



## Transcript

### Tarrant County Tax Office – Make An Online Property Tax Payment

#### Part 2: Entering e-Check Payment

After you have created your online profile and selected your accounts, you are ready to submit payment details. This video will explain how to enter e-Check Payment information. The Make an Online Payment Part 3 video will show you how to enter debit or credit card details.

This video is brought to you by Wendy Burgess, Tarrant County Tax Assessor-Collector.

Keep in mind that our payment systems may slow down close to payment due dates due to high volumes. Please begin your online payment process early to avoid problems with submitting a payment. Payments are due by midnight Central Standard Time on the due date and are considered late at 12:01 am the next day.

You can complete an online property tax payment in a few simple steps. Be sure to watch the Create an Online Profile video and Part 1 of Making an Online Payment video to learn how to set up a profile and select your accounts and payment options.

To make a payment, you will need A "My Taxes Online" profile; Know which accounts you wish to pay; and have payment information handy. Please locate the bank routing number and bank account number for an eCheck Payment.

Navigate to the MY TAXES ONLINE page of our website. You probably have this bookmarked at [taxonline.tarrantcounty.com/etax/](http://taxonline.tarrantcounty.com/etax/). If not, you can either type that URL into your browser, or click on the Pay Online/Create Profile icon on the Property Tax Page of our website.

Log in to your My Taxes Online profile with the User Name and Password you entered when you created your profile. Be sure that the accounts you wish to pay are selected and that you have made your selection on the Payment Options page.

Continue making the appropriate selections on the Payment Options pages until you come to this notification. Remember that payment details are not stored. Please be sure to continue entering information for each payment. Your payment is not complete until you receive the Confirmation Number after a successful payment.

Now that you have selected the accounts to pay and the amounts, it is time to enter your preferred payment method. When you click the Submit Payment button, you are transferred to the Chase Bank Online Payment application.

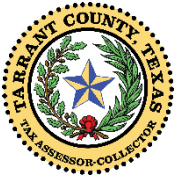
Select the method of payment, either eCheck or Credit/Debit Card. This video will take you through the steps for entering an e-Check payment. Watch the Part 3 video for a Credit/Debit Card payment.

There is no additional fee for an eCheck.

If you are not sure about the bank information, look at a check or deposit slip for your account. You can usually find the 9 digit routing number and your bank account number there.

When selecting eCheck, enter the bank routing number and your account number.

Identify the type and category for your bank account.



## Transcript, Page 2

### Tarrant County Tax Office – Make An Online Property Tax Payment

#### Part 2: Entering e-Check Payment

Complete the Contact Information. Please note the character limits for the fields and abbreviate where appropriate.

Click the Continue button when you have entered all of the required information.

We do not accept cash cards, payroll cards or gift cards. Your transaction may not be completed or may be held in pending status by your card issuer for several weeks. This is not a Tarrant County Tax Office issue. It is a card issue. We do not have your funds but are happy to provide information so you can work with your card provider.

We also do not accept payments through banking applications such as Zelle, Paypal, ApplePay, GooglePay, Venmo, etc.

Be sure to double check your payment information before submitting to avoid issues with processing and posting your payment. This will ensure timely posting, which is especially important on payment due dates.

Once you have verified the information you entered is correct, check the box I ACCEPT and click the CONFIRM button to continue.

Once you receive the Payment Confirmation, record the confirmation number by saving a screen print to your computer, or click the PRINT link to print the confirmation page. Trace your steps or check your payment method if you do not receive this acknowledgement page.

Also remember that multiple payment methods must be entered one at a time.

If you have proof that your payment was made but you are unable to print the confirmation page or need a receipt, please contact us. If you feel there was a problem with your payment, please provide the Confirmation Number. Of course, please contact us if you have any questions about the e-payment process including a receipt of payment. Provide your Confirmation Number if available.

Thank you for using our online services.