

Instructions to Pay PPCSD School Taxes Online by Credit Card or E-Check

To pay online, visit www.infotaxonline.com and scroll down to click on Pine Plains CSD.

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](#)

District	County	Online
Northeastern Clinton CSD	Clinton	Online
Northville Central School	Multiple	Online
Norwich City School District	Chenango	Online
Ogdensburg City School District	St. Lawrence	Online
Pawling Central Schools	Multiple	Online
Peru Central School District	Clinton	Online
Pine Bush CSD	Multiple	Online
Pine Plains CSD	Multiple	Online
Poughkeepsie City School District	Dutchess	Online
Redhook CSD	Multiple	Online
Remsen CSD	Multiple	Online
Rhinebeck CSD	Dutchess	Online

After you have clicked on Pine Plains CSD, to 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 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. (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).

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

Try not to be too specific. Partial names are allowed for owner and location searches. In addition, any box left empty will be ignored. However, only the first 250 matching properties will be retrieved, so you may need to add additional information to narrow your search if there are too many matches.

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: 2021 School Tax (2021-2022)

[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](#)

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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.

[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

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


Info-Tax Online utilizes the MuniPay 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 applied to the tax bill until the collector has fully processed the payment.

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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 2.65% 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

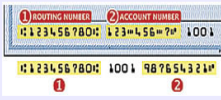
\$6,381.57



Clicking a "Pay" button will re-direct you to the MuniPAY 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.

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

Secure Online Credit Card Payments

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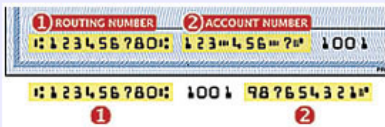


The TAX BALANCE(S) shown below are based on the most recent data that has been uploaded to *Info-Tax Online*. Your total tax liability is determined by the tax collector and could possibly be different than the amount shown.

On the right, you'll see information regarding E-Check payments.

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.

To continue on to pay by credit card or E-Check click

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Pay Taxes in Full

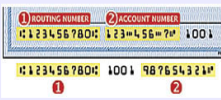
\$6,381.57



Clicking a "Pay" button will re-direct you to the MuniPAY 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.

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

The payment screen automatically defaults to a credit card payment.

To pay by Electronic Check, click "Pay with E-Check" to switch from credit card to E-Check.

All fields are required.

You must click the box agreeing to the total amount charged, including the non-refundable service fee before you can submit your payment.

The screenshot shows a payment form with the following elements:

- A red arrow points to a checkbox with the text: "Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. (required)".
- Two buttons are visible: "Key Enter Card" (light blue) and "Pay with E-Check" (yellow). A red arrow points to the "Pay with E-Check" button.
- Payment method logos: VISA, MasterCard, American Express, DISCOVER, Direct Club International, JCB, PayPal, and UnionPay.
- Form fields: "First Name*", "Last Name*", "Email Address*", "Street Address*", "City*", "State*" (dropdown), "Postal Code*", "Phone Number*" (with parentheses and dashes), "Card Number*", "Exp. Month*" (dropdown), "Exp. Year*" (dropdown), and "Card Sec. Code*".
- At the bottom right, there are two buttons: "Cancel" (red) and "Submit" (blue). A red arrow points to the "Submit" button.

To finalize the payment, click "Submit".

Once your payment has been submitted you will be redirected back to InfoTaxOnline and you will receive your confirmation number and a digital receipt.

A confirmation email with the same information will also be sent to the email address that you entered in the payment screen.

Installment Payment Option For Dutchess County Taxpayers **ONLY**

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.

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

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

Once you click on "Pay Balance", 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 applied to the tax bill until the collector has fully processed the payment.

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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 2.65% 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 Installment Due](#) [Pay Taxes in Full](#)

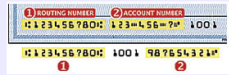
\$1,350.27 \$2,700.53

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.

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To make a payment, select either "Pay Installment Due" **or** "Pay Taxes in Full". This action will take you to the Municipay website which will ask you to fill in your contact and payment information. Follow the directions above for credit card or e-check payments.

PLEASE NOTE: You can only choose one payment option; Pay Installment Due OR Pay Taxes in Full. Once your payment has been submitted, you cannot change to a different payment option.

All fields are required and you must click the box agreeing to the total amount charged, including the non-refundable service fee before you can submit your payment. To finalize the payment, click "Submit". Once your payment has been submitted you will be redirected back to InfoTaxOnline and you will receive your confirmation number and a digital receipt. A confirmation email with the same information will also be sent to the email address that you entered in the payment screen.

Customer agrees to pay the above total amount according to the card issuer agreement & understands a non-refundable service fee will be charged to allow a payment via credit card. Additionally, Customer has verified that the information above is correct. **(required)**

[Key Enter Card](#) [Pay with E-Check](#)



First Name* Last Name* Email Address*

Street Address*

City* State* Postal Code* Phone Number*

Card Number* Exp. Month* Exp. Year* Card Sec. Code*

[Cancel](#) [Submit](#)

Details to note:

- At any time, you can click your browser's Back button or the "Cancel" button to cancel your payment. Clicking the "Submit" button 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.
- **To make online payments for multiple parcels, each parcel must be paid individually.**
- **For Dutchess County Taxpayers ONLY: You can only choose one payment option; Pay Installment Due OR Pay Taxes In Full. Once your payment has been processed, you cannot change to a different payment option.**
- While Pine Plains CSD incurs no cost for making this service available, those taxpayers taking advantage of this service should be aware there will be a service fee charged by Municipipay for processing online payments. Taxpayers will be charged a service fee of 2.65% of their tax bill with a minimum charge of \$3.00 when paying by credit card and \$1.50 per transaction service fee when paying by Electronic Check. Pine Plains CSD **does not** receive any income from the online service fees. Therefore, we cannot waive the fees.

