

County of Adams

Office of County Collector

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Quincy, Illinois 62301-2998

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PAY REAL ESTATE TAXES USING YOUR BANK'S "BILLPAY" SYSTEM

I receive over 800 Billpay checks each year. Billpay checks are a convenient option for paying taxes, but I need your help to get the information required to process your payment quickly and accurately.

I receive and process most Billpay checks electronically. I no longer accept Billpay tax payments received on paper checks because they don't include the stubs required to process your payment. My staff has to research and reprint duplicate bills for each paper Billpay check.

If you choose to use a bank Billpay system to make future tax payments, please set up each biller exactly as shown below. *These instructions are also printed on the back of each tax bill.*

BILLER: **ADAMS COUNTY COLLECTOR** *Do not add punctuation*
 507 VERMONT ST STE G12 *or any other information*
 QUINCY IL 62301-2998

ACCOUNT(S): **012345678900**

- *Your account is the 12-digit Property Index Number on the top of your bill. Enter all 12 digits including all zeros; omit dashes or any other information.*
- *Each property requires a separate biller with a single Property Index Number.*

MEMO: *I don't receive information from your memo line. The memo is for your use only.*

MULTIPLE PROPERTIES: Each property requires a separate biller with a single Property Index Number.

PAYMENTS. Pay the exact amount that is due at the time of the payment. Call my office at 217-277-2245 if needed to confirm the amount. You may use a single payment to may pay one or both installments. Late payment interest is due if you initiate a payment after a due date. Refer to the "Late Payment" schedule that is printed on each stub. Late fees are different for each installment.

RETURNS. I may return your payment if:

- Errors in your biller name, address or account number cause your bank to issue a paper check.
- I receive a single Billpay payment for multiple properties.
- The payment amount doesn't match the amount due for the property.

If returned, your taxes will remain unpaid. You will be liable for late payment fees if you cannot make a corrected payment by the due date. Payments received and returned electronically takes several days to be redeposited into your account.

Contact your bank if you have any questions about setting up your billers.

Contact me at 217-277-2223 or e-mail treasurer@co.adams.il.us if you have any other questions.



Terry Asher
Adams County Collector

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