

Instructions to Pay By Credit Card Online

To pay online, visit www.infotaxonline.com and scroll down to click on **Ichabod Crane CSD**.



Info-Tax Online

Welcome to Info-Tax Online.

Select a District or Municipality from the list to the right by clicking on the district name.

You can also select a single Tax Type or County to reduce the number of choices, and sort the choices by clicking on the "County" or "District or Municipality" headers.

If a District is marked as "Updating", then that district's tax information is unavailable until the update is finished. You can click your Refresh button to check if updating is finished.

[About Info-Tax Online](#)

All Taxes School Town Village

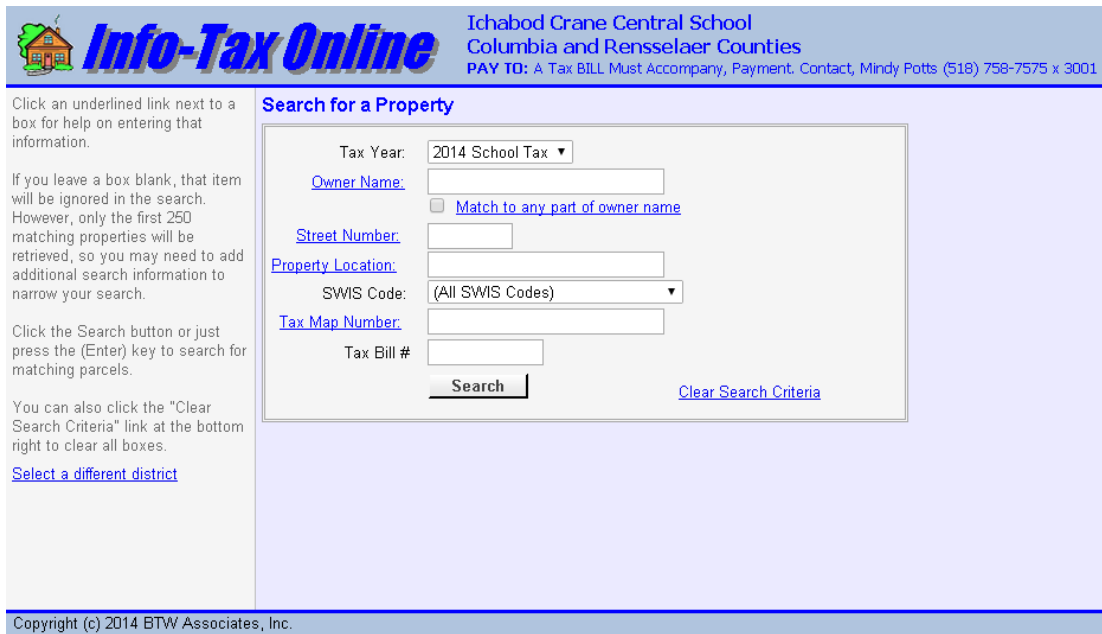
County: (All Counties) ▼

Herkimer CSD	Herkimer	Online	▲
Highland CSD	Ulster	Online	
Hoosic Valley CSD	Multiple	Online	
Horseheads Central Schools	Multiple	Online	
Hudson City School District	Columbia	Online	
Ichabod Crane CSD	Multiple	Online	
Johnsburg Central School District	Warren	Online	
Johnstown School District	Multiple	Online	
Jordan-Elbridge CSD	Multiple	Online	
Lagrange, Town of	Dutchess	Online	
Lake Placid CSD	Essex	Online	
Malone CSD	Franklin	Online	
Malone Village	Franklin	Online	
Millbrook CSD	Dutchess	Online	
Millbrook Village	Dutchess	Online	▼

Copyright (c) 2014 BTW Associates, Inc.

After you have clicked on Ichabod Crane CSD, **find your parcel**: The simplest way is to look at your current tax bill locate the **bill number** in the upper right-hand corner and enter that number into the "Tax Bill #" section, then click "Search." There is NO NEED TO FILL IN ALL THE INFORMATION. The program has the ability to search with only one section completed as long as that information is accurate.

(If you don't have your current bill or are having difficulty finding your parcel, see below for more details on how to locate your parcel)




The screenshot shows the 'Info-Tax Online' web interface. At the top, there is a logo for 'Info-Tax Online' and text identifying 'Ichabod Crane Central School, Columbia and Rensselaer Counties' along with contact information for Mindy Potts. The main content area is titled 'Search for a Property' and contains a search form with the following fields: 'Tax Year' (set to '2014 School Tax'), 'Owner Name' (with a 'Match to any part of owner name' checkbox), 'Street Number', 'Property Location', 'SWIS Code' (set to '(All SWIS Codes)'), 'Tax Map Number', and 'Tax Bill #'. A 'Search' button and a 'Clear Search Criteria' link are also present. To the left of the search form, there are instructions on how to use the search function, including a note about the first 250 matching properties and a link to 'Select a different district'. The footer of the page contains the copyright notice: 'Copyright (c) 2014 BTW Associates, Inc.'

