



## Instructions for Tax Payers

Using your computer, you can:

- 1) Determine if a Tax Payment has been recorded as paid.
- 2) Print a Tax Bill.

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At the Ovid Township website, you can access this information from the “Home” page.

Choose the **TAX INFORMATION** Tab

Choose the **PROPERTY TAX SEARCH** Tab, a new browser link will open for the **Ovid Township BS&A Online**.

At the top of the page you will find: “**Search: Tax By: Address**”. Choose the “**Address**” drop down arrow. This will allow you to Choose “**Name**”.

The screen will now look like: “**Search: Tax By: Name**”.

Type in the last name of the Property owner and then press “**Enter**”. Select the full name of the Property owner from the Search Results List.

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### **TO SEE IF A PROPERTY TAX PAYMENT HAS BEEN RECORDED**

Scroll down to “**Tax History**”. You will see a table containing the Tax Year, Season, Total Amount, Total Paid and Last Paid (Date payment was recorded).

If the “**Total Due**” column is zero (0), then **NO** tax is due. If the “Total Due” column show(s) an amount, then the property tax has **NOT** been paid.

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### **TO PRINT A PROPERTY TAX BILL**

Scroll down to “**Tax History**” Table.

If you would like to make a copy of your Summer or Winter Property Tax Bill, choose the **Arrow “>”** next to the appropriate “**Year**” Summer or Winter Tax Season.

Scroll down the page and click on the Blue words: “**Click Here for a Printer Friendly Version of (Summer/Winter, Year) Tax Information**”. A printer friendly version of the Property Tax Bill will be shown. In the upper right hand of the page, click on the words “**Send to Printer**”.

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Mail payments to: **Ovid Township, 381 S. Angola Road, Coldwater, MI 49036**.

We also have a secure DROP BOX for payments, located at the North end of our parking lot.

If you have questions or need anything, please call me at (517) 238-4435. I can easily Email or mail a copy of a Property Tax Bill or receipt to you.

Shelly AcMoody

Ovid Township Treasurer