Property Tax Payment Guide

This document shows how to make an online property tax payment. If you know how to find a property using the Property Search webpage, skip to the "*Pay Tax Due*" section on Page 2. Continue to "*Basic Search Option*" below if you need help finding a property.

Basic Search Option

Choose the Search Type you want, enter a value, and click Search or press Enter. Search Type gives multiple options to find a property with the information you know. If you know the

- **Account Number** – Enter the Property ID (preferably) or Geo ID (you don't need both).

- **Owner Name** – Enter the owner name.

- **Property Address** – Enter the street name, then find the property in the results list.

- **Business Name (Doing Business As)** – Enter the business name.

The less information you input, the larger the list of good results you will receive and the closer you will be to finding your answer.

After entering the values in one of the Search Types, choose a tax year. This will show property information for that specific tax year.

To view Current Ownership, please change the 'Results Display' to search the 2022 - 2023 year.

Results Display Appraisal Year for Tax Year: 2021 - 2022

Results

Make sure search values are entered correctly. Typos will return incorrect or no results.

Below is an example result after searching for Walmart for the 2021-2022 tax year.
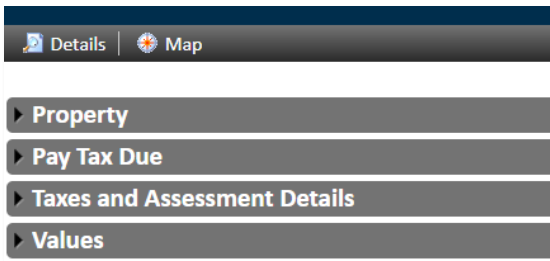

On the right side of the results, shown below, click "View Details."
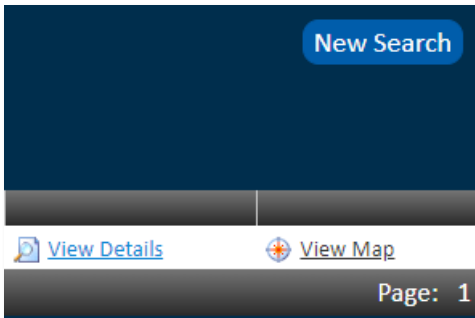
Pay Tax Due

To make an online tax payment once you have opened up your property's details, go to the section titled "Pay Tax Due" and click the arrow next to the title to open the panel.

If any taxes are due, each year's balance will display separately as in this example:

Year - Statement ID	Tax	Assessment	Penalty	Interest	Total Due
☐ 2021 - 47806 (Balance)	$41.52	$0.00	$3.94	$2.87	$48.33
☐ 2020 - 47840 (Balance)	$120.43	$0.00	$3.33	$6.10	$129.86
☐ 2019 - 47849 (Balance)	$120.42	$0.00	$3.33	$9.75	$133.50

Total Amount to Pay: $ 0.00   Proceed to Payment Cart

*Convenience Fee not included

Select the year(s) you want to pay and click the box next to the year. The payment cart will prefill with the amount of tax to be paid. You can pay one year or all years, as you wish, per this example:

Year - Statement ID	Tax	Assessment	Penalty	Interest	Total Due
☑ 2021 - 47806 (Balance)	$41.52	$0.00	$3.94	$2.87	$48.33
☐ 2020 - 47840 (Balance)	$120.43	$0.00	$3.33	$6.10	$129.86
☑ 2019 - 47849 (Balance)	$120.42	$0.00	$3.33	$9.75	$133.50

Total Amount to Pay: $ 181.83   Proceed to Payment Cart

*Convenience Fee not included

Then click the blue "Proceed to Payment Cart button, and this screen will open (name and address have been redacted):

Island County
Serving the communities of Camano and Whidbey Islands

| Step 1: Select Payments | Step 2: Review and Submit | Step 3: Confirmation and Receipt |

Step 1: Select Payments

Please complete the form below. Payment may be made by Credit Card, Debit Card, or Electronic Check. Click the down arrow under Payment Method to access all payment options, select your choice, and complete the required spaces. When finished, click the Continue button and review your input for accuracy prior to final processing.

Note: * indicates a required field.

My Bills

Description
☐ Property Tax payment of $181.83 on Property ID

Payer Information

First Name: *

Last Name: *

Address Line 1: *

Address Line 2:

City: *

State: *

Zip Code: *

Phone Number: *

Email Address: *

Payment Information

Payment Method: *

Credit Card ▾

Card Number: *

Expiration Date: * (in mm/yy format)

CVV: *

Where is this number?

Cancel   Continue

You will then need to complete the payer's name, address, phone number, and email address (for a receipt, verification, and for contact in case the payment is declined).

Under "Payment Information" use the down arrow next to "Credit Card" and select from the payment method you wish to use. If you use a debit or credit card, complete the boxes with your account number information, and then select "Continue" to finalize your payment.

If you select "Electronic Check", you will see a different screen (see second clip, below). Be sure you identify whether your account is a checking or savings account, and then complete the routing number, account number (2x, for verification), and then select "Continue" to finalize your payment.

Credit or Debit Card transaction:

Electronic check transaction:

An important warning – before you proceed to submitting your payment information, please double-check your account numbers, regardless of the method used. Returned items are subject to a charge to your property account of $20.00. A few minutes spent verifying your input will prevent such a charge.

After you finish inputting your banking or card details and move to the next screen, you will see a summary of your transaction – the amount you are paying, your property tax account number, and any processing fees. Please verify all information is correct before proceeding and finalizing your transaction.

Once your transaction is processed by our payment vendor, you will receive a receipt by email, if you provided an email address. Please retain that for your records. Your payment should be posted within 2-3 days of your payment date, so if you check back on our website, any balance due should have updated.