Once you've found your parcel, to pay using a credit card or e-check, click on the

Pay Balance

button near the bottom of the page:



Info-Tax Online
Ichabod Crane Central School
Columbia and Rensselaer Counties
PAY TO: A Tax BILL Must Accompany, Payment. Contact, Mindy Potts (518) 758-7575 x 3001

Property and summary tax balance information for the selected parcel is shown to the right. Exemptions are displayed as well if they exist for the property.

You can view or hide tax bill detail and any payments by clicking the bar near the bottom of the page.

If the property appears in other tax years, you can quickly view the tax history for the property. Just select a tax year from the dropdown list at the top of the page.

To request a signed Tax Certification, click the "Request Signed Certificate" button at the bottom of the page.

[Re-select from your matching property list](#)

For Tax Year: 2015 School Tax ▾ Last Updated: 08/31/15 03:25 pm

Owner: Potts Joel M Potts Mindy 146 Hawley Rd Niverville, NY 12130	Tax Map # 23.12-2-40 Tax Bill # 003624 Bank Code: C060975 School Code: 104401 Property Class: 210 Tax Roll: 1
Location: 146 Hawley Rd SWIS: 104489 KINDERHOOK	Acreage: .21 Frontage: Liber: C0282 Depth: Page: F0420

Code	Description	Exemption
41854	STAR B	31,800

Full Value:	233,000
Assessment:	233,000
STAR Savings:	516.00
Tax Amount:	3,671.93
Tax Paid:	0.00
Balance:	3,671.93

[Show Bill and Payment Details](#)

Tax Balance does not include any accrued Late Fees
Payments shown may not include payments made directly to the County

[Pay Balance](#) | [Late Fee Schedule](#) | [Tax Certification](#) | [Request Certification](#)

Copyright (c) 2014 BTW Associates, Inc.



Once you click on the "Pay Balance" page, the screen will look like this:

Info-Tax Online utilizes the MunicIPAY secure online payment service to process credit card and e-check payments.

Any payments made on-line are normally deposited into the collectors account within 3 business days, and will not be shown on Info-Tax Online until the collector has fully processed the payment.

[Return to Previous Page](#)


Secure Online Credit Card Payments

Now you can pay your tax bill from the comfort of your home or office by using our secure online payment service. Credit cards accepted: MasterCard, Discover, American Express or Visa. A per transaction convenience fee of **2.45% or \$3.00 minimum** will be charged by the payment processing company for this service.



The **TAX BALANCE(S)** shown below are based on the most recent data that has been uploaded to Info-Tax Online. Your total tax liability is determined by the tax collector and could possibly be different than the amount shown.


Pay Taxes in Full
\$3,671.93

Powered by 

Clicking a "Pay" button will re-direct you to the MunicIPAY secure website to process your payment. At any time, you can click your browser's Back button or the "Cancel Sale" button to cancel your payment. Clicking the "Process Sale" button on their site finalizes your payment. Please note that it will take approximately three days for your payment to clear before it can be credited to your tax bill, and that InfoTax Online will not show your payment until the tax collector has processed the cleared payment.

Secure Electronic Check Payments

You may also pay by Electronic Check. Secure payments will be charged to your checking or savings account at your bank. You will need your 9-digit routing number, as well as your account number from your personal checks (see example below). A per transaction convenience fee of **\$1.50** will be charged by the payment processing company for this service.



IMPORTANT: To pay by check, once the "Payment Options" appear, click on the "Electronic Check" button and then continue entering your information.

Copyright (c) 2014 BTW Associates, Inc. [Information Disclaimer](#)

On the left, you'll see information on the credit card payments:

Secure Online Credit Card Payments


Now you can pay your tax bill from the comfort of your home or office by using our secure online payment service. Credit cards accepted: MasterCard, Discover, American Express or Visa. A per transaction convenience fee of **2.45% or \$3.00 minimum** will be charged by the payment processing company for this service.



The **TAX BALANCE(S)** shown below are based on the most recent data that has been uploaded to *Info-Tax Online*. Your total tax liability is determined by the tax collector and could possibly be different than the amount shown.

Pay Taxes in Full

\$3,671.93



Powered by **MunicPAY**
Nationwide Payment Solutions

The screenshot shows a button labeled "Pay Taxes in Full" with the amount "\$3,671.93" below it. A large red arrow points from the right towards the button. Below the button is the "Powered by MunicPAY" logo, which includes a star and the text "Nationwide Payment Solutions".

To continue on to pay by credit card, click

Pay Taxes in Full

This action will take you to the Municpay website which will ask you to fill in your contact information and credit card information.

