

Residents can opt into Auto-Pay for online payments using your preferred method of payment. This feature is available for settling both your tax and utility balances. **PLEASE NOTE:** There are fees associated with paying your bill online. If you pay by ACH or e-check, there is a \$1.95 convenience fee. The fee for debit and credit card payments will be approximately 2.95% of your total payment.

How it works...

1. Head to www.winslowtownship.com, under the Departments tab click on Tax Collections, click [Tax Online Payment](#), then click:
[Create an account to schedule payments and sign-up for AutoPay](#).
2. Once your account is created, you must add a billing account (tax and/or utility) to continue.
3. Add a payment method to your eWallet and click Next.
Please verify account numbers before submitting the information
4. Under the registered account you must move the tab next to **“Not enrolled in AutoPay”** You will then see it changed to **“You’re enrolled in AutoPay”** along with your eWallet information.
5. Click **“Complete Account Setup”** which will bring you back to the Summary Screen with your enrolled Billing Accounts. – This is also where you will unenroll if you move or no longer wish to have AutoPay.

Once enrolled:

1. Residents will receive an email **at least one week prior** to the payment being processed on XX/XX/XXXX. – **If the due date falls on a weekend or holiday, it will be the next business day.**
2. The email will contain a CONFIRMATION #.
3. On said date, the payment will be for the total current balance and will be deducted from your selected method of payment. If a payment is made by any method after receiving the email, the payment amount will still be deducted from the registered eWallet account unless you notify us to cancel the scheduled payment.
4. Based on timing, if a resident signed up after the schedule is defined, they may not be included in the first run directly after registering. It is the resident’s responsibility to check their account balance online and personal statements to ensure the payment was successful.

Cancelling a scheduled payment:

1. The notice will go out a week in advance to allow the resident time to act and make any changes or cancellations if necessary for whatever reason.
 - a. If you want to cancel autopay for a single time, you will need to forward via email the CONFIRMATION # along with a statement saying you wish to cancel the upcoming autopay. This must be received at least 2 days before it is scheduled to be processed: Emails should be sent to collections@winslowtownship.com
 - b. To cancel autopay entirely, residents will have to opt out in their account enrollment.

Duplicate Payments:

1. If you make a payment after you receive the email notification, the AutoPay will still be processed. To avoid a duplicate payment, you must follow the directions above to cancel a scheduled payment.

We are always available and willing to help during business hours.

Stop by or give us a call!

609-567-0700 option 3