

**Whatcom County Treasurer
Pay By Phone
Credit Card & E-Check Payment Steps**

You must receive a confirmation number for your payment to be complete

Real Property taxes press 1 or - Business Personal Property taxes press 2

Enter your 16-digit or your 7-digit parcel number

You entered <parcel#>, if this is correct press 1 otherwise press any other key

Enter your 10-digit day time phone number, including area code

You entered <phone#>, if this is correct press 1 otherwise press any other key

Enter the amount you wish to pay. Enter both the dollars and cents. Use the (*)star key as a decimal, and press the (#)pound key when your entry is complete (For example, \$1.75 would be entered as 1-star-75 pound)

You entered" <amount>, if this is correct, press 1 otherwise press any other key

Credit card press 1 -or- Checking/Savings press 2 (see below)

Enter card number followed by the (#)pound key

You entered <card #>, if correct press 1 otherwise press 2

Enter 4 digit expiration date as MMY

You entered <expiration date>, if correct press 1 otherwise press 2

Enter the 3 or 4 digit card verification number (system will prompt correctly based on credit card type)

skip to ZIP code entry below

Checking/Savings press 2

Enter your bank's 8 or 9 digit routing number, followed by the (#)pound key

You entered <routing number>, if this is correct press 1 otherwise press any other key

Enter your bank account number, followed by the (#)pound key

You entered <account#>, if this is correct press 1 otherwise press any other key

Checking account press 1 -or- Savings account press 2

Enter 5-digit ZIP code. This must be the ZIP code of the billing address for this credit card. Use 99999 for cards billed to addresses outside the United States.

You entered <ZIP>, if this is correct press 1 otherwise press any other key

<Total Amt Due> plus <Convenience Fee> = <Charge Amount>. **To complete the payment transaction, press 1,** repeat information press 6, cancel and return to the main menu press 7, to end this call press 9.

Hold for confirmation number

Your payment was declined.

-OR-

Your payment in the amount of <Charge Amount> was approved. **Your confirmation number is <Confirmation#>.**