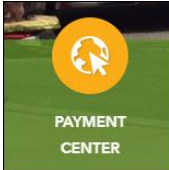


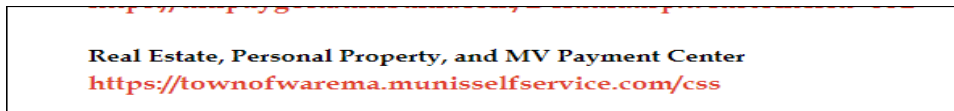
Online Payment Instructions

How to make a payment online for RE, PP, or MV

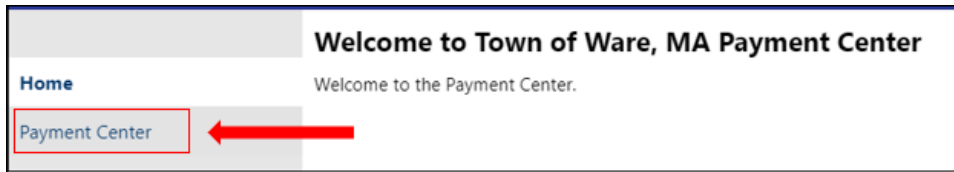
1. Visit www.Townofware.com
2. Click **Payment Center** on the main page.



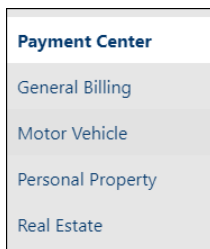
3. On the Tax Collection Page click on:



4. On Town of Ware Payment Center Click **Payment Center**



5. Click on the **type of bill** you would like to pay



6. Type in your **bill number** and click **Search**.
 - a. This number is located on your RE, MV, PP bill or you can call the Tax Collector Office to obtain the number by calling 413-967-9602

Real Estate

If you have any questions about tax payments, please contact the Tax Collector at (415) 495-3333

Bill number

Tax year

Remember these values
(not recommended on public or shared devices)

7. Check the top information to ensure you are on the correct bill

Real Estate

[View Bill](#)

As of

Bill Year

Bill

Owner

Parcel ID

8. Click **Pay Bill**

9. Click **Payment Method**

Pay Bills

Select Payment Method

When paying by electronic check (using your bank account), there is a \$0.50 charge. For payments via credit card, there is a fee schedule based on the amount that is being applied.

[Pay by Credit Card](#) | [Pay by eCheck](#) | [Cancel](#)

10. On Pay Bill screen

- a. You can either pay the payment amount by **clicking continue**
- b. Or you can **change payment amount** by changing the amount located in the payment amount box then click **continue**
 - i. MV cannot be changed full amount is due

Balance	Due Now	Payment Amount
\$3,792.02	\$3,792.02	\$ 3,792.02

Balance	Due Now	Payment Amount
\$3,792.02	\$3,792.02	\$ 100.00

11. Click **Checkout**

12. Click **Checkout as Guest**

a. Or you can create an account, but you don't have to

Create Account

Registering for an account on the UniPay web site provides you with the following benefits:

- Quicker payment process using pre-filled account information
- Access to transaction payment history
- Ability to schedule payments and view history
- Save your checking account information
- Enroll in email and text alerts
- Set up Automatic Payments

If you would like to create a new UniPay account and save your details for future payments, click **Create Account**

To continue without saving your information, click **Checkout as Guest**

13. Type in Billing information and click **Checkout as Guest**

14. Fill out Payment information.

a. Using card or account number

i. Using your account number and routing number is .50 cents.

Any questions please contact the Collectors Office at 1-413-967-9602.