



**** AS OF MARCH 1, 2015: IF TAXES ARE OVERDUE BY 1 YEAR OR MORE,
YOU MUST PAY THEM AT THE SAGINAW COUNTY COURTHOUSE.
WE CANNOT ACCEPT PAYMENT ONLINE ****

REGISTER OR LOGIN TO ON-LINE TAX PAYMENTS

1. Go to VillageofBirchRun.com
2. Click on the "Links" submenu
3. At the top of the page, click on "Village Tax & Utility Bill Internet Service"
4. Click the link that says "Sign Up" and fill in the appropriate information.
5. If you are already a registered user, enter your username and password or if you have forgotten your password, may click the "Forgot Password" link to reset it.
Instructions on how to reset your password will then be sent to the email address on file.

PAY YOUR TAXES ON-LINE

1. Go to VillageofBirchRun.com
2. Click on the "Links" submenu
3. On the left side of the page, click on "Village Tax & Utility Bill Internet Service"
4. Login with your username and password
5. Click on Tax Information Search on the left side of the screen.
6. Click the circle next to the information you want to enter. Enter your name, street name, street number (from and to) or parcel ID#. Choose Search.
7. Click on the account you want to view
8. From here, you have the option to print (top right of the screen), view the parcel on a map (top left of the screen), enter a future date to calculate interest, view the total amount due and the legal description of the property (all at the bottom of the screen). If you click the "+" sign next to the tax year towards the bottom of the screen, you can see other information, such as school district, taxable value, breakdown of taxes, etc. There is also a link below the totals line that allows you to print a tax bill or receipt. You can also click the Utility Billing link on the left to go back to that account.
9. You can now make a payment online using your credit card. Click the pay online button next to the amount owed and enter your credit card information. When finished, press the review button at the bottom of the screen and follow the instructions. **NOTE: A fee of \$3.00 per \$100.00 is charged by the credit card processor. Any amount 1¢ or greater is rounded up to the next \$100.00 for fee purposes. For example, a bill for \$139.25 would be charged a \$6.00 fee for processing.**
10. Businesses that frequently need property information may also register for search services. Follow the above information to register or sign in and for paying your tax bill on-line. The fee for the service is \$1.00 per lookup and credit for such services may be purchased in bulk. Funds deposited for searches can only be used towards lookups and cannot be used towards water payments.