



1. Lake Charter Township

On-line payments are EASY!

Benefits:

Get immediate confirmation on payments that were made.

Don't worry about mail time or lost payments.

No need to allow weeks for payments to arrive- just allow 24 hours!

No need for having checks to keep track of or worry about getting stolen.

Website offers a lot of information about both taxes and water/ sewer such as: water consumption and bill history, tax SEV and taxable value histories, parcel information, legal description of property, tax history up to 20 years, breakdowns of taxes paid, and more!

Check it out now!

Lake Charter Township strives to provide its' residents with an excellent level of service to our residents. The Township recently added recycling services at no cost to the residents. The water department has been very diligent in replacing aging water mains, upgrading water plant equipment, and implementing the latest technology to use the latest innovations and provide residents with quality water for the future. Lake Township Park continues to be a great place for residents to use and we have made many upgrades to it including paving, sealing and renovations to the disk golf course. Roads continue to be resurfaced and repaired.

We appreciate your support



**LAKE CHARTER
TOWNSHIP**

PO Box 818
Bridgman MI 49106



**LAKE
CHARTER
TOWNSHIP**

*On-line payment
instructions*

2. On-line payments are convenient and easy to make

Here is a step by step guide to making payments on line. Don't panic- it really isn't bad!

Step 1: Go to the Lake Charter Township website located at www.lake-township.org.

Step 2: Click on the link on the right side of the home page to on-line tax payments.

Step 3: You will be directed to our software company website, www.accessmygov. Here you either need to create a new account if you are new to on-line tax or water payments or log in if you have previously created a user log in.

Step 4: Once logged in you will see an on-line services area with on-line tax payments below. Click on the current tax payment link.

Step 5: Search for the parcel you wish to pay by entering either your name, address or parcel ID #.

Step 6: Highlight your parcel and click to bring it up for the payment step.

Step 7: This page asks if you are the owner of the property. The system allows you to access information on your own property for free. To access information or make payments on other property there is a \$ 2.00 charge per look-up. If it is your parcel, click the *access this record for free* button. Please note: you may only access one parcel for free.

Step 8: Verify the amounts and parcel is correct and click on the *pay now* button.

Step 9: You will see a drop-down box to select either paying with credit or e check options. If paying by credit you will be prompted to enter your credit card information and to submit. Credit payments require a **3% fee of the total amount being paid**. If you wish to pay by electronic check click the down arrow and select E Check. You will be prompted to enter your checking information routing and account number for the account you wish the funds to be withdrawn. E Check payments require a **\$ 3.00 flat processing fee for amounts up to \$ 10,000**. If choosing e check hit submit.

Step 10: The next page is to Review and Submit to verify the payment information. Click the agree to terms and conditions box after reviewing.

Step 11: The next page will be a confirmation and receipt with an option to print for your records. We recommend this be printed and kept with your tax bill and information.

Step 12: If an e mail was provided you will receive an e mail confirmation of the payment as well.

Step 13: Sign off the system.

Use this site for a multitude of information on taxes and water/ sewer payments.

Access your information for free any time day/ nights/ or weekends.

Print tax receipts or review tax payments for income taxes at your convenience.

Taxes must be paid each billing period, this is not setting up an automatic payment for future payments.

