

PAY YOUR TAX BILL ONLINE

It is fast. It is accurate. It is convenient. It is easy to use.

1



Go to **www.meridian.mi.us**

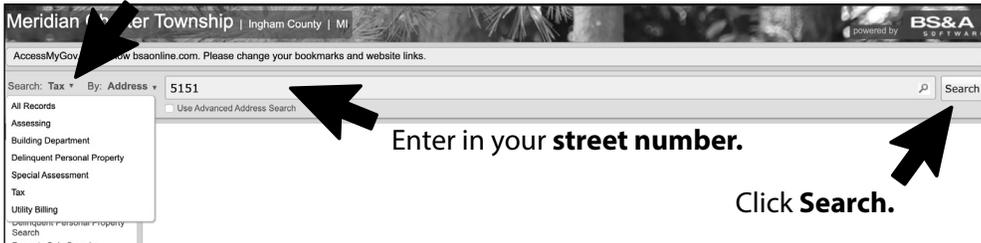
On the first screen click on the **Bill Payments** button.

Click **PAY ONLINE** on the left, which brings you to the BS&A Database to search for your property.

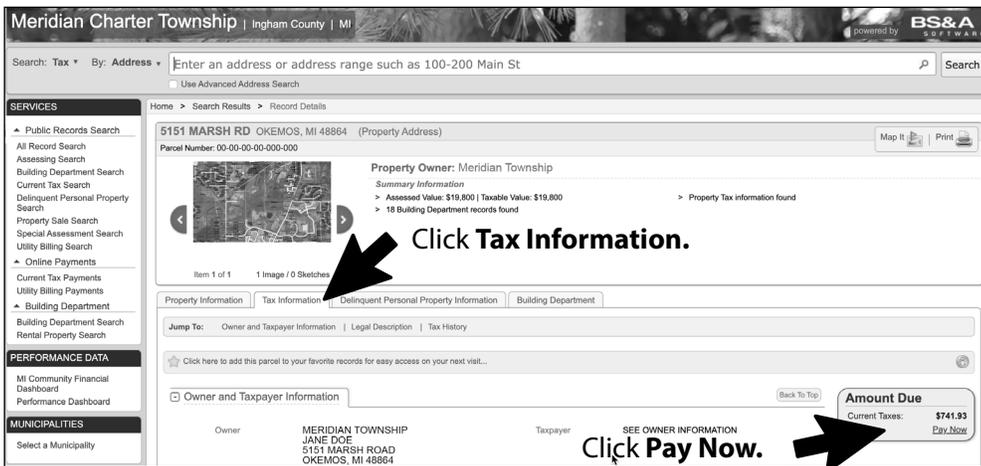
2

Search BS&A Database

In **Search**; click the **small arrow** and select **Tax**.



After clicking Search, click on your **address**.



Click on the **Tax Information** tab and then **Pay Now** in the pink box. It's okay if it reflects zero balance due.

Click the **Pay Winter Taxes** button. This will take you to the Invoice Cloud registration screen.

You can choose either **Proceed to Checkout** for a one time payment or Go to **STEP 3** and click **I want to Register this Account** to set up Auto Pay.

3

Register your summer and winter property tax bills for Auto Pay in Invoice Cloud.

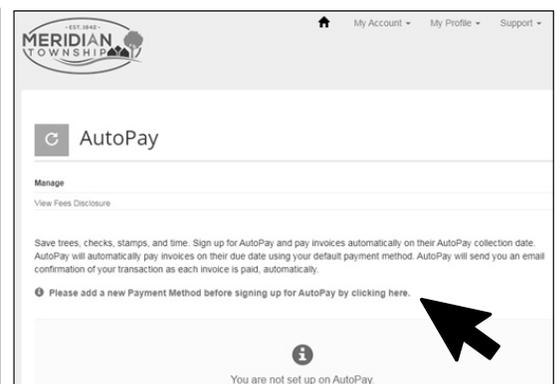
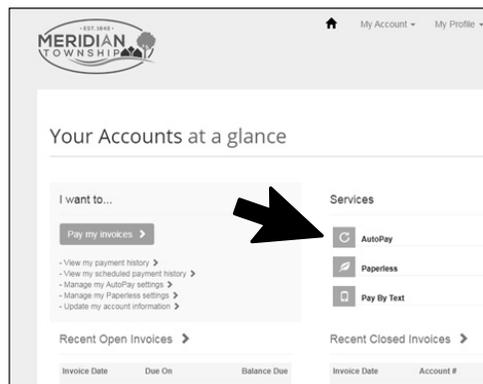
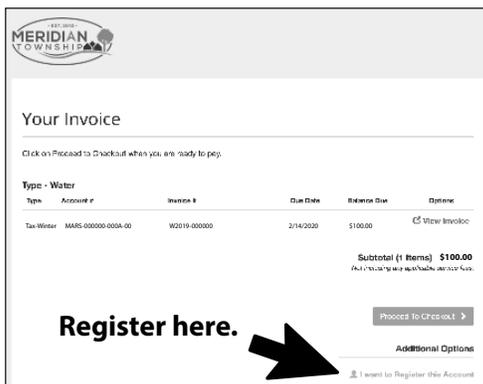
Click **I want to Register this Account**.