Are you having difficulty finding your parcel?

The simplest way to find your parcel is to look at your current tax bill to locate the bill number in the upper right-hand corner and enter that number into the "Tax Bill #" section. If you do not have access to your bill you may search for your parcel by entering other information specific to your parcel.

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.

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.

To search by "Owner Name", **you must enter the last name first** and then the first name. **Do not** enter a comma between the last and first name. You can also search by only entering the last name.

To search by "Street Number", **enter only the number** of the parcel's address. The street name is entered in the "Property Location" field.

**Info-Tax Online**

PINE PLAINS CENTRAL SCHOOL DISTRICT
Columbia and Dutchess Counties
PAY TO: PPCSD - School Tax Collector, 2829 Church Street, Pine Plains, NY 12567 (518) 398-7181

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

Try not to be too specific. Partial names are allowed for owner and location searches. In addition, any box left empty will be ignored. However, only the first 250 matching properties will be retrieved, so you may need to add additional information to narrow your search if there are too many matches.

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.

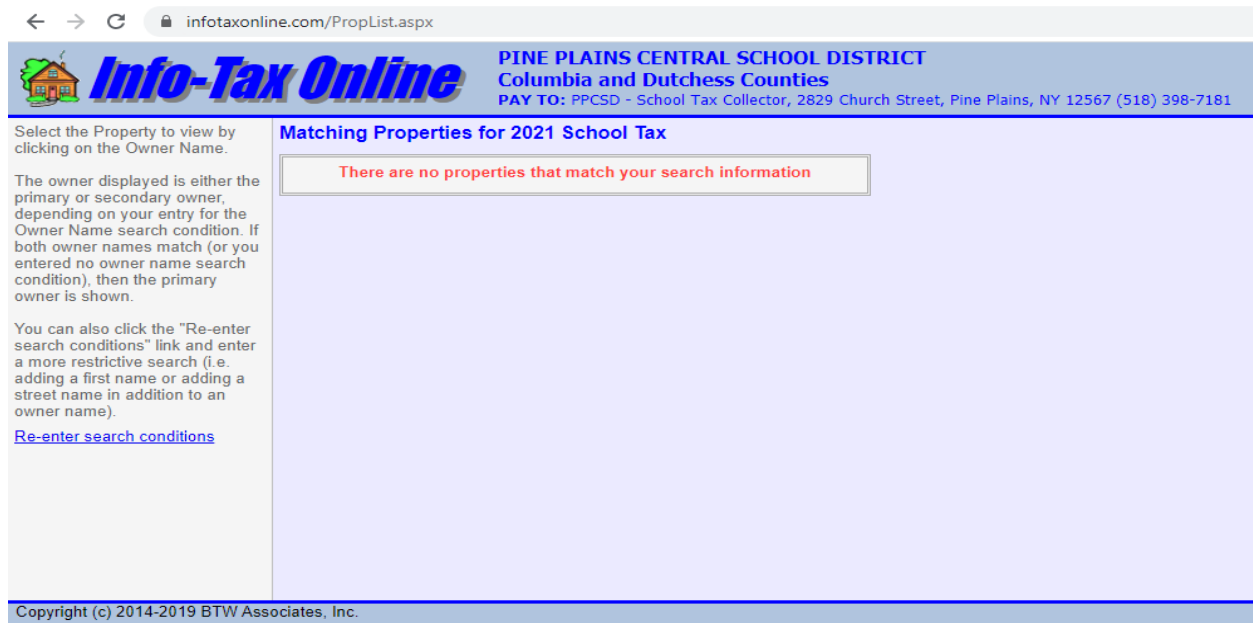
[Select a different district](#)

Search for a Property

Tax Year:	2021 School Tax (2021-2022) ▼
<u>Owner Name:</u>	<input type="text"/>
	<input type="checkbox"/> Match to any part of owner name
<u>Street Number:</u>	<input type="text"/>
<u>Property Location:</u>	<input type="text"/>
SWIS Code:	(All SWIS Codes) ▼
<u>Tax Map Number:</u>	<input type="text"/>
Tax Bill #	000169
<input type="button" value="Search"/>	Clear Search Criteria

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The most common reasons why there are no properties that match your search criteria are:



The screenshot shows a web browser window with the URL `infotaxonline.com/PropList.aspx`. The page header includes the "Info-Tax Online" logo and the text "PINE PLAINS CENTRAL SCHOOL DISTRICT Columbia and Dutchess Counties" and "PAY TO: PPCSD - School Tax Collector, 2829 Church Street, Pine Plains, NY 12567 (518) 398-7181". The main content area is titled "Matching Properties for 2021 School Tax" and contains a red-bordered box with the message "There are no properties that match your search information". On the left side, there is a section titled "Select the Property to view by clicking on the Owner Name." with instructions on how to use the search function and a link "Re-enter search conditions". The footer of the page reads "Copyright (c) 2014-2019 BTW Associates, Inc."

- **You have a typo.** You must type in the information exactly as it was entered in the InfoTax program.
- **There's a difference between Lake Rd and Lake Road.** If you type in "Lake Road," for the "Property Location" section, it will say there are no such properties. This is because all the Lake Road parcels were entered as "Lake Rd" and 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 only the street name without ""Road" or "Rd".
- **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 information.

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.

If you have followed the above steps and are still not able to locate your parcel, please call Joan Taylor 518-398-7181 xt 1234.