## **ONLINE PAYMENTS VISUAL INSTRUCTIONS**

Read or print these instructions before you begin if you are unfamiliar with our online payment process.



Find the button, as seen above, located on the Treasurer's website. The screen below will appear, if you know your account number (RXXXXXX) enter in the account number box. (Some account numbers begin with P, M or C). **OR** you may search by **ONE** of the other search criteria options, then click the **search** button:

If you receive a *no account found* error, ensure you use the number ZERO, not the letter O when using your account number.

<b>DOUGLAS COU</b>	IORADO
Shopping Cart My Reports Tax Account Search Help Search Options	Logout public         Payment Due Dates         Title Company Login           Search for an Account         Image: Search for an Account         Image: Search for an Account
Sort by Situs Address  Sort direction Ascending	Search for your tax account here by entering in Account Number, or Parcel Number (no dashes) or Situs (Property) Address.
What Information Can I Find In My Tax Account Search?         • Assessed Property Values For Previous Years         • Record Of Payments         • Legal/Situs Address         • Current And Delinquent Tax Charges         • Interest and Abatement Charges         • Miscellaneous Charges         • Special Assessments	Account Number     Owner Name     Parcel Number     Situs Address       R0475643

From the search results, click anywhere below the green bar that shows Description Summary for your account:

Search Options Sort by Situs Address  Sort direction Ascending	Search Result Please click on an account shown below to view account details or pay taxes due. One item found.1					
Print Forms Web Tax Notice Account Balance Statement Of Taxes Due Summary of Taxes Due	Description ACCOUNT R0475643	Summary 222907102002	8086 MIDWAY DR LITTLETON 801250000	MIDWAY DRIVE LOT 2A LLC		

On the top left corner in red "**Pay Taxes**" is where you will click to populate the payment you intend to pay (First Half, Full, or Second Half):

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Shopping Cart My Reports Tax Acco	unt Search Help Logout public Payment Due Dates Title Company L	ogin
Pav Taxes	Tax Account	
First Half Payment         \$2.75           Due 3/1/21         \$5.50           Due 4/30/21         \$5.50	will be Available Under "Payment Receipts". Payments Canno NOTE: The Treasurer's Office bills one year in arrears. If you	want to know the most current information available you should visit the
Print Forms	Douglas County Assessor site by clicking on the Assessor Pa	arcel Detail link on the left hand havigation.
<u>Web Tax Notice</u> <u>Account Balance</u> <u>Statement Of Taxes Due</u> <u>Summary of Taxes Due</u>	Summary	Inquiry
Account Links Account Summary, Account Value Transaction Detail Verify My Email	Account Id     R0475643       Parcel Number     222907102002       Owners     MIDWAY DRIVE LOT 2A LLC       Address     1745 SHEA CENTER DR #370 HIGHLANDS RANCH, CO 80129-1537	As Of 12/30/2021
External Links Assessor Parcel Detail DC Maos	Situs Address         8086 MIDWAY DR LITTLETON 801250000           Legal         LOT 2A SANTA FE DISTRIBUTION CENTER 2 AMD 6.25 AM/L PER LLA 2007039705	Total Due \$5.50
Guide to Your Tax Statement Treasurer Home Page Tax Payment Due Dates Update My Mailing Address		Area Id         Mill Levy           3702 - District 3702         92.7450000           COMMERCIAL SPECIAL PURPOSE - LAND -         1.633.500         473.720
Payment Receipts Receipt from May 4, 2021 Receipt from Jun 16, 2020		2130 SPECIAL PURPOSE - IMPROVEMENTS - 179,680 52,110 2230
Receipt from May 4, 2020 Receipt from Apr 29, 2019 Receipt from May 2, 2018		Total Value         1,813,180         525,830           Taxes         \$48,768.10

Click **Checkout**, or if you have more than one account you want to pay you can click Add Another Account:

Shopping Cart My Reports Tax Account	t Search Help Logout public Payment Due Dates Title Company Login
<ul> <li>Check out by clicking the checkout button at the end of the shopping cart list.</li> </ul>	Shopping Cart
<ul> <li>You can also add additional items by selecting from recent search results or start a new search by clicking the Searching button in the left hand corner.</li> </ul>	Your shopping cart has been updated.
	There is 1 item in your cart.
	Product Document Type Comments Details Pages Copies Price
	Web Tax Payment R0475643         Remove         1         \$2.75
	Total \$2.75
	Would you like to pay another account?
	Click Here to Add Another Account

## Add your email address and click continue:

All Certificate Purchases Made On Douglas County Treasurer Web Are Final. • Please check your Shopping Cart to make sure you would like to purchase a certificate for each account listed as all Certificates of Taxes Due purchased on the web will be final and non-reimbursable	Confirm Checkout DOUGLASCTYTREAS/GILALLC		
<ul> <li>Where Do We Enter Our In House Certificate Number?</li> <li>To enter your companies tracking number to this certificate select the edit button under the certificate and follow instructions on the next screen.</li> </ul>	Product Document Type Comments Details Pages Web Tax Payment R0475643 Remove	Copies 1 Total	Price \$2.75 \$2.75
	E-mail Address Continue Back You will be sent to an external site for payment		

## Select your payment type:

For Credit Card payments enter all information. You will then see the amount being paid, the Convenience Fee charged for using a Credit Card and the Total Amount. Check the boxes "I agree to accept the Convenience Fee charges" and "I agree to the Terms and Conditions" then click **Submit Payment:** 

DOUGLAS CO TREASURER'S OFFICE	COLORADO							
Open Orders						P	ayment summary	
openolaels						s	ubtotal	\$2
Item Reference		Des	cription		Amount	C	onvenience fee	\$0
OP215521		Web	Purchase		\$2.75			
						т	otal amount	\$2
Please enter the payment details below to Payment type Credit Card * Cardholder name CITIZEN TAXPAYER	proceed with your payme					→	Submit payme	
* Card type			* Card number					
Visa			•••••		۲			
· · · · · · · · · · · · · · · · · · ·		۲						
Billing address line 1			Billing address line 2					
Enter billing address line 1			Enter billing address line 2					
-			Enter billing address line 2 Billing state	3	* Billing zip code			
Enter billing address line 1				, , ) (	* Billing zip code 80104			
Enter billing address line 1 Billing city			Billing state	, ) (				

For E-Checks enter all the information, accurately type the Bank Account number including all leading zeros, this will be entered twice, check the box "I agree to the Terms and Conditions" and click **Submit Payment**:

DOUGLAS CO TREASURER'S OFFICE	UNTY colorado				
			Pa	yment summary	
Open Orders			Sul	btotal	\$2.
Item Reference	Description	Amount	Co	nvenience fee	\$0.
OP215522	Web Purchase	\$2.75			
			Tot	tal amount	\$2.
				I agree to the Terms and Co	inditions
Payment Details Please enter the payment details below to pr Payment type	oceed with your payment	_	→ [	Submit payme	nt
eCheck			~	Cancel payment	nt
* Name on account					
CITIZEN TAXPAYER					
* Bank account number ⑦	* Confirm bank account number				
12345678	12345678				
* Bank routing number ⑦					
011000015					
	or an incorrect designation of "checking" vs "savings" will result in a \$20 fi drawals, are considered a "Savings" account. If in doubt, please contact yo				
Enter the contact details below					
Billing address line 1	Billing address line 2				
100 Third Street	Suite 120				
Billing city	Billing state	Billing zip code			
Castle Rock	Colorado	80104			
Phone number	* Email address				

Please note that eCheck payments rejected by your bank for any reason, such as incorrect bank account or insufficient funds, will result in a \$20 return fee.