



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).*

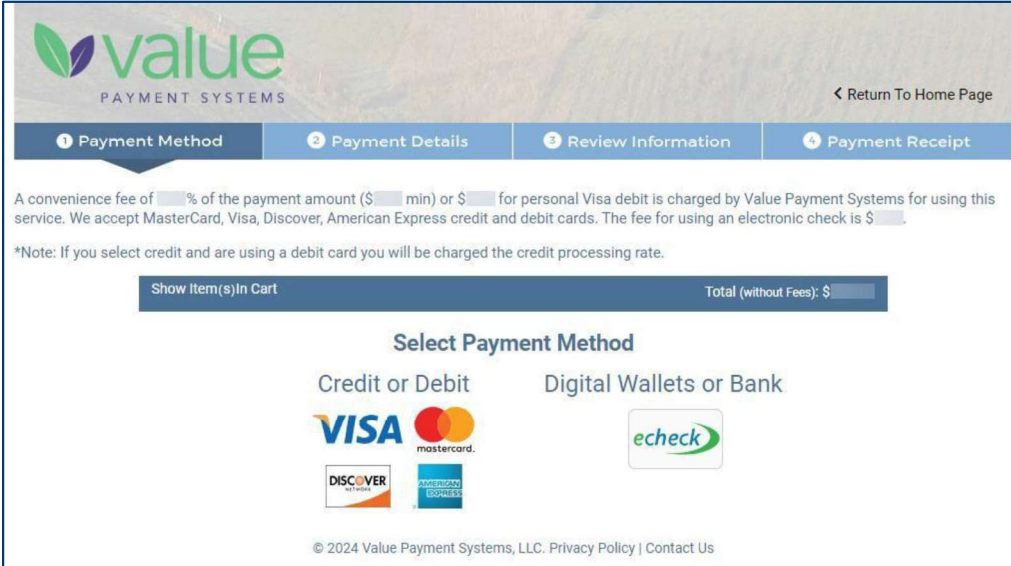
Step 4: Click 'View Cart'.

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 displays the Value Payment Systems checkout interface. At the top, the logo for Value Payment Systems is visible, along with a 'Return To Home Page' link. Below the logo is a progress bar with four steps: 1. Payment Method (active), 2. Payment Details, 3. Review Information, and 4. Payment Receipt. A 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 reads: '*Note: If you select credit and are using a debit card you will be charged the credit processing rate.' A dark blue bar contains 'Show Item(s) In Cart' on the left and 'Total (without Fees): \$ []' on the right. The main heading is 'Select Payment Method'. Under 'Credit or Debit', there are logos for VISA, mastercard, DISCOVER NETWORK, and AMERICAN EXPRESS. Under 'Digital Wallets or Bank', there is an echeck logo. At the bottom, the footer reads: '© 2024 Value Payment Systems, LLC. Privacy Policy | Contact Us'.

— End of Instructions —