

## MAKE A PAYMENT DIRECTLY FROM YOUR BANK ACCOUNT (ACH PAYMENT)

Payments made directly from your bank account must be made through our website [www.hebronct.com](http://www.hebronct.com) . A .50 cent fee per transaction will be applied. (Multiple bills can be paid with one transaction.)

*Before starting, you will need your bill/account number(s), along with your bank account information (routing number and account number). If you don't have current payment information, please call the Tax Office at (860) 228-5971 x145 or x146 or use the "contact us" link on the website.*

- \* From the website's home page, go through Town Departments to Finance. Click on the option for **Tax Department Information – Pay Bills On-Line**. Use the "**Click Here**" link after "Pay Online: A) Using your bank account." A disclaimer will pop-up and you will have to click the "**I AGREE**" box to continue.
- \* First-time users will have to register creating a user name and password. You will also be asked for your general contact information in the event there is a problem processing your payment.
- \* The next step is to enter your tax information. Click on **Add Tax Number**. In the pop-up box, enter your 13-digit bill number (no dashes or spaces) and the amount you wish to pay on that account. Click **Add**. If you have other accounts you wish to pay, repeat this process until you have all your tax payments added.
- \* Enter the date you wish your payment to be posted to your bank account. All payments are reported to us the following business day.
- \* Enter your bank account information. There is a link to help you if you don't know where to find this information, or you can contact your bank directly. Your bank's name will appear if it is entered correctly.
- \* The payment authorization box at the bottom of the page must be checked to be able to continue to the next page.
- \* **REVIEW ALL INFORMATION CAREFULLY BEFORE SUBMITTING.**
- \* **PAYMENT IS NOT COMPLETE UNTIL SUBMITTED.**
- \* Be sure to print a receipt for your records.