



Online Payments Available on our website

www.polkcountywi.gov

Credit or Debit



Digital Wallets or Bank



A convenience fee of 2.99% (\$2.95 minimum) of the tax payment amount is charged by Value Payment Systems for using this service. We accept Discover, MasterCard, Visa, and Amex credit and debit cards. The fee for eCheck is \$1.50.

**Note: If you select credit and are using a debit card you will be charged the credit processing rate.*

How to Make a Tax Payment

Step 1: Open the Public Portal in any internet browser.

- Read through the Terms & Conditions and click the blue "Accept and Sign In" button under Guest Sign In.

Step 2: Search for your property or tax bill using any of the following methods

- *Note: Entering less is more when searching*
 1. Parcel # / Property #
 2. Owner (Last and First Name)
 3. Address (House # and Street Name)

Step 3: Review your Search Results and Add to the Cart.

- Parcels from any municipality may be paid together at one time, search for each parcel and add to your cart.
- *Please Note: The maximum is currently 10 parcels per transaction. If you want to pay for more than 10 parcels in a transaction, please contact the Polk County Treasurer's Office at [\(715\) 485-9255](tel:7154859255).*

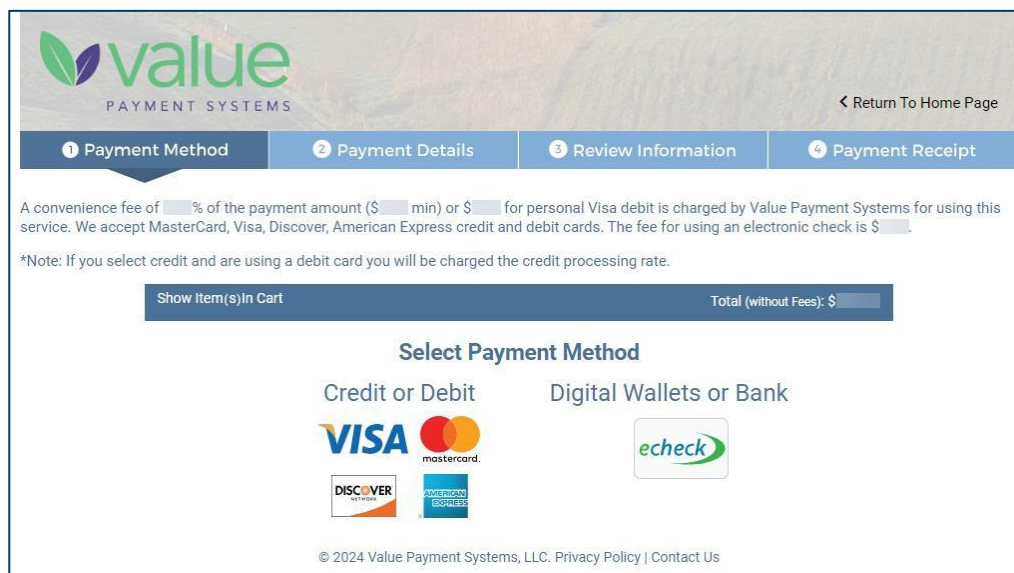
Step 4: Click 'View Cart'.

Step 5: Click 'Checkout'.

- Review your items and payment amount for the tax items.
- The Payment Total window will display the total amount of your payment for the entire transaction. If you need to change the payment amount, click the blue Pay button located at the end of each line added, follow prompts to change payment amount. Click Apply.
- Click "Checkout" to begin the checkout process.

Step 6: Follow the on-screen prompts to complete Checkout.

- Checkout will take you to VPS site to enter payment information and process – click on your desired payment method to proceed and enter your payment details.
- If using a credit/debit card, the system will give you the amount of the convenience fee once the card information is entered. At that time, you can give the payer the fee amount for approval.
- If using the eCheck method, specify between business, personal checking or savings and be sure to enter the account number in twice. Once in blind, and second to confirm.
- For both methods, be sure to use the name and address that is connected to the account or card the payer is using.
- An email is required to process a payment so if the payer doesn't have an email or will not give you one to enter, use your own email and offer the confirmation number once payment is processed as the receipt



The screenshot shows the Value Payment Systems checkout interface. At the top is the logo and a 'Return To Home Page' link. Below is a progress bar with four steps: 1. Payment Method (active), 2. Payment Details, 3. Review Information, and 4. Payment Receipt. A fee notice states: 'A convenience fee of [] % of the payment amount (\$ [] min) or \$ [] for personal Visa debit is charged by Value Payment Systems for using this service. We accept MasterCard, Visa, Discover, American Express credit and debit cards. The fee for using an electronic check is \$ []'. A note below says: '*Note: If you select credit and are using a debit card you will be charged the credit processing rate.' Below this is a dark blue bar with 'Show Item(s) In Cart' on the left and 'Total (without Fees): \$ []' on the right. The main section is titled 'Select Payment Method' and is divided into two columns. The left column is 'Credit or Debit' and contains logos for VISA, mastercard, DISCOVER, and AMERICAN EXPRESS. The right column is 'Digital Wallets or Bank' and contains the echeck logo. At the bottom is the copyright notice: '© 2024 Value Payment Systems, LLC. Privacy Policy | Contact Us'.

— End of Instructions —