confirm the correct amount due, please call us (217-277-2245).

MEMO LINE: The memo line is for your use only. Do not use the memo line for any account or payment information that is intended for the Treasurer’s office.

***I do not receive any information in the memo line.**

PAYMENTS ON TWO OR MORE PROPERTIES:

- **Set up and use a separate biller for each PIN.**
Do not use one biller for multiple properties.
- **Assign only one PIN as the account number for each biller.**
- Use the biller information shown above for each biller.
- Please see the example below if you pay tax on three properties:

<u>Biller Name</u>	<u>Account</u>	<u>Memo</u>
Adams County Collector	012345678900	<u><i>The memo is for your use only.</i></u>
Adams County Collector	012345678901	<u><i>The Treasurer’s office does not</i></u>
Adams County Collector	012345678902	<u><i>receive memo information.</i></u>

LATE PAYMENTS: Payments are late if the payer initiates the payment after the due date.