To finalize the payment, click "Process Sale"

Details to note:

- At any time, you can click your browser's Back button or the "Cancel Sale" button to cancel your payment. Clicking the "Process Sale" button on their site finalizes your payment. Please note that it will take approximately three days for your payment to clear before it can be credited to your tax bill, and that InfoTax Online will not show your payment until the tax collector has processed the cleared payment.


- One payment, one parcel. Sorry, you cannot pay for multiple parcels in one transaction.
- 2.45% fee. There will be a fee charged. This fee does not come to the school. The school collects only the tax payment exactly to the penny. The credit card company receives the 2.45% fee.
- If you pay by card and have a change to your bill where there is refund due to you, your credit card will be credited with the amount due back.

Having difficulty finding your parcel?

While the simplest way to find your bill or parcel is to look at your current tax bill locate the bill number in the upper right-hand corner and enter that number into the "Tax Bill #" section, you may not have access to your bill or you may need to search in a different way.

There is **no need to fill in all the information** in every box of the search window. The program has the ability to search with **ANY** one section completed as long as that information is accurate.

Any information you don't know, leave blank. If there is more than one parcel with the criteria you list, it will produce a list and you will be able to choose the specific parcel from that list.



 Ichabod Crane Central School
 Columbia and Rensselaer Counties
 PAY TO: A Tax BILL Must Accompany, Payment. Contact, Mindy Potts (518) 758-7575 x 3001

Click an underlined link next to a box for help on entering that information.

If you leave a box blank, that item will be ignored in the search. However, only the first 250 matching properties will be retrieved, so you may need to add additional search information to narrow your search.

Click the Search button or just press the (Enter) key to search for matching parcels.

You can also click the "Clear Search Criteria" link at the bottom right to clear all boxes.

[Select a different district](#)

Search for a Property

Tax Year: 2014 School Tax ▼

Owner Name:

[Match to any part of owner name](#)

Street Number:

Property Location:

SWIS Code: (All SWIS Codes) ▼

Tax Map Number:

Tax Bill #

[Clear Search Criteria](#)

Copyright (c) 2014 BTW Associates, Inc.

The most frequent issue when searching for a parcel is:

There are no properties that match your search information

Here are some common reasons why:

You have a typo. This program is not like a Google search which will sometimes ask “did you mean...” if it thinks you meant to type something else. You must type in the information exactly as it was entered in the InfoTax program.

There’s difference between Hawley Rd and Hawley Road. If you type in “Hawley Road,” for the “Property Location” section, it will say there are no such properties. This is because all the Hawley Road parcels were entered as “Hawley Rd” and, sadly, the program will not recognize that “Road” means “Rd.” Same thing for “Street” vs. “St” and “Avenue” vs. “Ave,” etc. Most property locations were entered using standard abbreviations. You must type in the information exactly as it was entered in the program. Try using a standard abbreviation.

911 street numbers aren’t always on the parcels. Some houses are identified with a 911 street number, however, for tax purposes, the street number on the parcel is not recorded. If you input your street number when there is none on the bill, it will say there are no properties. You must type in the information exactly as it was entered in the program. Try removing the street number and search just by the street.

Spaces are characters. If the name is VanAllen. Some names were entered with a space between “Van” and “Allen” and some were not. You must type in the information exactly as it was entered in the program. Try spelling the name with a space or without the space. Or try searching by Property Location.

The property is on a County Route or a State Route. This can be problematic since there are a number of abbreviations for County Routes: CR22, Cty Rte 22, County Route 22, Route 22 and the same for State Routes. Different parcels on the same route may have the “Property Location” listed with a different abbreviation. You must type in the information exactly as it was entered in the program. If you live on a County or State Route, try searching by owner name.

If you recently purchased the property, it may still be listed under the previous owner’s name. Changes to the tax rolls happen ALL the time and there are a number of steps to update owner

information on the tax bills after a purchase. The paperwork may not have made it to the appropriate people by the cut-off for when we needed to have the tax bills printed. It will catch up.

Please, don't get frustrated if the program says there are no properties that match your search criterion.

- **Simply enter the smallest amount of information you KNOW to be correct and leave the rest of it blank. If there is more than one parcel with the criteria you enter, it will produce a list and you will be able to choose the specific parcel from that list.**
- **Check for typos.**
- **And if that doesn't work, call Mindy Potts 518-758-7575 x 3001.**

Details to note:

One payment, one parcel. Sorry, you cannot pay for multiple parcels in one transaction.

2.45% fee. There will be a fee charged. This fee does not come to the school. The school collects only the tax payment exactly to the penny. The credit card company receives the 2.45% fee.

If you pay by card and have a change to your bill where there is refund due to you, your credit card will be credited with the amount due back.