Transcript

Tarrant County Tax Office – Making an Online Property Tax Payment,

Part 1: Selecting Your Accounts

Once you have created an online profile, you are ready to select the accounts to make an online property tax payment.

This video is brought to you by Wendy Burgess, Tarrant County Tax Assessor-Collector.

Make your online property tax payment in a few simple steps. Start with accessing your online profile and end with printing a receipt.

In this video, we will cover how to select the accounts you wish to pay. Be sure to watch Part 2 and Part 3 videos to learn how to enter payment information and print your receipt.

To make a payment, you will need A "My Taxes Online" profile; Know which accounts you wish to pay; and have payment information handy. For help creating a profile, watch the Create an Online Profile video.

Navigate to the MY TAXES ONLINE page of our website. You probably have this book marked at taxonline.tarrantcounty.com/etax/. If not, you can either type that URL into your browser, or click on the Pay Online/Create Profile icon on the Property Tax Page of our website.

Log in to your My Taxes Online profile with the User Name and Password you entered when you created your profile. "I am a registered user" should be selected.

From your My Main Page, you will easily identify your accounts. Select the account(s) you wish to pay by placing a checkmark in the box to the left of the account.

If the account you are paying shows "In Suit" in the Status column, you can click the link for more information.

You will not be able to pay online on this account. You must contact the special collections group at the Tax Office for instructions on how to proceed.

If Quarter Payments or Half Payments were previously made, you *should* find the accounts listed at the bottom of your My Main Page.

Be sure to include the full amount when making a half payment to avoid problems with your payment. Remember, the full payment must be received by the due date. If there is a small amount, even one penny, add it to the total due to complete your payment.   If you need assistance, please contact us to avoid paying the wrong amount which could potentially lead to penalty & interest.

Add accounts by clicking on the link Search for My Property Tax Accounts.

Now you are ready to select your payment option.

Select one of the first 3 Payment Options to begin the payment process. These are the easiest and most popular selections.

The 4th "More Options" allows you to further break down your payment.

Here you select from the More Options menu where the first three options allow you to enter your payment amount or choose how you want your payment applied with Specific Payments.

Selecting Pay an Account, Pay Current Year and Pay Prior Taxes on the previous screen will bring you to this page. Simply place a checkmark next to the account you wish to pay, enter the amount, and click PLEASE CONTINUE. If you change your mind or enter the wrong amount, you can select RESET to start over. If the amount is not eligible for the payment option you choose here, the Payment Amount box will not allow you to enter an amount.

If you selected the SPECIFIC PAYMENTS OPTION, place a checkmark only in the boxes for the entities you are paying, such as county, city and school, and the amount you wish to pay to the selected entity. Click PLEASE CONTINUE or RESET to start over.

Once you click on the Continue button, a notification page will pop up to remind you that All Successful payment transactions provide a Confirmation Acknowledgement. Click the Submit Payment button to enter the Payment application and finalize your payment. We do not store payment information. You must enter payment details to receive a Confirmation Acknowledgement verifying the payment is complete.

You will now be directed to the Chase Bank payment processing application.

Our payment systems may slow down close to payment due dates due to high volumes. Please begin your payment process early to avoid problems with submitting a payment. Payments are due by midnight Central Standard Time on the due date and are considered late at 12:01 am the next day.

Multiple payment methods must be entered one at a time.

Of course, please contact us if you have any questions about the e-payment process.

Thank you for using our online services.