

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 (RXXXXXXX) 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.



Shopping Cart | My Reports | **Tax Account Search** | Help | Logout public | Payment Due Dates | Title Company Login

Search Options

Sort by

Sort direction

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

Search for an Account

Search for your tax account here by entering in Account Number, or Parcel Number (no dashes) or Situs (Property) Address.

Account Number	Owner Name	Parcel Number	Situs Address
R0123456			

Need help? ONLY FILL IN ONE BOX FOR SEARCH CRITERIA

Search accounts by filling in appropriate fields then click the Search button. To Start a new search click the Clear button and enter new search criteria.

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

Search Options

Sort by

Sort direction

Print Forms

[Web Tax Notice](#)

[Account Balance](#)

[Statement Of Taxes Due](#)

[Summary of Taxes Due](#)

Search Result

Please click on an account shown below to view account details or pay taxes due.

Description	Summary		
ACCOUNT R0123456	25012365478	100 THIRD ST CASTLE ROCK 801040000	LO PT

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):



Shopping Cart | My Reports | **Tax Account Search** | Help | Logout public | Payment Due Dates | Title Company Login

Pay Taxes

First Half Payment Due 3/1/21 \$793.83

Full Payment Due 4/30/21 \$1,556.83

Print Forms

[Web Tax Notice](#)

[Account Balance](#)

[Statement Of Taxes Due](#)

[Summary of Taxes Due](#)

Account Links

[Account Summary](#)

[Account Value](#)

[Transaction Detail](#)

[View My Taxes](#)

External Links

[Assessor Parcel Detail](#)

[DC Maps](#)

[Guide to Your Tax Statement](#)

[Treasurer Home Page](#)

[Tax Payment Due Dates](#)

[View My Tax Information](#)

Payment Receipts

Received from May 8, 2020

Received from Feb 21, 2020

Received from Jun 17, 2019

Received from Feb 26, 2019

Received from Jun 9, 2018

Received from Feb 11, 2018

Received from Jun 9, 2017

Received from Feb 29, 2017

Tax Account

To Pay Taxes Online, Please Find Your Payment Options to the Immediate Left of this Message. Once Payment is Completed, a Receipt will be Available Under "Payment Receipts". Payments Cannot Be Scheduled for a Future Date.

NOTE: The Treasurer's Office bills one year in arrears. If you want to know the most current information available you should visit the Douglas County Assessor site by clicking on the Assessor Parcel Detail link on the left hand navigation.

Summary

Account Id

Parcel Number

Owners

Address

Situs Address

Legal

Inquiry

As Of

Payment Type First Full

Taxes Due \$1,541.42

Interest Due \$15.41

Total Due \$1,556.83


Value		Mill Levy	
Area Id	Actual	Assessed	
0217 - 0217	40,000	68,114,000	
TOWNHOUSE LAND - 1113	40,000	2,860	
TOWNHOUSE IMPROVEMENT - 1213	276,438	15,770	
Total Value	316,438	22,630	
Taxes		\$1,541.42	

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

Shopping Cart | My Reports | Tax Account Search | Help | Logout public | Payment Due Dates | Title Company Login

- Check out by clicking the checkout button at the end of the shopping cart list.
- 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.

Shopping Cart

 An account payment for account #R0482564 was already in the shopping cart. The existing payment was replaced.

There is 1 item in your cart.

Product	Document Type	Comments	Details	Remove	Pages	Copies	Price
Web Tax Payment						1	\$2,011.41
						Total	\$2,011.41

Would you like to pay another account?

[Click Here to Add Another Account](#)

[Checkout](#)

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

Where Do We Enter Our In House Certificate Number?

- To enter your companies tracking number to this certificate select the edit button under the certificate and follow instructions on the next screen.

Confirm Checkout

DOUGLASCITYTREAS/GILALLC

Product	Document Type	Comments	Details	Remove	Pages	Copies	Price
Web Tax Payment	R0123456					1	\$2,011.41
						Total	\$2,011.41

E-mail Address

[Continue](#) [Back](#)

You will be sent to an external site for payment

Select your payment type – for E-Checks fill out all the information, accurately type in the Bank Account number twice, then click on the **Next** button:

Nexus Payment Capture System

PAYMENT WIZARD

1 Step 1 2 Step 2

[Prev](#) [Next](#) [Cancel](#)

STEP 1 - ENTER PAYMENT DETAILS

Payment Information

Reference Number*	Payment Type*	Amount*
<input type="text" value="OP207517141"/>	<input type="text" value="E-Check Payment"/>	<input type="text" value="\$2,011.41"/>
Payment Processing Fee	Total Amount	Email*
<input type="text" value="\$0.00"/>	<input type="text" value="\$2,011.41"/>	<input type="text"/>

eCheck Information

Account Type	Routing Number ?	Account Number ?
<input type="text" value="Select Payment Type"/>	<input type="text"/>	<input type="text"/>
Confirm Account Number ?	Financial Institution*	Name on Account
<input type="text"/>	<input type="text"/>	<input type="text"/>

*Please note that payments rejected by your bank, or an incorrect designation of "checking" vs "savings" will result in a \$20 fee by the Treasurer's office. Money Market accounts, which limit the number of monthly withdrawals, are considered a "Savings" account. If in doubt, please contact your Financial Institution.

For Credit Card payments enter all information then click on the **Next** button:

Nexus Payment Capture System

PAYMENT WIZARD

Step 1 Step 2

← Prev Next → Cancel

STEP 1 - ENTER PAYMENT DETAILS

Payment Information

Reference Number*	Payment Type*	Amount*
OP207517136	Visa	\$2,011.41
Payment Processing Fee	Total Amount	Email*
\$44.05	\$2,055.46	

Credit Card Information

Name on Card*	Credit Card Number*	Expiration Date (MM/YY) *
		01 2021
CVV Number*	Zip*	

You will then see a screen showing the amount being paid, the Payment Processing Fee charged when using a Credit Card (E-Check has NO additional FEE), and the Total Amount, then click on the **Submit** button:

Nexus Payment Capture System

PAYMENT WIZARD

Step 1 Step 2

← Prev Submit → Cancel

STEP 2 - CONFIRMATION PAGE

PLEASE VERIFY THE INFORMATION BELOW AND CONFIRM PAYMENT.

GENERAL INFORMATION

Reference Number*	OP21151
Payment Type*	Visa
Amount*	\$1,487.22
Payment Processing Fee	\$32.57
Total Amount	\$1,519.79
Email*	abcdefg@gmail.com
Name on Card*	CITIZEN TAXPAYER
Expiration Date (MM/YY) *	02/22
Zip*	80104

The next screen is grayed out **click Yes to confirm payment**, you will receive an email confirmation.

Nexus Payment Capture System

PAYMENT WIZARD

Step 1 Step 2

← Prev Submit → Cancel

STEP 2 - CONFIRMATION PAGE

PLEASE VERIFY THE INFORMATION BELOW AND CONFIRM PAYMENT.

Payment Confirmation

Confirm acceptance of this transaction. Credit/debit cards incur a 2.19% fee. Please note that your payment is successful when your financial institution renders payment for the transaction.

GENERAL INFORMATION

Reference Number*	OP21151
Payment Type*	Visa
Amount*	\$1,487.22
Payment Processing Fee	\$32.57
Total Amount	\$1,519.79
Email*	abcdefg@gmail.com
Name on Card*	CITIZEN TAXPAYER
Expiration Date (MM/YY) *	02/22
Zip*	80104

Yes No