

## **How to Make Payments**

The Town of Holliston is in the process of automating the way we collect payments from our taxpayers by using the most efficient, cost effective methods available to us. In doing so, we need your assistance to accomplish this task.

We ask that you use one of the following methods when making a real estate, personal property, motor vehicle excise, trash fee or water bill payment.

### **1. Town's on -line bill paying system .**

Please log into the town's website at [www.townofholliston.us](http://www.townofholliston.us), click on on -line services.

If you make a payment using your credit card, there is a convenience fee that is charged by the credit card companies. The amount of the fee will appear on the screen when you make your payment.

If you make a payment using your checking account information, there is no fee.

### **2. Your personal on -line banking systems.**

If you are using your personal on -line banking system to make payments we ask that you put the following information into your banking system to help us identify your payment(s). Please establish a separate payee for each type of bill. **Please DO NOT COMBINE bills into one check.**

Real Estate Bills:	Parcel ID is required
Personal Property Bills:	Personal Property ID Number is required
Motor Vehicle Excise Bills:	Registration Number is required
Trash Bills:	Account Number is required
Water Bills:	Account Number is required

Failure to put the required information could result in your payment being returned because we are unable to identify what bill you are paying . This may result in you incurring additional late fees and interest.

**3. Payments can be made at Town Hall during normal business hours or placed in the silver drop box located next to the side door of Town Hall. DO NOT PLACE CASH in the drop box.**

### **4. Payments can be mailed to following addresses:**

*Real Estate, Personal Property, Motor Vehicle and Trash Bills*

Town of Holliston, PO Box 6737, Holliston, MA 01746

*Water Bills*

Town of Holliston, 703 Washington Street, Holliston, MA 01746

**PLEASE KEEP THIS FLYER**