## How to Make Payments

The Town of Holliston has automated the way we collect payments from our taxpayers by using the most efficient, cost effective methods available to us.

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

You may also pay for a variety of programs/documents through the town's on-line bill paying system such as vitals from the Town Clerk, building permits and school activities/fees.

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

Please log into the town's website at <u>www.townofholliston.us</u>, click on On-line Bills.

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 will be a convenience fee of 50 cents that is being charged by the bank.

## 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
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, and Motor Vehicle Trash Bills Town of Holliston, PO Box 6737, Holliston, MA 01746 *Water Bills* Town of Holliston, 703 Washington Street, Holliston, MA 01746