

## 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.

**DOUGLAS COUNTY**  
COLORADO

[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?**

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 search 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.*

One item found.1

Description	Summary
ACCOUNT R0123456	223344556677 100 THIRD ST CASTLE ROCK CO 80134 HOMEOWNER FAMILY

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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**Pay Taxes**

First Half Payment Due 3/1/21 **\$2.75**

Full Payment Due 4/30/21 **\$5.50**

**Print Forms**

[Web Tax Notice](#)  
[Account Balance](#)  
[Statement Of Taxes Due](#)  
[Summary of Taxes Due](#)

**Account Links**

[Account Summary](#)  
[Account Value](#)  
[Transaction Detail](#)  
[Verify My Email](#)

**External Links**

[Assessor Parcel Detail](#)  
[DC Maps](#)  
[Guide to Your Tax Statement](#)  
[Treasurer Home Page](#)  
[Tax Payment Due Dates](#)  
[Update My Mailing Address](#)

**Payment Receipts**

[Receipt from May 4, 2021](#)  
[Receipt from Jun 16, 2020](#)  
[Receipt from May 4, 2020](#)  
[Receipt from Apr 29, 2019](#)  
[Receipt from May 2, 2018](#)

**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 R0123456  
Parcel Number 223344556677  
Owners HOMEOWNER FAMILY  
Address 100 THIRD ST CASTLE ROCK  
Situs Address 100 THIRD ST CASTLE ROCK  
Legal BLOCK 2, LOT4 A/ML

**Inquiry**

As Of 12/30/2021

Payment Type ☐ First ☒ Full

Total Due \$2,555.91

**Value**

Area Id	Actual	Assessed	Mill Levy
3702 - District 3702			92.7450000
COMMERCIAL SPECIAL PURPOSE - LAND - 2130	633,500	473,720	
SPECIAL PURPOSE - IMPROVEMENTS - 2230	179,680	52,110	
<b>Total Value</b>	<b>813,180</b>	<b>525,830</b>	
<b>Taxes</b>			<b>\$2555.91</b>

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 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**

Your shopping cart has been updated.

There is 1 item in your cart.

Product	Document Type	Comments	Details	Pages	Copies	Price
Web Tax Payment	R0123456		<a href="#">Remove</a>		1	\$2.75
					<b>Total</b>	<b>\$2.75</b>

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

DOUGLASCTYTREAS/GILALLC

Product	Document Type	Comments	Details	Pages	Copies	Price
Web Tax Payment R0475643			<a href="#">Remove</a>		1	\$2.75
						<b>Total \$2.75</b>

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 **2.19%** 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**:



#### Open Orders

Item Reference	Description	Amount
OP215S21	Web Purchase	\$2.75

#### Payment Details

Please enter the payment details below to proceed with your payment

**Payment type**

**Credit Card**

\* Cardholder name  
CITIZEN TAXPAYER

\* Card type  
Visa

\* Card number  
.....

\* Expiration date  
07/24

\* CVV  
...

Enter the contact details below

Billing address line 1  
Enter billing address line 1

Billing address line 2  
Enter billing address line 2

Billing city  
Enter billing city

Billing state  
Select State

\* Billing zip code  
80104

Phone number  
(999) 999-9999

\* Email address  
citizentaxpayer@gmail.com

#### Payment summary

Subtotal	\$2.75
Convenience fee	\$0.06
<hr/>	
Total amount	\$2.81

☒ I agree to accept the Convenience Fee charges

☒ I agree to the Terms and Conditions

[Submit payment](#)

[Cancel payment](#)

After you click submit, your receipt will appear, and the amount paid will be applied immediately to your account.



Douglas County Property Taxes  
100 Third St, Castle Rock, CO 80104  
303-660-7455

Transaction Date	01-10-2022 11:41:33 am
Reference Number	336-00
Credit Card Type	0111
Credit Card Number	8772
Billing Zip	80104
Amount	\$15.50
Convenience Fee	\$0.34
Total Amount	\$15.84
Constituent Phone	
Constituent Email	cebates@douglas.co.us

[View Balance and Detailed Receipt](#)

[Print Receipt](#)

For E-Checks enter all the information, accurately type the Bank Account number twice, check the box “I agree to the Terms and Conditions” and click **Submit Payment**:



Open Orders

Item Reference	Description	Amount
OP215522	Web Purchase	\$2.75

Payment Details

Please enter the payment details below to proceed with your payment

Payment type

eCheck

\* Name on account

CITIZEN TAXPAYER

\* Bank account number ?

12345678

\* Bank routing number ?

011000015

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.

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	
(130) 366-0745	cebates@douglas.co.us	

Payment summary

Subtotal	\$2.75
Convenience fee	\$0.00
Total amount	\$2.75

☒ I agree to the Terms and Conditions

Submit payment

Cancel payment

After you click submit, your receipt will appear, and the amount paid will be applied immediately to your account.



Douglas County Property Taxes  
100 Third St, Castle Rock, CO 80104  
303-660-7455

Transaction Date	01-10-2022
Reference Number	333-00
Payment Type	ECheck
Customer Name	Claire Bates
Amount	\$4.50
Convenience Fee	
Total Amount	\$4.50
Constituent Phone	
Constituent Email	cebates@douglas.co.us

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

[View Balance and Detailed Receipt](#)

[Print Receipt](#)