Fill in the registration form. Complete the registration by clicking the green **Complete Registration** button.

When you have completed the registration form you will be taken to "Your Accounts at a glance"

Click on the blue link **Please add a new Payment Method** before signing up for Auto Pay.

Click on the blue **Auto Pay** button.

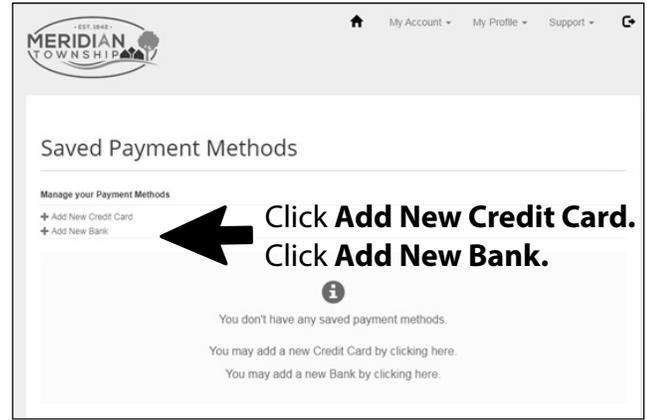


4 Select **Add New Credit Card** or **Add New Bank**

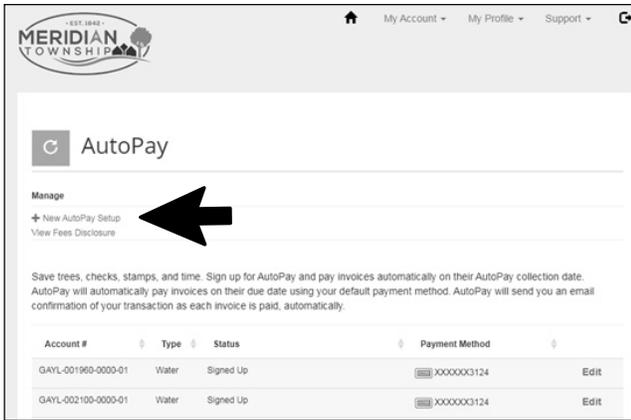
Fill in the form with your information.
Click the green **save** button.

On the **Saved Payment Methods** page, click on the blue **here** at the end of the phrase that reads **You are not set up for auto payment, you may set up auto pay by clicking here.**

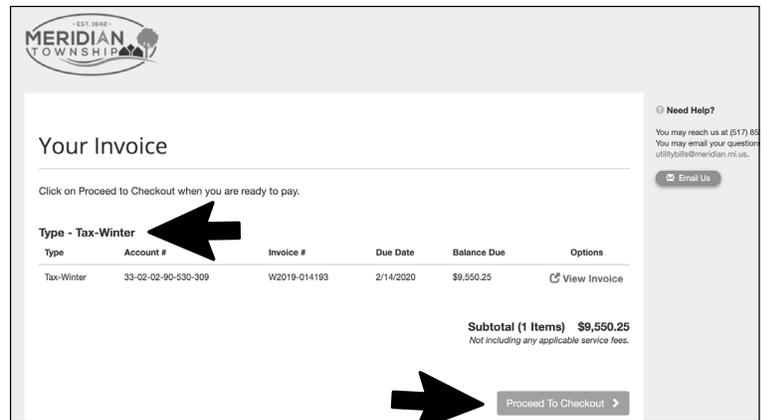
There is no fee for automatic withdrawals from savings or checking accounts. A 2.75% convenience fee for all Credit and Debit card transactions will be applied.



Select **New Auto Pay Setup.**



Verify that the information on the sign up page is correct. Make sure that **Tax-Summer** is selected under the **Invoice Type** heading. If you are satisfied with the auto payment information, click the **Save this Autopay Setup** button.



Meridian Township Treasurer's Office
5151 Marsh Road
Okemos, MI 48864
517.853.4140
Monday - Friday
8:00 am - 5:00 pm



A PRIME COMMUNITY
meridian.mi.us