

# How can I pay my taxes?

## Pay at a Local Bank

[See list of Banks here](#)

Bank will not accept payment without a payment stub and will not accept any payments after the 2<sup>nd</sup> Installment due date.

## Pay by Mail

Mail payment to Livingston County Collector 112 W. Madison St. P.O. Box 50 Pontiac, IL 61764

- Make check payable to Livingston County Collector.
- Must use the current date. We cannot accept post-dated checks.
- Verify that the check is written for the full installment amount (including any penalties or interest if the payment is late). We cannot accept partial payments.
- Make sure that the numeric dollar amount and written dollar amount match.
- Please write your parcel number on your check.
- Be sure to sign your check.
- The payment stub from the bottom of the bill must be included with payment. If you do not have the bill please include an extra \$2.00 for Homeowners or \$5.00 for Mortgage Companies/Banks/etc. to reprint the bill.

Your cancelled check will be your receipt unless you send a self-addressed stamped envelope along with your payment.

A mailed payment is considered to be on time as long as it is postmarked on or before the due date. Personal checks are acceptable until 30 days before the tax sale. After that date, payments must be made in certified funds (cash, cashier's check or money order).

# Paying by Credit Card or E-Check

Credit card payments for property taxes may be made online at [livingstoncountyiltax.us](http://livingstoncountyiltax.us)

E-Checks, American Express, MasterCard, Discover, Visa and debit cards are all accepted. Please be aware that the service provider for credit cards AND debit cards charges a convenience fee of 2.25% on the amount of taxes being paid, plus a transaction fee of \$1.50 per transaction. E-checks will be charged a flat fee of \$2.00. No portion of this fee is paid to Livingston County. The Taxpayer is responsible for all convenience fee's and parcel verification.

## Why is there a convenience fee?

We use Catalyst Solutions, Inc. to accept credit card payments. We are not required to accept payment by credit card, but offer this service as a benefit to taxpayers. In accordance with the Local Government Acceptance of Credit Cards Act, a convenience fee is paid by the cardholder to fully offset the fee charged by the service provider.

In a retail store, the merchant pays a percentage fee to the credit card company every time a customer uses a credit card. When you purchase an item, the fee is already built in to the selling price, it is not a cost you see. Because we are a government entity, we cannot take the percentage discount to pay that fee. By law, we must collect the entire amount of tax due and distribute that money to the taxing bodies. Thus, the fee is charged as a separate item to the cardholder.

## Drop Box Payments

The Treasurer's secure drop box is located at the south side entrance of the Historic Courthouse at 112 W. Madison St. Pontiac, IL 61764. These payments will be checked daily. Any payments made after 4:30 will be posted to the next business day.

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- Must use the current date. We cannot accept post-dated checks.
- Verify that the check is written for the full installment amount (including any penalties or interest if the payment is late). We cannot accept partial payments.
- Make sure that the numeric dollar amount and written dollar amount match.
- Please write your parcel number on your check.
- Be sure to sign your check.
- The payment stub from the bottom of the bill must be included with payment. If you do not have the bill please include an extra \$2.00 for Homeowners or \$5.00 for Mortgage Companies/Banks/etc. to reprint the bill.

Your cancelled check will be your receipt unless you send a self-addressed stamped envelope along with your payment.

Personal checks are acceptable until 30 days before the tax sale. After that date, payments must be made in certified funds (cash, cashier's check or money order).

## In Person Payments

Payments may be made in person at the Treasurer's office in the Historic Courthouse located at 112 W. Madison St. Pontiac, IL 61764. Office hours are Monday through Friday, 8:00am - 4:30pm.

If you are paying by personal check, please verify the following before submitting your payment:

- Make check payable to Livingston County Collector.
- Must use the current date. We cannot accept post-dated checks.
- Verify that the check is written for the full installment amount (including any penalties or interest if the payment is late). We cannot accept partial payments.
- Make sure that the numeric dollar amount and written dollar amount match.
- Please write your parcel number on your check.
- Be sure to sign your check.
  
- Include the payment stub from the bottom of the bill. If you do not have the bill please include an extra \$2.00 for Homeowners or \$5.00 for Mortgage Companies/Banks/etc. to reprint the bill.

Personal checks are acceptable until 30 days before the tax sale. After that date, payments must be made in certified funds (cash, cashier's check or money order).