On line tax information

It is easy to obtain important tax information on-line any time of the day for your convenience. Follow these steps to access your information.

1. Go the Township website at www.lake-township.org.
2. Click on the link on the right-hand side of the home page under "Online Water/ Sewer and Tax Payments". Https://accessmygov.com/Account/LogOn?uid=962.
3. This brings you to the AccessMyGov home page where you will need to create an account if a first-time user or sign in if you have an established user account. This just involves creating a user and password for access to the site. Log in.
4. The next page has on-line services in the top left box. Click on "current tax search".
5. Search for your property by address, name, or parcel number by using the drop-down arrow next to the box. It defaults to address but sometimes full property addresses may not be in the system so it may be necessary to search by name or parcel number.
   a. Name is last name first (space) first name- it is not case sensitive.
   b. Parcel number should be entered omitting the first 11-xxxx-xxxx-xx-x (ie. 11-11-5555-6666-00-0 should be entered as 11-5555-6666-00-0)
   c. If entering just the house number assuming it is in the system, it will list your property and any others with the same house number address in the Township. Select yours from the list.
6. Once you have identified your property, click on it to load the information.
7. When viewing your own property, it is free. To view other property information a fee is charge for each look up.
8. The tax information page will provide tax payment history including amounts paid and when, the legal description of the property as stated on your tax bill, and a payment calculator to recalculate payment amounts with different payment dates.
9. Clicking on a specific payment will bring up information about the SEV, taxable value, PRE homestead exemption status, and a complete breakdown of the individual millage rates and how each payment was distributed!
10. Below the breakdown for that payment is a link "click here for a printer friendly version of the current payment tax information". Clicking that link will give the option to send the information to a printer. This is a great breakdown to use for tax reporting purposes.
11. Actual tax bills are not available on-line due to the variation in municipal tax bill formatting but this on-line area will provide all the information you should need.
12. This site provides valuable information about utility bills, histories, amounts due, etc. Just click on utility bill search and follow the same process.
13. The site also has options for paying utility bills or taxes on-line. Please be aware that utility bills and taxes have a fee associated with payment processing. We encourage the use of the e check option (drop down arrow by payment type) since this payment option has a $ 3.00 fee (up to a $ 10,000 payment) versus the credit card option that requires a 3% of the payment amount processing fee.
14. When done just log out and you will be ready to come back next time!

We are always happy to provide utility and tax information at our office but want to make residents/ customers aware of this convenient option for obtaining information any time for no charge!

Contact Bob Clark at our office with questions or comments.