



BOB WATT, JEFFERSON COUNTY TREASURER

If you want to pay Jefferson County property taxes on-line:

1. Go to jeffersoncountyillinois.com
2. Click "Pay Online". It's in the upper right side of the homepage
3. To PAY Real Estate Taxes click **HERE**. This will open the "Property Tax Payments" page
4. Enter the "Owner Name" as it appears on your tax bill and "Enter"
 - a. If you do not have your bill, no problem:
 - b. Type in your name, or the parcel number if you know it
 - c. Click search
 - d. A list will appear showing your parcel(s)
 - e. If you have a common name like John Smith, you may see a list of all the John Smiths.
 - f. Find the parcel(s) you want to pay
5. Find the parcel(s) you wish to pay
6. Click the box to "Pay First Installment" or you can select and pay both.
 - a. Do this for each parcel you wish to pay for
 - b. Multiple parcels can be paid at once
7. Click "Add to shopping cart"
8. Confirm your selection(s)
9. Click "Credit Card / E-Check"
10. Click the "I acknowledge..." Statement
11. Click "Proceed to Checkout"
12. You have one more chance to confirm your selection(s)
13. Select your payment option
 - a. Pay by Credit – this has a 2.25% + \$1.50 convenience fee
 - b. Pay with E-Check – this has a \$2.00 convenience fee
 - c. Convenience fees do NOT go to the County
14. Enter your information as requested (name, address, etc.)
15. Click "Next"
16. The total bill payment amount, the convenience fee and total payment amount will be shown
 - a. Enter your credit card information if paying by Credit Card
 - b. Enter your banking information if paying by E-Check (account and routing numbers are required)
 - c. Click the "Agree to terms and conditions" statement
17. Click "Next"
 - a. If there are any errors you will be prompted to make corrections
18. You will have the option to "Cancel Payment" if you wish. The final screen will ask you to confirm the payment and provide your receipt information.